

THE ANTI-COUNTERFEIT AGENCY

CAREER GUIDELINES

For

THE ANTI-COUNTERFEIT AGENCY STAFF

ZERO DRAFT

February 2010

Ref: ACAA/001/STAFF/VOL 1/001

SECTION ONE

1.0 INTRODUCTION

The Anti-Counterfeit Agency (the Agency) is established under the Anti-Counterfeit Act, 2008, (the Act) to enlighten and inform the public on matters relating to counterfeiting; combat counterfeiting trade and other dealings in counterfeit goods in Kenya in accordance with the Act; devise and promote training programmes on combating counterfeiting; co-ordinate with national, regional or international organizations involved in combating counterfeiting; carry out any other functions prescribed for it under any of the provisions of the Act or under any other written law; and perform any other duty that may directly or indirectly contribute to the attainment of the foregoing.

1.1 AIMS AND OBJECTIVES

To provide for a suitable and well-defined career structure for the Agency which will:-

- i. provide for a clearly defined career structure and job description at all levels which will attract and retain competent staff and ensure proper deployment and utilization of staff;
- ii. 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; and
- iii. ensure appropriate career planning and succession management.

1.2 ADMINISTRATION OF THE CAREER GUIDELINES

The career guidelines will be administered by the Board of Directors of the Agency. In administering the career guidelines, the Board will ensure that the provisions of the guidelines are strictly observed for fair and equitable treatment of staff and that the staff are confirmed in their appointment on successful completion of a prescribed probation period.

1.3 TRAINING SCOPE

In administering the career guidelines, the Board will ensure that appropriate induction, training opportunities and facilities are provided to assist the staff to acquire the necessary additional qualifications, specialization and experience required for both efficient performance of their duties and advancement within the career guidelines. The Staff should be encouraged to undertake training privately for self-development. However, in some cases of training, the Board through the Ministry responsible for matters of the Agency, will consult the Permanent Secretary in charge of Public Service as and when appropriate.

1.4 THE GRADING STRUCTURE

Each cadre has been graded and designated as shown in the respective career guidelines.

1.5 ESTABLISHMENT OF POSTS

The career guidelines do not in themselves authorize or recommend that posts reflected in the respective grading structure be automatically created. Establishment of posts must be approved by the Board on the basis of the needs of the Agency.

1.6 SERVING OFFICERS

Serving officers will adopt and convert as appropriate to the new grading structure as provided for in the career guidelines, though they may not be in possession of the prescribed basic requirements and/or experience required for appointment to such grades. However, for advancement to higher grades, the officers will be required to obtain the minimum qualifications and/or experience prescribed for those grades.

1.7 ADVANCEMENT WITHIN THE CAREER

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

- (a) Merit and ability as reflected in work performance;
- (b) Existence of a vacancy; and
- (c) Approval by the Board.

In very exceptional cases, the Board may waive any of the minimum requirements.

1.8 IMPLEMENTATION OF THE CAREER GUIDELINES

The career guidelines will become operational when they are adopted by the Board and approved by the parent Ministry in consultation with the relevant arm of the Government. These career guidelines supersede any existing ones.

1.9 DIRECT APPOINTMENT

Direct appointment refers to appointment of officers on non-promotional terms. The point of entry is determined by qualification(s) and experience. Direct appointment has been provided for at various levels of the career guidelines. The Agency should not be constrained from recruiting at these levels from the open market provided that serving officers are not disadvantaged through such appointments and also to minimise chances of promoting mediocrity. Direct entrants at the higher levels should meet the minimum requirements for the post for which they are being considered.

1.10 INCREMENTAL CREDITS

Incremental credits will be awarded for any experience acquired after obtaining the minimum prescribed qualification for the grade. Incremental credit(s) will also be awarded on acquisition of higher degrees. The incremental credit may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the grade is not exceeded and at the rate of two increments after acquisition of higher degrees. In awarding incremental credits, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade, will be excluded.

1.11 GRADING STRUCTURE AND SCOPE

The career guidelines establish eleven (11) grades in the Agency, which will be graded and categorized as follows: -

Grade

ACA 1-4

ACA 5-8

ACA 9-11

Category

Unionisable employees

Middle Management

Senior Management

GRADING STRUCTURE

GRADE

ACA 11

ACA 10

ACA 9

ACA 8

ACA 7

ACA 6

ACA 5

ACA 4

ACA 3

ACA 2

ACA 1

SECTION TWO

2.0 JOB AND APPOINTMENT SPECIFICATION

2.1 EXECUTIVE DIRECTOR- GRADE ACA 11

2.1.1 Job Description

The Executive Director shall be the Chief Executive of the Agency and will be responsible to the Board in implementing the Agency's Policy on fighting Counterfeits; managing day to day activities of the Agency; and identifying, formulating and recommending strategic issues to the Board. He shall be an ex-officio member of the Board of Directors. He will be answerable to the Board of Directors and he will be:-

- (a)** the Secretary to the Board;
- (b)** administering the Anti-Counterfeit Act, 2008 and the Subsidiary Legislation made thereunder;
- (c)** ensuring the implementation and management of the Agency's vision, mission, set goals and objects;
- (d)** responsible for the day to day management of the affairs of the Agency;
- (e)** responsible to the Board generally for supervision of inspectors;
- (f)** responsible to the Board generally for the implementation of the Anti-Counterfeit Act;
- (g)** the custodian of the Agency's common seal;
- (h)** receiving complaints from holders of intellectual property rights;
- (i)** initiating and causing appropriate steps to be taken against infringement of intellectual property rights for which complaint has not been lodged by the intellectual property owner;
- (j)** enlightening and informing the public on matters relating to counterfeiting;
- (k)** combating counterfeit trade and other dealings in counterfeit goods in Kenya;
- (l)** formulating and promoting training programmes on combating counterfeiting;
- (m)** collaborating and coordinating with national, regional and international organizations involved in combating counterfeiting;
- (n)** performing any other duty that may directly or indirectly contribute to the war against counterfeit trade;
- (o)** ensuring that policy matters of the Agency are in line with those of Government generally and in particular concerning counterfeit goods;
- (p)** formulating and implementing the Agency policies;
- (q)** managing the Agency towards the realization of its goals;
- (r)** liaising with other agencies on matters related to sourcing of funds and the Agency's resource requirements;
- (s)** ensuring a positive corporate image;
- (t)** ensuring proper and efficient investment of the Agency's resources;
- (u)** advising the Board on policy and strategic changes necessary to facilitate protection of intellectual property rights in Kenya through enforcement of the Act;
- (v)** preparing the Agency's strategic plan, work plan and budget and presenting the same for approval by the Board;
- (w)** coordinating and directing activities of the Agency;
- (x)** managing and reviewing strategies, articulating, defending and protecting the interest of the Agency;
- (y)** preparing the Agency's short and long term plans;

- (z) ensuring the national objectives for which the Agency is set up are pursued;
- (aa) advising the Board on any necessary measures that are needed to be undertaken to enable the Agency function effectively and efficiently;
- (bb) ensuring that a conducive environment is created within the Agency to spur individual and collective efforts in the discharge of the Agency's activities;
- (cc) preparing and submitting in writing to the Board quarterly and annual progress reports on the activities of the Agency;
- (dd) acting as a Government of Kenya representative on counterfeit matters in the country as a means of protecting intellectual property rights and hence promoting innovation and creativity;
- (ee) reviewing and proposing amendments to the Act and the subsidiary legislation made there under; and
- (ff) performing any other duty as may be required by the Board in accordance with the Anti-Counterfeit Act, 2008 any subsidiary legislation made thereunder and any other written law.

2.1.2 Job Specifications

For appointment to the position of Executive Director, a person must have:

- (a) a Bachelor's degree in Law, Science, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Law, Science, Information Technology, Business Administration or its equivalent from a recognized institution;
- (c) at least three (3) years experience in the relevant field;
- (d) Demonstrated managerial, administrative and professional competence in work performance;
- (e) a certificate in computer applications.

OR

- (f) at least seven years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

2.2 JOB AND APPOINTMENT SPECIFICATION

2.3 DEPUTY DIRECTOR, ENFORCEMENT, PROSECUTION AND LEGAL SERVICES- GRADE ACA 10

2.3.1 Job Description

The Deputy Director Enforcement, Prosecution and Legal Services is responsible to the Executive Director and will:-

- (a) assist the Executive Director in managing the core functions of enforcement;
- (b) supervise, control, discipline, train and develop the staff in the department;
- (c) coordinate and supervise field enforcement services and deal with legal issues from the field;
- (d) coordinate the development and implementation of short, medium and long term institutional strategies in enforcement;
- (e) prepare work plans, reports and budgetary proposals and oversee proper management of the resources allocated to the department;

- (f) liaise with the relevant department on capacity development and deployment of the departmental staff;
- (g) provide professional supervision of the departmental staff;
- (h) liaise with other institutions enforcing the Act;
- (i) coordinate and oversee the timely preparation of quarterly and annual reports and papers for the Board on matters relating to enforcement and legal issues;
- (j) initiate policy research on enforcement and legal issues;
- (k) formulate, implement and evaluate policy on enforcement and legal issues;
- (l) review legal documents/instruments, opinions and briefs;
- (m) prepare briefs, papers and memoranda;
- (n) develop strategies for stakeholder consultations and engagements;
- (o) take legal actions where necessary to protect the interests of the Agency in pursuance of its mandate;
- (p) liaise with external law firms on litigation involving the Agency either in pursuance of its mandate or other claims;
- (q) provide legal counsel on legal and legislative issues impacting on the Agency;
- (r) provide legal support and services to the programmes in which the Agency will be involved and advising the Agency on legal issues;
- (s) be responsible for the implementation and realization of the department's strategic plans and objectives;
- (t) implement performance appraisal systems in the department;
- (u) responsible for coordination of investigations and prosecution of cases arising out of enforcement of the Act; and
- (v) perform any other duties which may be assigned by the Executive Director for the advancement of Agency's mandate.

2.3.2 Job Specifications

For appointment to the position of Deputy Director, Enforcement, prosecution and Legal Services, a person must have:

- (a) a Bachelor's degree in Law, Science, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Law, Science, Information Technology, Business Administration or its equivalent from a recognized institution;
- (c) served for at least three (3) years in the grade of Assistant Director, Enforcement and Prosecution Services or Assistant Director Legal Services or in a comparable position for at least three (3) years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications;

OR

- (f) at least seven (7) years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

2.4 JOB AND APPOINTMENT SPECIFICATION

2.5 DEPUTY DIRECTOR, RESEARCH, AWARENESS AND PREVENTIVE SERVICES-GRADE ACA 10

2.5.1 Job Description

The Deputy Director Research, Awareness and Preventive Services is responsible to the Executive Director and will:-

- (a) assist in the implementation of the vision, mission, set goals and objectives of the Agency's;
- (b) ensure that the Agency's policies and procedures are in place, observed and reviewed from time to time;
- (c) assist the Executive Director in presenting management issues before the Board of Directors and coordinating the preparation of papers;
- (d) chair committees of management and preparation/review of strategic plans;
- (e) ensure the convening of meetings, seminars, workshops, etc for the effective implementation of the Agency's policies and plans;
- (f) monitor and evaluate all the Agency's activities;
- (g) develop training manuals, brochures pamphlets and other publications for public dissemination;
- (h) be responsible for the training and education of judges, magistrates, inspectors, prosecutors and custom officials on enforcement of intellectual property rights;
- (i) organize and conduct regular workshops and information sessions for the public in order to sensitize them of the dangers of purchasing counterfeit products;
- (j) represent the Agency in stakeholder organizations involved in education and capacity building;
- (k) liaise with the relevant ministries and institutions to develop and review curricula on intellectual property rights at all levels of education;
- (l) undertake research on counterfeit issues; and
- (m) perform any other duties which may be assigned by the Executive Director for the advancement of Agency's mandate.

2.5.2 Job Specifications

For appointment to the position of Deputy Director Research, Awareness and Preventive Services, a person must have:-

- (a) a Bachelor's degree in Law, Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Law, Business Administration or its equivalent from a recognized institution;
- (c) served for at least three (3) years in the grade of Assistant Director Research or Assistant Director Awareness and Preventive Services or in a comparable position for at least three (3) years;
- (d) Demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications;

OR

- (f) at least seven (7) years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

2.6 JOB AND APPOINTMENT SPECIFICATION

2.7 DEPUTY DIRECTOR, ADMINISTRATION AND FINANCE-GRADE ACA 10

2.7.1 Job Description

The Deputy Director, Administration and Finance is responsible to the Executive Director and will:-

- (a) supervise all staff and activities in the department;
- (b) provide administrative coordination within the Agency;
- (c) ensure prudent management of financial, human resources and physical assets;
- (d) monitor the Agency's financial procedures and controls;
- (e) ensure preparation of monthly and quarterly financial projection, statements and budgets;
- (f) supervise expenditure control of the Agency;
- (g) monitor and evaluate implementation of the statutory mandates;
- (h) ensure an efficient and effective, professional and sustainable human resource and administrative systems;
- (i) interpret financial policies as well as ensure that sound accounting principles and controls are applied to all financial transactions;
- (j) interpret procurement policies as well as ensure sound procurement procedures and controls are applied to all procurement transactions;
- (k) provide leadership for corporate planning;
- (l) coordinate the Agency's timely preparation and implementation of the annual work plans based on the strategic plan;
- (m) ensure development of monitoring and evaluation systems and quality assurance programme and coordinate the implementation of the same;
- (n) ensure formulation and management of an up-to-date human resource information system;
- (o) implement all human resource management matters within the established policies of the Agency;
- (p) ensure the Agency's compliance with all government of Kenya regulations including legal and statutory requirements;
- (q) prepare and implement performance appraisal system;
- (r) appraise capital expenditure proposals and making recommendations to the Executive Director;
- (s) prepare the Agency's budget in consultation with the other departments;
- (t) ensure timely submission and accurate financial and management reports to the Executive Director;
- (u) monitor the Agency's performance against budgets, identifies and explains variance if any;
- (v) spearhead development and implementation of the Agency's policies and strategies on information communication technology; and
- (w) perform any other duty which may be assigned by the Executive Director for the advancement of Agency's mandate.

2.7.2 Job Specifications

For appointment to the position of Deputy Director, Administration and Finance, a person must have:-

- (a) a bachelor's degree in Education, Social Sciences (Sociology, Economics, Public Administration, Business Administration, Law, Commerce) or its equivalent from a recognized institution;

- (b) a masters degree in Human Resource Management, Education, Business Administration, Finance, Public Administration , Commerce or its equivalent from a recognized institution
- (c) served for at least three (3) years in the grade of Assistant Director Accounts or Assistant Director Human Resource and Administration or in a comparable position for at least three (3) years;
- (d) Demonstrated managerial, administrative and professional competence in work performance;
and
- (e) a certificate in computer applications.

SECTION THREE

3.0 CAREER GUIDELINES FOR ENFORCEMENT AND LEGAL SERVICES STAFF

3.1 FUNCTIONS

The anti-counterfeit inspectorate will devise and promote training programmes on combating counterfeits; enlighten and inform the public on matters relating to counterfeiting and combat counterfeiting trade and other dealings in counterfeit goods throughout Kenya.

3.2 GRADING STRUCTURE AND SCOPE

Grading Structure

Inspectors will be designated and graded as follows: -

<u>Designation</u>	<u>Grade</u>
Assistant Director	ACA 9
Principal Anti-Counterfeit Inspector	ACA 8
Chief Anti-Counterfeit Inspector	ACA 7
Senior Anti-Counterfeit Inspector	ACA 6
Anti-Counterfeit Inspector I	ACA 5
Anti-Counterfeit Inspector II	ACA 4

3.3 RECOGNIZED QUALIFICATIONS

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

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) a Masters degree in Science, Social Sciences or its equivalent from a recognized institution;
- (c) a management course lasting for not less than three (3) months at a recognized institution; and
- (d) a certificate in computer applications.

3.4 JOB AND APPOINTMENT SPECIFICATION

3.5 ASSISTANT DIRECTOR, ENFORCEMENT AND PROSECUTION-GRADE ACA 9

3.5.1 Job Description

The Assistant Director Enforcement and Prosecution is responsible to the Deputy Director Enforcement, Prosecution and Legal Services and will:-

- (a) ensure the realization of the vision, mission, set goals and objectives of the Agency;
- (b) ensure that the prosecution policies and procedures are in place, observed and reviewed from time to time;
- (c) coordinate investigations and prosecution of cases arising out of enforcement of the Act in the

Division;

- (d) receive and act on complaints from owners of intellectual property rights;
- (e) compile reports of determined cases and publicize the same and create a data bank as reference material for the Agency;
- (f) liaise with the Assistant Director Legal Services on appeal matters;
- (g) advise on policy and strategies necessary to facilitate enforcement of intellectual property rights in Kenya;
- (h) collect, collate and analyze data in relation to matters on counterfeits handled by the designated inspectors in their respective institutions;
- (i) identify training needs for enforcement staff;
- (j) develop and review training programmes for enforcement staff;
- (k) assist in preparing training programmes for enforcement staff;
- (l) receive, investigate and resolve consumer related complaints on counterfeit goods; and
- (m) perform any other duty as may be assigned by the Executive Director.

3.5.2 Job Specifications

For appointment to the position of Assistant Director, Enforcement, a person must have:-

- (a) a Bachelor's degree in Law, Science, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Law, Science, Information Technology, Business Administration or its equivalent from a recognized institution;
- (c) served for at least three (3) years in the grade of Principal Anti-Counterfeit inspector or in a comparable position for at least three (3)years;
- (d) demonstrated managerial, administrative and professional competence in work performance;
- (e) a certificate in computer applications;

OR

- (f) at least seven (7)years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

3.6 JOB AND APPOINTMENT SPECIFICATION

3.7 PRINCIPAL ANTI-COUNTERFEIT INSPECTOR – GRADE ACA 8

3.7.1 Job Description

The Principal Anti-counterfeit Inspector is responsible to the Assistant Director Enforcement and Prosecution and will:-

- (a) be in charge of the Agency's activities in the region/Province;
- (b) ensure the realization of the vision, mission, set goals and objectives of the Agency;
- (c) implement the prosecution policies and procedures;
- (d) coordinate investigations and prosecution of cases arising out of enforcement of the Act in the region/Province;
- (e) receive and act on complaints related to enforcement of intellectual property rights;
- (f) compile reports of determined cases and publicize the same and create a data bank as

- reference material for the Agency;
- (g) collect, collate, analyze data and compile monthly, quarterly and annual reports for onward transmission to the head office;
- (h) liaise with the Agency's legal officer on legal matters;
- (i) advise on policy and strategic changes necessary to facilitate protection of intellectual property rights;
- (j) identify training needs and prepare training programmes for staff under him;
- (k) receive, investigate and resolve consumer related complaints on counterfeit goods;
- (l) enter and inspect any place, premises or vehicle at, on or in which goods that are reasonably suspected of being counterfeit goods are to be found, or on reasonable grounds are suspected to be manufactured, produced or made;
- (m) search places, premises or vehicle and any person found in such place, premises or vehicle, for goods and for any other evidence of the alleged or suspected act of dealing in counterfeit goods;
- (n) seize, detain and remove for detention any suspected counterfeit goods;
- (o) investigate and prosecute cases of suspected counterfeit goods; and
- (p) perform any other duties as may be assigned by the Executive Director.

3.7.2 Job Specification

For appointment to the position of Principal Anti-Counterfeit Inspector, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) served for at least three (3) years in the grade of Chief Anti-Counterfeit Inspector or in a comparable position for at least three (3) years;
- (d) demonstrated a high standard of professional competence and administrative ability; and
- (e) a certificate in computer applications.

3.8 JOB AND APPOINTMENT SPECIFICATION

3.9 CHIEF ANTI-COUNTERFEIT INSPECTOR – GRADE ACA 7

3.9.1 Job Description

The Chief Anti-Counterfeit Inspector is responsible to the Principal Anti-Counterfeit Inspector and will:-

- (a) be in charge of border points, airports, seaports and any other duty station as may be assigned;
- (b) implement the prosecution policies and procedures;
- (c) receive and act on complaints relating to enforcement of intellectual property rights;
- (d) collect, collate, analyze data and compile monthly, quarterly and annual reports for onward transmission to the Principal Anti-Counterfeit Inspector in the region;
- (e) liaise with the Agency's legal office on legal matters;
- (f) receive, investigate and resolve consumer related complaints on counterfeit goods.
- (g) inspect any place, premises or vehicle at, on or in which goods that are reasonably suspected of being counterfeit goods are to be found, or on reasonable grounds are suspected to be manufactured, produced or made;

- (h) search places, premises or vehicle and any person found in such place, premises or vehicle, for goods and for any other evidence of the alleged or suspected act of dealing in counterfeit goods;
- (i) enter, search, seize and detain suspected counterfeit goods;
- (j) investigate and prosecute cases of suspected counterfeit goods; and
- (k) perform any other duties as may be assigned by the Executive Director.

3.9.2 Job Specifications

For appointment to the grade of Chief Anti-Counterfeit Inspector, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) served for at least three (3) years in the grade of Senior Anti-Counterfeit Inspector or in a comparable position for at least three(3) years;
- (d) demonstrated a high standard of professional competence and administrative ability; and
- (e) a certificate in computer applications

3.10 JOB AND APPOINTMENT SPECIFICATION

3.11 SENIOR ANTI-COUNTERFEIT INSPECTOR- GRADE ACA 6

3.11.1 Job Description

The Senior Anti-Counterfeit Inspector is responsible to the Chief Anti-Counterfeit Inspector and will:-

- (a) assist the Chief Inspector in the discharge of his duties in the station;
- (b) supervise Inspectors I and II and train them on the job
- (c) drafting of charges, and file cases in courts;
- (d) ensure safe custody of exhibits;
- (e) investigate complaints from intellectual property rights owners;
- (f) ensure that witnesses attend court through witness summons;
- (g) conduct prosecution of cases;
- (h) compile court files/cases;
- (i) make test purchases of suspected goods from the market;
- (j) conduct raids on suspected counterfeit goods;
- (k) initiate action on suspected counterfeit goods;
- (l) enter, inspect, seize and detain suspected counterfeit goods from premises;
- (m) sample goods for testing and analysis;
- (n) follow up cases of complaints by consumers on counterfeit goods;
- (o) compile reports on suspected counterfeit goods;
- (p) analyse reports on investigation;
- (q) address workshops on counterfeit goods;
- (r) enter goods into the inventory and transfer them into the counterfeit goods depot;
- (s) release of seized and detained goods;
- (t) maintain prosecutions register; and
- (u) perform any other duty as may be assigned by the Executive Director.

3.11.2 Job Specification

For appointment to the grade of Senior Anti-Counterfeit Inspector, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) served for at least three (3) years in the grade of Anti-Counterfeit Inspector I or in a comparable position for at least three (3) years; and
- (d) a certificate in computer applications

3.12 JOB AND APPOINTMENT SPECIFICATION

3.13 ANTI-COUNTERFEIT INSPECTOR I- GRADE ACA 5

3.13.1 Job Description

The Anti-Counterfeit Inspector I is responsible to the Senior Anti-Counterfeit Inspector and will:-

- (a) drafting of charges, and filing of cases in courts;
- (b) ensure safe custody of exhibits;
- (c) investigate complaints from intellectual property rights owners;
- (d) ensure that witnesses attend court through witness summons;
- (e) conduct prosecution of cases;
- (f) compile court files/cases;
- (g) make test purchases of suspected goods from the market;
- (h) conduct raids on suspected counterfeit goods;
- (i) initiate action on suspected counterfeit goods;
- (j) enter, inspect, seize and detain suspected counterfeit goods from premises;
- (k) sample goods for testing and analysis;
- (l) follow up cases of complaints by consumers on counterfeit goods;
- (m) compile reports on suspected counterfeit goods;
- (n) analyse reports on investigation;
- (o) address workshops on counterfeit goods;
- (p) enter goods into the inventory and transfer them into the counterfeit goods depot;
- (q) release of seized and detained goods;
- (r) maintain prosecutions register; and
- (s) perform any other duty as may be assigned by the Executive Director.

3.13.2 Job Specification

For appointment to the grade of Anti-Counterfeit Inspector I, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) served for at least three (3) years in the grade of Anti-Counterfeit Inspector II or in a comparable position for at least three (3) years; and
- (c) a certificate in computer applications

3.14 JOB AND APPOINTMENT SPECIFICATIONS

3.15 ANTI-COUNTERFEIT INSPECTOR II- GRADE ACA 4

3.15.1 Job Description

The Anti-Counterfeit Inspector II is responsible to the senior officers in the Division and will:-

- (a) drafting of charges, and file cases in courts;
- (b) ensure safe custody of exhibits;
- (c) investigate complaints from intellectual property rights owners;
- (d) ensure that witnesses attend court through witness summons;
- (e) conduct prosecution of cases;
- (f) compile court files/cases;
- (g) make test purchases of suspected goods from the market;
- (h) conduct raids on suspected counterfeit goods;
- (i) initiate action on suspected counterfeit goods;
- (j) enter, inspect, seize and detain suspected counterfeit goods from premises;
- (k) sample goods for testing and analysis;
- (l) follow up cases of complaints by consumers on counterfeit goods;
- (m) compile reports on suspected counterfeit goods;
- (n) analyse reports on investigation;
- (o) address workshops on counterfeit goods;
- (p) enter goods into the inventory and transfer them into the counterfeit goods depot;
- (q) release of seized and detained goods;
- (r) maintain prosecutions register; and
- (s) perform any other duty as may be assigned by the Executive Director.

3.15.2. Job Specification

For appointment to the grade of Anti-Counterfeit Inspector II, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution; and
- (b) a certificate in computer applications.

SECTION FOUR

4.0. CAREER GUIDELINES FOR LEGAL SERVICES STAFF

4.1. FUNCTION

The functions of the division include advising on amendment and drafting of legislation in relation to the Agency, negotiation and drafting of commercial contracts, international agreements, treaties and protocols on behalf of the Agency. Further, it will be responsible for the provision of legal support and counsel and/or legal advice on all matters involving the Agency as well as ensuring creation of an enabling legal and regulatory framework and protection of the Agency's property and interests as well as making arrangements for the appropriate insurance policies for the said property.

4.2 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the career guidelines for Professional Legal Officers: -

- (a) a Bachelor's degree in Law (LLB) from a recognized university;
- (b) a diploma from the Kenya School of Law;
- (c) admission to the Roll of Advocates;
- (d) a current practising certificate; and
- (e) a masters degree in Law, Business Administration or any other social science from a recognized institution;
- (f) a management course lasting for not less than three (3) months at a recognized institution; and
- (g) a certificate in computer applications.

4.3 GRADING STRUCTURE

The career guidelines establish five (5) grades of legal officers who will be designated and graded as follows:

<u>Designation</u>	<u>Grade</u>
Assistant Director	ACA 9
Principal Legal Officer	ACA 8
Chief Legal Officer	ACA 7
Senior Legal Officer	ACA 6
Legal Officer I	ACA 5

4.4 JOB AND APPOINTMENT SPECIFICATIONS

4.5 ASSISTANT DIRECTOR, LEGAL SERVICES- GRADE ACA 9

4.5.1 Job Description

The Assistant Director Legal Services is responsible to the Deputy Director Enforcement, Prosecution and Legal Services and will:-

- (a) supervise, manage and administer legal matters in the Agency;
- (b) formulate, implement and evaluate policy on research on enforcement and legal issues;

- (c) develop strategies for stakeholder consultations and engagements;
- (d) take legal actions where necessary to protect the interests of the Agency in pursuance of its mandate;
- (e) liaise with external law firms on litigation involving the Agency either in pursuance of its mandate or other claims;
- (f) provide legal counsel on legal and legislative issues impacting on the Agency;
- (g) provide legal support and services to the programmes in which the Agency will be involved and advising the Agency on legal issues;
- (h) prepare budget estimates for the Division;
- (i) be the custodian of all legal documents and instruments;
- (j) be responsible for the implementation and realization of the Division's strategic plans and objectives;
- (k) implement performance appraisal systems in the Division; and
- (l) perform any other duty as may be assigned by the Executive Director.

4.5.2 Job Specification

For appointment to the position of Assistant Director, Legal Services, a person must have:-

- (a) a Bachelor of Laws (LLB) degree from a recognized institution;
- (b) a post graduate diploma in law from the Kenya School of Law;
- (c) been admitted as an advocate of the High court;
- (d) a master's degree in Law, business administration or any other social science from a recognized institution;
- (e) a current practising certificate;
- (f) a certificate in computer applications;
- (g) served for at least three (3) years in the grade of Principal Legal Officer or in a comparable position for at least three (3) years; and
- (h) demonstrated managerial, administrative and professional competence in work performance.

4.6 JOB AND APPOINTMENT SPECIFICATION

4.7 PRINCIPAL LEGAL OFFICER - GRADE ACA 8

4.7.1 Job Description

The Principal Legal Officer is responsible to Assistant Director Legal Services and will:-

- (a) initiate the development and formulation of policy concerning legal matters in the Agency;
- (b) prepare the requisite documents and attend court proceedings;
- (c) advise the Agency on compliance with Act, and other relevant laws;
- (d) liaise with external lawyers on litigation and other legal matters;
- (e) develop and review training programmes for legal officers;
- (f) compile the annual report and statistics for the Division;
- (g) initiate the drafting, reviewing and revision of legislation;
- (h) keep and maintain the asset register; and
- (i) perform any other duty as may be assigned by the Executive Director.

4.7.2 Job Specifications

For appointment to the grade of Principal Legal Officer, the person must have:-

- (a) served for at least of three (3) years in the grade of chief legal officer or a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Law (LLB) from a recognized university;
- (c) a postgraduate diploma in law from the Kenya School of Law;
- (d) been admitted to the Roll of Advocates;
- (e) a Master's degree in Law, Business Administration or any other social science from a recognized institution;
- (f) a current practising certificate;
- (g) a certificate in computer applications;
- (h) attended a management course lasting not less than three (3) months at a recognized institution; and
- (i) demonstrated managerial, administrative and professional competence in work performance.

4.8 JOB AND APPOINTMENT SPECIFICATION

4.9 CHIEF LEGAL OFFICER – GRADE ACA 7

4.9.1 Job Description

The Chief Legal Officer is responsible to the Principal Legal Officer and will:-

- (a) co-ordinate the implementation of the provisions of all the legislations administered by the Agency;
- (b) implement training programmes for legal officers;
- (c) facilitate out of court settlement between parties in a counterfeit matter;
- (d) review legal documents/instruments;
- (e) prepare opinions and briefs;
- (f) prepare briefs, papers and memoranda;
- (g) providing legal advice;
- (h) attending court on behalf of the Agency; and
- (i) perform any other duty as may be assigned by the Executive Director.

4.9.2 Job Specifications

For appointment to the grade of Chief Legal Officer, a person must have:-

- (a) a Bachelor's degree in Law (LLB) from a recognized university;
- (b) a postgraduate diploma in Law from the Kenya school of Law;
- (c) admission to the Roll of Advocates;
- (d) a master's degree in Law, Business Administration or any other social science from a recognized institution;
- (e) a current practising certificate;
- (f) a certificate in computer applications;
- (g) served for at least three (3) years in the grade of a Senior Legal Officer or in a comparable position for at least three (3) years; and

- (h) demonstrated managerial, administrative and professional competence in work performance.

4.10 JOB AND APPOINTMENT SPECIFICATION

4.11 SENIOR LEGAL OFFICER - GRADE ACA 6

4.11.1 Job Description

The Senior Legal Officer is responsible to the Chief Legal Officer and will: -

- (a) compile monthly reports on all cases being handled by the Agency;
- (b) ensure that all the documents received by the Agency are properly stamped, commissioned and registered;
- (c) administer legal matters in the Agency;
- (d) maintain a register on loans and debts by the Agency and staff;
- (e) provide legal advice;
- (f) attend court on behalf of the Agency; and
- (g) perform any other duty as may be assigned by the Executive Director.

4.11.2 Job Specifications

For appointment to the grade of a Senior Legal Officer, the officer must have: -

- (a) a Bachelor's degree in Law (LLB) from a recognized university;
- (b) a postgraduate diploma in Law from the Kenya School of law;
- (c) admission to the Roll of Advocates;
- (d) a current practising certificate;
- (e) a certificate in computer applications; and
- (f) served for at least three(3) years in the grade of Legal Officer I or in a comparable position for at least three (3) years.

4.12 JOB AND APPOINTMENT SPECIFICATION

4.13 LEGAL OFFICER I - GRADE ACA 5

4.14.1 Job Description

The Legal Officer I is responsible to the Senior Legal Officer and will: -

- (a) draw legal documents and opinions;
- (b) attend court ;
- (c) draft charges;
- (d) compile and file court documents;
- (e) requisition and receive legal documents;
- (f) draw and file pleadings in court;
- (g) provide legal advice;
- (h) correspond with external lawyers; and
- (i) perform any other duty as may be assigned by the Executive Director.

4.13.2 Job Specifications

For appointment to the grade of a Legal Officer I, a person must have: -

- (a) a Bachelor's degree in Law (LLB) from a recognized university;
- (b) a postgraduate diploma in Law from the Kenya School of Law;
- (c) admission to the Roll of Advocates;
- (d) a current practising certificate; and
- (e) a certificate in computer applications.

SECTION FIVE

5.0 CAREER GUIDELINES FOR RESEARCH STAFF

5.1 FUNCTIONS

The functions of this Division will include collecting, collating and processing research data, disseminating research findings through publications and presentations.

5.2 RECOGNIZED QUALIFICATIONS

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

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) a Master's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (c) a management course lasting for not less than three (3) months at a recognized institution; and
- (d) a certificate in computer applications.

5.3 GRADING STRUCTURE AND SCOPE

The career guidelines establish five (5) grades of Research Officers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Assistant Director Research	ACA 9
Chief Research Officer	ACA 7
Senior Research Officer	ACA 6
Research Officer I	ACA 5
Research Officer II	ACA 4

5.4 JOB AND APPOINTMENT SPECIFICATION

5.5 ASSISTANT DIRECTOR RESEARCH –GRADE ACA 9

5.5.1 Job Description

The Assistant Director Research is responsible to the Deputy Director Research, Awareness and Preventive Services and will:-

- (a) identify research problems /gaps;
- (b) plan, implement and evaluate research programmes;
- (c) spearhead dissemination on research findings through publications and presentations at local and international fora;
- (d) spearhead preparation of research proposals;
- (e) spearhead collaborative research with industry and other stakeholders on the aspects of counterfeiting;
- (f) mobilize resources on counterfeit related aspects both from industry and development partners for research;
- (g) develop and translate the Agency's research and development policy;

- (h) spearhead the establishment of linkages with industry and other relevant stakeholders; and
- (i) perform any other duty as may be assigned by the Executive Director.

5.5.2 Job Specifications

For appointment to the grade of Assistant Director Research, a person must have:-

- (a) a Bachelor's degree in Science, Social Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Science, Social Science, Education, Information Technology, Business Administration or its equivalent from a recognized institution;
- (c) served for at least six (6) years in the grade of Chief Research Officer or in a comparable position for at least for six years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications.

5.6 JOB AND APPOINTMENT SPECIFICATION

5.7 CHIEF RESEARCH OFFICER –GRADE ACA 5

5.7.1 Job Description

The Chief Research Officer is responsible to the Assistant Research Officer and will:-

- (a) disseminate research findings through publications and presentations at local and international fora;
- (b) prepare research proposals;
- (c) draft research papers;
- (d) carry out research;
- (e) prepare budget for the Division;
- (f) generate and identify research innovative ideas which have practical significance to the Agency's mandate and to find ways and means for their adoption and dissemination; and
- (g) perform any other duty as may be assigned by the Executive Director.

5.7.2 Job Specifications

For appointment to the grade of Chief Research Officer, a person must have:-

- (a) a Bachelor's degree in Science, Social Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a Master's degree in Science, Social Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (c) served for at least three (3) years in the grade of Senior Research Officer or in a comparable position for at least three (3) years;
- (d) demonstrated a high standard of professional competence and administrative ability;
- (e) attended a management course lasting not less than three (3) months at a recognized institution; and
- (f) a certificate in computer applications.

5.8 JOB AND APPOINTMENT SPECIFICATION

5.9 SENIOR RESEARCH OFFICER- GRADE ACA 6

5.9.1 Job Description

The Senior Research Officer is responsible to the Chief Research Officer and will:-

- (a) implement and evaluate research programmes;
- (b) disseminate research findings through publication and presentation at local fora;
- (c) prepare research proposals on counterfeits for funding;
- (d) offer some guidance to less experience research officers;
- (e) design and implement mentoring programmes for researchers;
- (f) mobilize resources for research; and
- (g) perform any other duty as may be assigned by the Executive Director.

5.9.2 Job Specification

For appointment to the grade of Senior Research Officer, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) served for at least three (3) years in the grade of Research officer I or in a comparable position for at least three (3) years; and
- (d) a certificate in computer applications.

5.10 JOB AND APPOINTMENT SPECIFICATION

5.11 RESEARCH OFFICER I-GRADE ACA 5

5.11.1 Job Description

The Research Officer I is responsible to the Senior Research Officer and will:-

- (a) prepare raw data for research papers
- (b) identify research problems and gaps;
- (c) collect and collate data from the field;
- (d) communicate research information through reports;
- (e) be involved in administrative duties relevant to research; and
- (f) perform any other duty as may be assigned by the Executive Director.

5.11.2 Job Specification

For appointment to the grade of Research Officer I, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) served for at least three (3) years in the grade of Research Officer II or in a comparable position for at least three (3) years;
- (c) a certificate in computer applications.

5.12 JOB AND APPOINTMENT SPECIFICATION

5.13 RESEARCH OFFICER II-GRADE ACA 4

5.13.1 Job Description

The Research Officer II is responsible to the Senior Officers in the Division and will:-

- (a) prepare raw data for research papers
- (b) identify research problems and gaps;
- (c) collect and collate data from the field;
- (d) analyse raw data from the field;
- (e) be involved in administrative duties relevant to research; and
- (f) perform any other duty as may be assigned by the Executive Director.

5.13.2 Job Specifications

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution; and
- (b) a certificate in computer applications.

SECTION SIX

6.0 CAREER GUIDELINES FOR AWARENESS AND PREVENTIVE STAFF

6.1 FUNCTIONS

The functions of this Division will include development of training manuals, brochures, pamphlets and other publications on counterfeit matters; organizing and conducting regular awareness workshops and information sessions for the public in order to sensitize them on the dangers of counterfeit products.

6.2 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) a Masters degree in Science, Social Sciences or its equivalent from a recognized institution;
- (c) a management course lasting for not less than three (3) months at a recognized institution; and
- (d) a certificate in computer applications.

6.3 GRADING STRUCTURE AND SCOPE

The career guidelines establish five (5) grades of Awareness and Preventive Officer who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Assistant Director Awareness and Preventive Services	ACA 9
Chief Awareness and Preventive Officer	ACA 8
Senior Awareness and Preventive Officer	ACA 6
Awareness and Preventive Officer I	ACA 5
Awareness and Preventive Officer II	ACA 4

6.4 JOB AND APPOINTMENT SPECIFICATION

6.5 ASSISTANT DIRECTOR, AWARENESS AND PREVENTIVE SERVICES - GRADE ACA 9

6.5.1 Job Description

The Assistant Director Awareness and Preventive Services is responsible to the Deputy Director Research, Awareness and Preventive Services and will:-

- (a) collaborate with national organizations involved in combating counterfeiting;
- (b) assist in the preparation of the Agency's strategic plan, operational work plan and budget;
- (c) coordinate and direct activities of the Division;
- (d) develop training manuals, brochures pamphlets and other publications for public dissemination;
- (e) be responsible for the training and education of judges, magistrates, inspectors, prosecutors and customs officials on the enforcement of intellectual property rights;
- (f) organize and conduct regular awareness workshops and information sessions for the public in order to sensitize them of the dangers of purchasing counterfeit products;
- (g) represent the Agency in stakeholder organizations involved in education and capacity building;

- (h) liaise with the relevant ministries and institutions to develop and review curricula on intellectual property rights at all levels of education; and
- (i) perform any other duty as may be assigned by the Executive Director.

6.5.2 Job Specifications

For appointment to the grade of Assistant Director Awareness and Preventive Services, a person must have:

- (a) a Bachelor's degree in Science, Social Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a master's degree in Science, Social Science, Education, Information Technology, Business Administration or its equivalent from a recognized institution;
- (c) served for at least six (6) years in the grade of Chief Awareness and Preventive Officer or in a comparable position for at least for six years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications;

OR

- (f) at least seven years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

6.6 JOB AND APPOINTMENT SPECIFICATION

6.7 CHIEF AWARENESS AND PREVENTIVE OFFICER – GRADE ACA 7

6.7.1 Job Description

The Chief Awareness and Preventive Officer is responsible to the Assistant Director Awareness and Preventive Services and will;

- (a) assist in the preparation of the Agency's strategic plan, operational work plan and budget;
- (b) assist in developing training manuals, brochures, pamphlets and other publications for public dissemination;
- (c) assist in training and educating judges, magistrates, inspectors, prosecutors and custom officials on enforcement of intellectual property rights;
- (d) organize and conduct regular awareness workshops and information sessions to sensitize the public of the dangers of purchasing counterfeit products; and
- (e) perform any other duty as may be assigned by the Executive Director.

6.7.2 Job Specifications

For appointment to the grade of a Chief Awareness and Preventive Officer, a person must have:

- (a) a Bachelor's degree in Science, Social Science, Education, Information Technology or Business Administration or its equivalent from a recognized institution;
- (b) a masters degree in Science, Social Science, Education, Information Technology, Business Administration or its equivalent from a recognized institution;

- (c) served for at least three (3) years in the grade of Senior Awareness and Preventive Officer or in a comparable position for at least for three (3) years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications;

OR

- (f) at least seven years working experience in matters relating to trade or industry;
- (g) demonstrated managerial, administrative and professional competence in work performance; and
- (h) a certificate in computer applications.

6. 8 JOB AND APPOINTMENT SPECIFICATION

6.9 SENIOR AWARENESS AND PREVENTIVE OFFICER-GRADE ACA 6

6.9.1 Job Description

The Senior Awareness and Preventive Officer is responsible to the Chief Awareness and Preventive Officer and will:-

- (a) prepare materials for training manuals, brochures and pamphlets for public dissemination;
- (b) train and educate government enforcement agencies on counterfeit goods;
- (c) write and review curriculum drafts for educational institutions;
- (d) attend stakeholder organization meetings involved in education and capacity building to present papers on matters of counterfeits;
- (e) perform any other duty as may be assigned by the Executive Director.

6.9.2 Job Specification

For appointment to the grade of Senior Awareness and Preventive Officer, a person must have

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) served for at least three (3) years in the grade of Awareness and Preventive Officer I or in a comparable position for at least three (3) years; and
- (d) a certificate in computer applications.

6.10 JOB AND APPOINTMENT SPECIFICATION

6.11 AWARENESS AND PREVENTIVE OFFICER I-GRADE ACA 5

6.11.1 Job Description

The Awareness and Preventive Officer I is responsible to the Senior Awareness and Preventive Officer and will:-

- (a) lecture in trade fairs and schools;
- (b) organize public barazas for dissemination of counterfeit goods information;

- (c) prepare brochures and pamphlets on matters of counterfeits;
- (d) compile the quarterly bulletins; and
- (e) perform any other duty as may be assigned by the Executive Director.

6.11.2 Job Specification

For appointment to the grade of Awareness and Preventive Officer I, a person must have:-

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) served for at least three (3) years in the grade of Awareness and Preventive Officer II or in a comparable position for at least three (3) years; and
- (c) a certificate in computer applications.

6.12 JOB AND APPOINTMENT SPECIFICATION

6.13 AWARENESS AND PREVENTIVE OFFICER II-GRADE ACA 4

6.13.1 Job Description

The Awareness and Preventive Officer II is responsible to the Senior Officers and will:-

- (a) assist in collection, collating and compilation of data from the field;
- (b) assist in writing of brochures and pamphlets on counterfeit matters;
- (c) assist in the publication of the Agency's bulletins; and
- (d) any other duty as may be assigned by the Executive Director.

6.13.2 Job Specification

- (a) a Bachelor's degree in Science, Social Sciences or its equivalent from a recognized institution;
- (b) a certificate in computer applications.

SECTION SEVEN

7.0 CAREER GUIDELINES FOR ACCOUNTS PERSONNEL

7.1 FUNCTIONS

The function of the accounts section entails application of sound principles, systems and techniques in accounting for the Agency's finances, assets, revenue, expenditure and costs. Its function also involves accounting for special funds set-up under various statutes, management of accounting information which includes co-ordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control, cost analysis, and any other related functions.

7.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish five (5) grades of Account Officers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Assistant Director	ACA 9
Chief Accountant	ACA 7
Senior Accountant	ACA 6
Accountant I	ACA 5
Accountant II	ACA 4

7.3 RECOGNIZED QUALIFICATIONS

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

- (a) a Bachelor of Commerce degree (Accounting option) or its equivalent from a recognized institution;
- (b) a Masters Degree in Business Administration (MBA) (Accounting / Finance option) or its equivalent from a recognized institution;
- (c) Certified Public Accountants (CPA) Part III or its equivalent from a recognized Institution;
- (d) membership to the Institute of Certified Public Accountants of Kenya;
- (e) a management course lasting for not less than three (3) months at a recognized institution; and
- (f) a certificate in computer applications.

7.4 JOB AND APPOINTMENT SPECIFICATION

7.5 ASSISTANT DIRECTOR ACCOUNTS –GRADE ACA 9

7.5.1 Job Description

The Assistant Director Accounts is responsible to Deputy Director Administration and Finance and will:-

- (a) be in charge of the accounts Division;
- (b) determine aggregate expenditure and supervise revenue and collection process;
- (c) spearhead implementation of financial policies, budget management, accounting methods and financial returns;

- (d) implement all financial policies as well as ensure that sound accounting principles and controls are applied to all financial transactions in the Agency;
- (e) interpret financial policies, budgetary controls and make financial returns;
- (f) oversee preparation of financial statements and overall expenditure of the Agency;
- (g) monitor financial expenditure trends and projections for the monthly and quarterly reports and ensure cash flows are never disrupted;
- (h) implement the Agency's financial procedures and controls;
- (i) prepare Agency budgets in consultation with the other Divisions;
- (j) submit timely and accurate financial and management reports to the Deputy Director;
- (k) implement the Agency's performance against budgets;
- (l) implement the Agency's financial procedures and controls; and
- (m) perform any other duty as may be assigned by the Executive Director.

7.5.2 Job Specifications

For appointment to the grade of Assistant Director Finance, a person must have:

- (a) served for at least six (6) years in the grade of Chief Accountant or in a comparable position for at least six (6) years;
- (b) a Bachelor of Commerce degree (Accounting/ Finance option) or its equivalent from a recognized Institution;
- (c) attended a management course lasting for not less than three (3) months at a recognized institution;
- (d) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (e) demonstrated professional competence and administrative ability in financial management; and
- (f) a certificate in computer applications;

OR

- (g) served for at least six (6) years in the grade of Chief Accountant or in a comparable position for at least six (6) years;
- (h) or obtained Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized Institution;
- (i) acquired membership to the Institute of Certified Public Accountants of Kenya;
- (j) attended a management course lasting for not less than three (3) months at a recognized institution;
- (k) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (l) demonstrated professional competence and administrative ability in financial management; and
- (m) a certificate in computer applications.

7.6 JOB AND APPOINTMENT SPECIFICATION

7.7 CHIEF ACCOUNTANT –GRADE ACA 7

7.7.1 Job Description

The Chief Accountant is responsible to Assistant Director Finance and will:-

- (a) be in charge of the accounts section;

- (b) implement both routine and non-routine accountancy matters;
- (c) undertake budgetary control, preparation and presentation to management;
- (d) prepare, design and maintain a proper computerized accounting system;
- (e) oversee budgetary controls and make financial returns;
- (f) prepare financial statements and overall expenditure of the Agency;
- (g) control and coordinate both routine and non routine accounting;
- (h) approve staff claims and payment;
- (i) coordinate and implement both routine and non-routine accountancy matters;
- (j) interpret financial policies, budgetary controls and make financial returns;
- (k) prepare the budget in consultation with the other Divisions;
- (l) prepare and submit timely and accurate financial and management reports;
- (m) implement the Agency's performance against budgets;
- (n) be responsible for training and development of accounting staff under him;
- (o) prepare long-term financial strategic plans;
- (p) prepare and submit statutory returns to the Assistant Director in time; and
- (q) perform any other duty as may be assigned by the Executive Director.

7.7.2 Job Specifications

For appointment to the position of Chief Accountant, a person must have:

- (a) served for at least three (3) years in the grade of Senior Accountant or in a comparable position for at least three (3) years;
- (b) a Bachelor of Commerce degree (Accounting/ Finance option) or its equivalent from a recognized Institution;
- (c) attended a management course lasting for not less than three (3) months at a recognized institution;
- (d) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (e) demonstrated professional competence and administrative ability in financial management; and
- (f) a certificate in computer applications;

OR

- (g) served for at least three (3) years in the grade of Senior Accountant or in a comparable position for at least three (3) years;
- (h) or obtained Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized Institution;
- (i) acquired membership to the Institute of Certified Public Accountants of Kenya;
- (j) attended a management course lasting for not less than three (3) months at a recognized institution;
- (k) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (l) demonstrated professional competence and administrative ability in financial management; and
- (m) a certificate in computer applications.

7.8 JOB AND APPOINTMENT SPECIFICATION

7.9 SENIOR ACCOUNTANT - GRADE ACA 6

7.9.1 Job Description

The Senior Accountant is responsible to the Chief Accountant and will:-

- (a) prepare quarterly and annual disbursement reports;
- (b) control and coordinate revenue and deposits;
- (c) determine aggregate expenditure and supervise revenue and collection process;
- (d) implement financial policies, budget management, accounting methods and financial returns;
- (e) implement all financial policies as well as ensure that sound accounting principles and controls are applied to all financial transactions in the Agency;
- (f) receive and process invoices and claims and ensure completeness of the supporting documents;
- (g) prepare bank reconciliation and provide updates;
- (h) coordinate all account duties of the Agency;
- (i) oversee preparation of financial statements and overall expenditure of the Agency;
- (j) monitor financial expenditure trends and projections for the monthly and quarterly reports and ensure cash flows are never disrupted
- (k) control and coordinate both routine and non routine accounting
- (l) be responsible for lease management;
- (m) implement the Agency's financial procedures and controls;
- (n) approve staff claims and payment;
- (o) prepare Agency budgets in consultation with the other divisions.
- (p) submit timely and accurate financial and management reports to the Chief Accountant;
- (q) implement the Agency's performance against budgets;
- (r) prepare and submit statutory returns to the Deputy Director in time;
- (s) implement the Agency's financial procedures and controls.
- (t) prepare statements on quarterly basis on staff accounts; and
- (u) perform any other duty as may be assigned by the Executive Director.

7.9.2 Job Specifications

For appointment to the grade of Senior Accountant the officer must have: -

- (a) served for at least three (3) years at the grade of Accountant I or in a comparable position for at least three (3) years;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) shown merit and proven administrative capability with extensive experience in financial management;
- (d) a Bachelor of Commerce degree (Accounting/ Finance option); and
- (e) a certificate in computer applications;

OR

- (f) served for at least three (3) years at the grade of Accountant I or in a comparable position for at least three (3) years;
- (g) attended a management course lasting for not less than three (3) months at a recognized institution;
- (h) obtained Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized Institution;
- (i) acquired membership to the Institute of Certified Public Accountants of Kenya;
- (j) shown merit and proven administrative capability with extensive experience in financial management; and

(k) a certificate in computer applications.

7.10 JOB AND APPOINTMENT SPECIFICATION

7.11 ACCOUNTANT I - GRADE ACA 5

7.11.1 Job Description

Accountant I is responsible to the Senior Accountant and will:-

- (a) prepare account schedules;
- (b) timely submit statutory and other deductions;
- (c) adhere to laid down accounting controls;
- (d) ensure availability of funds;
- (e) supervise daily and monthly reconciliations;
- (f) supervise adjustment/provision write offs;
- (g) supervise budget preparation;
- (h) monitor actual expenditure against budget;
- (i) prepare accounts' section work plans;
- (j) compute monthly reports;
- (k) adjust general ledgers;
- (l) make timely and proper record postings to general ledgers;
- (m) control movement of budgets;
- (n) maintain fixed asset register;
- (o) collate financial estimates;
- (p) develop and maintain financial accounting systems;
- (q) prepare financial statements to management and Board;
- (r) coordinate audit programmes;
- (s) manage the financial team;
- (t) ensure preparation of accurate schedules for all the reports;
- (u) liaise with external audit and tax bodies; and
- (v) ensure preparation of periodic reports upon financial accounts.

7.11.2 Job Specifications

For appointment to the grade of Accountant I, the officer must have:-

- (a) served for at least three (3) years at the grade of Accountant II or in a comparable position for at least three (3) years;
 - (b) a Bachelor of Commerce degree (Accounting/Finance option) or its equivalent from a recognized institution; and
 - (c) a certificate in computer applications;
- OR**
- (d) served for at least three (3) years at the grade of Accountant II or in a comparable position for at least three (3) years;
 - (e) a Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized institution;
 - (f) acquired membership to the Institute of Certified Public Accountants of Kenya; and
 - (g) a certificate in computer applications.

7.12 JOB AND APPOINTMENT SPECIFICATION

7.13 ACCOUNTANT II - GRADE ACA 4

7.13.1 Job Description

The Accountant II is responsible to Accountant I and will be: -

- (a) preparing payments and disbursements;
- (b) administering the standing imprest;
- (c) ensuring that payments and receipts for deposits are made within time limit;
- (d) supervising of banking activities;
- (e) reconciling postings;
- (f) verifying payment vouchers;
- (g) preparing bank reconciliation;
- (h) timely adjusting general ledger;
- (i) preparing monthly cash flow;
- (j) preparing daily cash and bank schedules;
- (k) timely acting upon cancelled and dishonoured cheques ;
- (l) maintaining budgeted votes register;
- (m) preparing budgets and financial analysis;
- (n) timely preparing payroll/recoveries; and
- (o) maintaining and updating register of staff loans
- (p) supervising staff in the cash office;
- (q) reconciling deposit vouchers;
- (r) posting of daily financial transactions of the Agency;
- (s) keeping record of posting media;
- (t) maintaining subsidiary ledger records;
- (u) preparing and processing payment vouchers;
- (v) maintaining commitment registers;
- (w) preparing of trial balance and worksheets;
- (x) receipt and bank payments;
- (y) preparing collection sheets;
- (z) safeguarding the Agency's cash and cheque books;
- (aa) making prompt and accurate payments;
- (bb) withdrawing funds from the Agency's account for official use; and
- (cc) keeping record and custody of collection; and
- (dd) preparing imprest warrants.

7.13.2 Job specifications

For appointment to the grade of Accountant II, the candidate must have:-

- (a) a Bachelor of Commerce degree (Accounting/Finance option) or its equivalent from a recognized institution; and
 - (b) a certificate in computer applications;
- OR**
- (c) a Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized institution; and
 - (d) a certificate in computer applications.

SECTION EIGHT

8.0 CAREER GUIDELINES FOR INTERNAL AUDITORS

8.1 FUNCTIONS

The internal audit function entails setting up and maintaining sound audit management systems in the Agency. This involves checking, examining and verifying any form of commitments and payments by the Agency and advising on methods and procedures for proper and effective financial controls. The reports of such audits shall be made to the Board of Directors.

8.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish four (4) grades of Internal Audit Officers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Chief Internal Auditor	ACA 7
Senior Internal Auditor	ACA 6
Internal Auditor I	ACA 5
Internal Auditor II	ACA 4

8.3 RECOGNIZED QUALIFICATIONS

The following are the recognized professional qualifications for the purpose of these career guidelines: -

- (a) a Bachelor of Commerce degree (Accounting option) or its equivalent from a recognized institution;
- (b) a Masters Degree in Business Administration (MBA) (Accounting / Finance option) or its equivalent from a recognized institution;
- (c) Certified Public Accountants (CPA) Part III or its equivalent from a recognized Institution;
- (d) membership to the Institute of Certified Public Accountants of Kenya;
- (e) a management course lasting for not less than three (3) months at a recognized institution; and
- (f) a certificate in computer applications.

8.4 JOB AND APPOINTMENT SPECIFICATION

8.5 CHIEF INTERNAL AUDITOR – GRADE ACA 7

8.6 Job Description

The Chief Internal Auditor will be responsible to the Board for:-

- (a) reviewing and developing audit techniques and procedures for financial and management audit;
- (b) drawing up audit programmes;
- (c) ensure that assets of the Agency are accounted for and safeguarded from any loss of any kind;

- (d) organizing, planning, directing, co-ordinating and controlling all the audit activities within the Agency;
- (e) supervising staff under him;
- (f) ensuring the existence, adherence and reliability of internal control systems;
- (g) recommending any improvement in internal controls;
- (h) ascertaining the resources of the Agency are profitably employed;
- (i) reporting on quarterly basis to the Finance and Audit Committee of the Board on areas of weaknesses and their recommendation;
- (j) ensuring prompt action where remedial measures have been recommended by the external auditors; and
- (k) perform any other duty as assigned by the Executive Director.

8.6.1 Job Specifications

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

- (a) served for at least three (3) years in the grade of Senior Auditor or in a comparable position for at least three (3) years;
- (b) a Bachelor of Commerce degree (Accounting/ Finance option) or its equivalent from a recognized Institution;
- (c) attended a management course lasting for not less than three (3) months at a recognized institution;
- (d) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (e) demonstrated professional competence and administrative ability in financial management; and
- (f) a certificate in computer applications;

OR

- (g) served for at least three (3) years in the grade of Senior Auditor or in a comparable position for at least three (3) years;
- (h) or obtained Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized Institution;
- (i) acquired membership to the Institute of Certified Public Accountants of Kenya;
- (j) attended a management course lasting for not less than three (3) months at a recognized institution;
- (k) a Masters Degree in Business Administration (MBA) or its equivalent from a recognized institution;
- (l) demonstrated professional competence and administrative ability in financial management; and
- (m) a certificate in computer applications.

8.7 JOB AND APPOINTMENT SPECIFICATION

8.8 SENIOR INTERNAL AUDITOR – GRADE ACA 6

8.9 Job Description

The Senior Internal Auditor is responsible to the Board and will be:-

- (a) issuing audit reports, queries and observations;
- (b) ensuring the correctness and accuracy of accounts facts and figures submitted from the section;
- (c) supervising staff;

- (d) recommending any improvement in internal controls;
- (e) ascertaining the resources of the Agency are profitably employed;
- (f) taking prompt action where remedial measures have been recommended by the external auditors; and
- (g) perform any other duty as assigned by the Executive Director.

8.9.1 Job Specifications

For appointment to the grade of Senior Internal Auditor a person must have: -

- (a) served for at least three (3) years at the grade of Auditor I or in a comparable position for at least three (3) years;
- (b) attended a management course lasting for not less than three (3) months at a recognized institution;
- (c) shown merit and proven administrative capability with extensive experience in financial management;
- (d) a Bachelor of Commerce degree (Accounting/ Finance option);
- (e) a certificate in computer applications;

OR

- (f) served for at least three (3) years at the grade of Auditor I or in a comparable position for at least three (3) years;
- (g) attended a management course lasting for not less than three (3) months at a recognized institution;
- (h) obtained Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized Institution;
- (i) acquired membership to the Institute of Certified Public Accountants of Kenya;
- (j) shown merit and proven administrative capability with extensive experience in financial management; and
- (k) a certificate in computer applications.

8.10 JOB AND APPOINTMENT SPECIFICATION

8.11 INTERNAL AUDITOR I - GRADE ACA 5

8.11.1 Job Description

The Internal Auditor I is responsible to the Senior Internal Auditor and will: -

- (a) carry out the audit accounts of the Agency and report his findings to the Senior Internal Auditor ;
- (b) audit records and annual statements of accounts and report his findings to the Senior Internal Auditor ;
- (c) do special investigations for management wherever requested;
- (d) act as a consulting arm in matters of control and serve as a preventive measure against fraud and errors through routine checks of records and accounting documents;
- (e) ascertain the reliability of management data generated within the Agency;
- (f) audit and examine all the Agency systems, processes and procedures to ensure compliance with the policies and standards set by the Agency; and
- (g) summarise the external audit reports (management letters for presentation to the finance/audit committee of the Board.

8.11.2 Job Specifications

For appointment to the grade of Internal Auditor the candidate must have: -

- (a) served for at least three (3) years at the grade of Auditor II or in a comparable position for at least three (3) years;
- (b) a Bachelor of Commerce degree (Accounting/Finance option) or its equivalent from a recognized institution; and
- (c) a certificate in computer applications;

OR

- (d) served for at least three (3) years at the grade of Auditor II or in a comparable position for at least three (3) years;
- (e) a Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized institution;
- (f) acquired membership to the Institute of Certified Public Accountants of Kenya; and
- (g) a certificate in computer applications.

8.12 JOB AND APPOINTMENT SPECIFICATION

8.13 INTERNAL AUDITOR II- GRADE ACA 4

8.13.1 Job Description

The Internal Auditor II is responsible to the Senior Internal Auditor and will: -

- (a) carry out the audit accounts of the Agency and report his findings to the Internal Auditor I;
- (b) audit records and annual statements of accounts and report his findings to the Internal Auditor I;
- (c) audit and examine all the Agency systems, processes and procedures to ensure compliance with the policies and standards set by the Agency; and
- (d) prepare the external audit reports (management letters for presentation to the finance/audit committee of the Board.

8.13.2 Job Specifications

For appointment to the grade of Internal Auditor II, a person must have: -

- (a) a Bachelor of Commerce degree (Accounting/Finance option) or its equivalent from a recognized institution; and
- (b) a certificate in computer applications;

OR

- (c) a Certified Public Accountants (CPA(K)) Part III or its equivalent from a recognized institution; and
- (d) a certificate in computer applications.

CHAPTER NINE

9.0 CAREER GUIDELINES FOR PROCUREMENT PERSONNEL

9.1 FUNCTIONS

This entails inventory control, procurement, custody, physical distribution, utilization, verification, write-off and disposal of stores; custody of the Agency's movable property; prevention and detection of losses and guarding against wastage and misuse through procurement and disposal of boarded stores in accordance to the Public Procurement and Disposal Act, any other written law and laid down procedures and regulations.

9.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) a Masters degree in Economics, Commerce or its equivalent from a recognized institution;
- (b) a Bachelor's degree in Economics, Commerce or its equivalent from a recognized institution;
- (c) membership to the Kenya Institute of Supplies Management;
- (d) a management course lasting for not less than three (3) months at a recognized institution; and
- (e) a certificate in computer applications.

9.4 GRADING STRUCTURE

The career guidelines establish four (4) grades of Procurement Officers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Chief Procurement Officer	ACA7
Senior Procurement Officer	ACA 6
Procurement Officer I	ACA 5
Procurement Officer II	ACA 4

9.5 JOB AND APPOINTMENT SPECIFICATION

9.6 CHIEF PROCUREMENT OFFICER - GRADE ACA 7

9.6.1 Job Description

The Chief Procurement Officer is responsible to the Assistant Director Human Resource and Administration and will:-

- (a) be in charge of the procurement section;
- (b) manage and distribute stores, dispose unserviceable and/or other stores on the recommendation of a Board of Survey;
- (c) procure stores locally and overseas through the tender board to assist the line management in all areas of supply and control the supplies vote;
- (d) verify payment documents and invoices;
- (e) design stores coding systems;
- (f) align the procurement plan to the overall Agency's plan;
- (g) develop and ensure implementation of procurement policies and regulations;
- (h) review records and prioritise purchases;

- (i) research, retrieve and present information from internal and external sources of supply as well as new products in the market;
- (j) oversee preparation of invitation of bids, requests for proposals and quotations;
- (k) interview potential suppliers where required; and
- (l) perform any other duty as may be assigned by the Executive Director.

9.6.2 Job Specifications

For appointment to the grade of Chief Procurement Officer, a person must have: -

- (a) served for at least three (3) years at the grade of a Senior Procurement Officer or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Economics or Commerce (Supplies Management Option) or its equivalent from a recognized institution;
- (c) a Master's degree in Economics or Commerce (Supplies Management Option) or its equivalent from a recognized institution;
- (d) acquired membership to the Kenya Institute of Supplies Management;
- (e) a certificate in computer applications; and
- (f) shown merit and proven administrative capability with extensive experience in procurement management.

9.7 JOB AND APPOINTMENT SPECIFICATION

9.8 SENIOR PROCUREMENT OFFICER - GRADE ACA 6

9.8.1 Job Description

The Senior Procurement Officer is responsible to the Chief Procurement Officer and will:-

- (a) manage and distribute stores, dispose unserviceable and/or other stores on the recommendation of a Board of Survey;
- (b) train all staff working in the procurement section;
- (c) ensure proper inventory control and satisfies that there is no pilferage;
- (d) maintain up-to-date database records of suppliers (addresses, telephone contacts opening hours goods offered prices and time required between order and delivery);
- (e) implement and enforce procurement policies and regulations;
- (f) draft correspondence to vendors and other sections or offices;
- (g) prepare invitation of bids, requests for proposals and quotations;
- (h) maintain custody of all the Agency's assets and the records thereof;
- (i) ensure security and safe custody of stores; and
- (j) perform any other duty as may be assigned by the Executive Director.

9.8.2 Job Specifications

For appointment to the grade of Senior Procurement Officer, a person must have: -

- (a) served for at least three (3) years at the grade of Procurement Officer I or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Economics or Commerce (Supplies Management Option) or its equivalent from a recognized institution;
- (c) acquired membership to the Kenya Institute of Supplies Management;
- (d) a certificate in computer applications; and
- (e) shown merit and proven administrative capability with extensive experience in procurement management.

9.9 JOB AND APPOINTMENT SPECIFICATION

9.10 PROCUREMENT OFFICER I - GRADE ACA 5

9.10.1 Job Description

Procurement Officer I is responsible to the Senior Procurement Officer and will: -

- (a) prepare documentation procedures to receive and issue out goods and services from suppliers and to staff;
- (b) prepare inventory coding and classification of equipment and tools in the event that supplies are not delivered on the due date, follow up to ensure that they are received without undue delay;
- (c) maintain an inventory of used stores;
- (d) maintain an up-to-date database filing system (contracts orders; shipping documents usage and other correspondence);
- (e) issue local purchase orders and service orders;
- (f) prepare and analyse tender documents;
- (g) check Agency's office equipment/fixed assets updates and registration; and
- (h) perform any other duty as may be assigned by the Executive Director.

9.10.2 Job Specifications

For appointment to the grade of Procurement Officer I, the person must have:-

- (a) a Bachelor's degree in Economics or Commerce (Supplies Management Option) or its equivalent from a recognized institution;
- (b) served for at least three (3) years as a Procurement Officer II or in a comparable position for at least three (3) years; and
- (c) a certificate in computer application.

9.11 JOB AND APPOINTMENT SPECIFICATION

9.12 PROCUREMENT OFFICER II - GRADE ACA 4

9.12.1 Job Description

Procurement Officer II is responsible to the Senior Procurement Officer will: -

- (a) conduct market research, cost and check prices;
- (b) post issued supplies;
- (c) check goods delivered by suppliers i.e. quality and quantity as per the local purchase order note;
- (d) prepare annual stock lists;
- (e) maintain up-to-date records of inventory stocks, issued stocks and balances;
- (f) follow up on outstanding deliveries;
- (g) receipt and inspect stores;
- (h) purchase small value items;
- (i) identify sources of procurement of goods and services; and
- (j) perform any other duty as may be assigned by the Executive Director.

9.12.2 Job Specifications

For appointment to the grade of Procurement Officer II, the candidate must have:-

- (a) a Bachelor's degree in economics or commerce (Supplies Management Option) or its equivalent from a recognized institution; and
- (b) a certificate in computer applications.

CHAPTER TEN

10.0 CAREER GUIDELINES FOR HUMAN RESOURCES AND ADMINISTRATION OFFICERS

10.1 FUNCTIONS

The Human Resource Management function is responsible for effective organisation and administration of personnel services to ensure that staff matters are promptly attended to with a view to motivating staff for effective performance and productivity. To this end, there is need to observe personnel policy guidelines which are based on rational principles as they relate to the whole range of personnel activities. Specifically, these activities relate to recruitment, deployment, communication, discipline, leave, remuneration, staff welfare, manpower planning and staff development. Additionally, officers in this cadre will assist the Executive Director in restructuring and staffing of the Agency with a view to optimal deployment and utilisation of manpower.

10.2 RECOGNIZED QUALIFICATIONS IN HUMAN RESOURCES MANAGEMENT

The following are the recognized qualifications for the purpose of these career guidelines:

- (a) a Bachelor of Arts degree in Social Sciences (Sociology, Economics, Public/Business Administration, Law, Commerce) or its equivalent from a recognised institution;
- (b) a postgraduate Diploma in Personnel/Human Resource Management or its equivalent from a recognized institution;
- (c) a Masters degree in Personnel/Human Resource Management or its equivalent from a recognized institution;
- (d) a management course lasting for not less than three (3) months at a recognized institution; and
- (e) a certificate in computer applications.

10.3 GRADING STRUCTURE

<u>Designation</u>	<u>Grade</u>
Assistant Director Human Resource and Administration	ACA 9
Chief Human Resources Management and Administration Officer	ACA 7
Senior Human Resources Management and Administration Officer	ACA 6
Human Resources Management and Administration Officer I	ACA 5
Human Resources Management and Administration Officer II	ACA 4

10.4 JOB AND APPOINTMENT SPECIFICATION

10.5 ASSISTANT DIRECTOR, ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT – GRADE ACA 9

10.5.1 Job Description

The Assistant Director, Administration and Human Resource Management is responsible to the Deputy Director Administration and Finance and will:-

- (a) supervise all staff in the Division;

- (b) develop and review on a continuous basis the training policies for staff to ensure relevance and adherence to the laid down official policies and guidelines on human resource training and development in line with the corporate strategic plan;
- (c) co-ordinate the procurement, maintenance and disposal of the Agency's movable assets;
- (d) liaise with Legal Division on matters of insurance claims;
- (e) oversee recruitments, appointments, discipline and communication of decisions thereof;
- (f) formulate and review on continuous basis terms and conditions of service to ensure recruitment and retention of competent staff;
- (g) develop an effective and transparent performance management scheme to enhance productivity;
- (h) develop succession plans to ensure availability of the necessary staff mobility;
- (i) establish and ensure proper management of staff retirement benefits scheme;
- (j) liaise with legal department on insurance cover for the Agency's staff and assets; and
- (k) perform any other duty as may be assigned by the Executive Director.

10.5.2 Job Specifications

For appointment to the grade of Assistant Director, Human Resource Management and Administration a person must have:

- (a) a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;
- (b) a Masters degree in Human Resource Management, Business Administration, Finance, Public Administration or its equivalent from a recognized institution
- (c) served for at least six (6) years in the grade of Chief Human Resource and Administration or in a comparable position for at least six (6) years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications.

10.6 JOB AND APPOINTMENT SPECIFICATION

10.7 CHIEF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION –GRADE ACA 7

10.8 Job Description

The Chief Human Resource Management and Administration Officer is responsible to the Assistant Director Human Resource and Administration and will:-

- (a) prepare and submit quarterly training reports;
- (b) prepare training evaluation reports at the end of every in-house course and ensure staff attending Agency-sponsored courses submit training evaluation reports and course materials for circulation and retention as resource material;
- (c) process of gratuities and benefits;
- (d) facilitate recruitments, appointments, discipline and communication of decisions thereof;
- (e) ensure staff medical schemes are up to date;
- (f) administer salary and remuneration;
- (g) be in charge of transportation and logistics;
- (h) develop staff welfare schemes which enhance motivation and productivity;
- (i) liaise with legal department on insurance cover for the Agency's staff and assets; and
- (j) perform any other duty as may be assigned by the Executive Director.

10.8.2 Job Specifications

For appointment to the grade of Chief Human Resource Management and Administration Officer a person must have:

- (a) a Bachelor's degree in Social Sciences (Sociology, Economics, Public/Business Administration, Law, Commerce) or its equivalent from a recognized institution;
- (b) a Masters degree in Human Resource Management, Business Administration, Finance, Public Administration or its equivalent from a recognized institution
- (c) served for at least three (3) years in the grade of Senior Human Resource and Administration Officer or in a comparable position for at least three (3) years;
- (d) demonstrated managerial, administrative and professional competence in work performance; and
- (e) a certificate in computer applications.

10.9 JOB AND APPOINTMENT SPECIFICATION

10.10 SENIOR HUMAN RESOURCE AND ADMINISTRATION OFFICER - GRADE ACA 6

10.10.1 Job Description

The Senior Human Resource and Administration Officer is responsible to the Chief Human Resource Management and Administration Officer and will: -

- (a) process applications for appointment, promotion, planning and maintaining personnel records;
- (b) coordinate Staff training and welfare;
- (c) coordinate human resource requirements and succession management;
- (d) ensure efficient provision of office services, telephone services, general registry services and transport services;
- (e) be responsible for the induction of staff in the Agency;
- (f) oversee conflict resolution among staff;
- (g) be involved in activities in such areas as recruitment, appointment, promotions, remunerations, staff training, leave administration and welfare;
- (h) coordinate staff appraisal;
- (i) coordinate provision of office services, office accommodation, telephone services, general registry services, security and transport services; and
- (j) supervise staff in this section.

10.10.2 Job Specifications

For appointment to the grade of Senior Human Resource and Administration, an officer must have:

-
- (a) Served for at least three (3) years as a Human Resource and Administration Officer I or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Social Sciences (Sociology, Economics, Public/Business Administration, Law, Commerce) or its equivalent from a recognized institution;
- (c) A postgraduate diploma in personnel/human resource management or its equivalent from a recognized institution;
- (d) Demonstrated managerial, administrative and professional competence in work performance; and
- (e) Proficiency in computer applications.

10.11 JOB AND APPOINTMENT SPECIFICATION

10.12 HUMAN RESOURCE AND ADMINISTRATION OFFICER I - GRADE ACA 5

10.12.1 Job Description

Human Resource and Administration Officer I is responsible to the Senior Human Resource and will:

- (a) Process retirement benefits;
- (b) maintain proper records for all staff;
- (c) initiate the processing of applications for appointment, promotion and planning;
- (d) prepare briefs for staff training and welfare; and
- (e) manage the payroll.

10.12.2 Job Specifications

For appointment to the grade of Human Resource and Administration 1, an officer must have:-

- (a) Served for at least three (3) years as a Human Resource and Administration Officer II or in a comparable position for at least three (3) years;
- (b) a bachelor's degree in Social Sciences (Sociology, Economics, Public/Business Administration, Law, Commerce) or its equivalent from a recognized institution;
- (c) a postgraduate Diploma in Personnel/Human Resource Management or its equivalent from a recognized institution; and
- (d) a certificate in computer applications.

10.13 JOB AND APPOINTMENT SPECIFICATION

10.14.1 HUMAN RESOURCE AND ADMINISTRATION OFFICER II - GRADE ACA 4

10.14.2 Job Description

Human Resource and Administration Officer II is responsible to the Senior Human Resource and Administration and will:-

- (a) manage personnel files and records;
- (b) manage complement control;
- (c) prepare and process and manage the payroll;
- (d) provide efficient office services, telephone services, general registry services and transport services; and
- (e) deal with matters relating to pensions.

10.5 Job Specifications

For appointment to the grade of Human Resource and Administration Officer 1, an officer must have:-

- (a) a Bachelor's degree in Social Sciences (Sociology, Economics, Public/Business Administration, Law, Commerce) or its equivalent from a recognized institution;
- (b) A postgraduate diploma in Personnel/Human Resource Management or its equivalent from a recognized institution; and
- (c) A certificate in computer applications.

SECTION ELEVEN

11.0 CAREER GUIDELINES FOR INFORMATION / DOCUMENTATION OFFICERS

11.1 INFORMATION AND DOCUMENTATION SERVICES

11.2 FUNCTIONS

Library and documentation services involve: -

- (a) collection, development, selection, acquisition, weeding, processing – cataloguing and classification, preservation, retrieval and dissemination of information in its various forms. The services involve such information services as indexing, abstracting, report writing, publication of leaflets, bulletins, newspapers, the management of automated system, user education and guidance, current awareness, referral and reference, reprographic and of information resources together with the observation of laws related to the provision of information to the potential users.
- (b) participating in training and outreach programmes.

11.3 GRADING STRUCTURE

The career guidelines establish four (4) grades of Information/Documentation Officers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Chief Information / Documentation Officer	ACA 7
Senior Information / Documentation Officer	ACA 6
Information / Documentation Officer I	ACA 5
Information / Documentation Officer II	ACA 4

11.4 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) A Bachelors degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- (b) a Masters degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- (c) a management course lasting for not less than three (3) months at a recognized institution; and
- (d) a certificate in computer applications.

11.5 JOB AND APPOINTMENT SPECIFICATION

11.6 CHIEF INFORMATION / DOCUMENTATION OFFICER- GRADE ACA 7

11.7.1 Job Description

The Chief Information /Documentation Officer is responsible to the Assistant Director Human Resource and Administration and will:-

- (a) be in-charge of the section;
- (b) manage library and documentation services;

- (c) oversee implementation of library work programmes;
- (d) direct, control and coordinate staff;
- (e) ensure the full and efficient provision and utilization of services required by users;
- (f) draw a budget for the section;
- (g) manage and administer the library and documentation services and facilities; and
- (h) perform any other duty as may be assigned by the Executive Director.

11.7.2 Job Specifications

For appointment to the grade of Chief Information /Documentation Officer, a person must have;

- (a) a Bachelor's degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- (b) a Masters degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- (c) served for at least three (3) years as a Senior Information /Documentation Officer or in a comparable position for at least three (3) years;
- (d) attended a management course lasting for not less than three (3) months at a recognized institution;
- (e) shown merit and proven administrative capability with extensive experience in documentation/library services; and
- (f) a certificate in computer applications.

11.8 JOB AND APPOINTMENT SPECIFICATION

11.9 SENIOR INFORMATION / DOCUMENTATION OFFICER- GRADE ACA 6

11.9.1 Job Description

The Senior Information /Documentation Officer is responsible to the Assistant Director Human Resource and Administration and will be:-

- (a) implementing library work programs;
- (b) updating the database;
- (c) compiling quarterly reports for the library section;
- (d) organizing stocktaking for library collection and documentation;
- (e) editing and supervising typesetting activities of the Agency's publications;
- (f) assisting in management and administration of the library and documentation services and facilities; and
- (g) performing any other duty as may be assigned by the Executive Director.

11.9.2 Job Specifications

For appointment to the grade of Senior Information /Documentation Officer, a person must have;

- a. a Bachelor's degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- b. served for at least three (3) years as an Information /Documentation Officer I or in a comparable position for at least three (3) years;
- c. attended a management course lasting for not less than three (3) months at a recognized institution; and
- d. a certificate in computer applications.

11.10 JOB AND APPOINTMENT SPECIFICATION

11.11 INFORMATION / DOCUMENTATION OFFICER I - GRADE ACA 5

11.11.1 Job Description

The Information/Documentation Officer I is responsible to the Senior Information/Documentation Officer and will: -

- (a) issue publications to library clients and keeping statistics for borrowed publications;
- (b) catalogue and classify all information materials;
- (c) develop the library / documentation centre's catalogue in its various forms either manual or automated in order of author, subject, title, or classified and the completion of user subject profiles to enable efficient dissemination of information;
- (d) perform desktop publishing of the Agency's publications;
- (e) select and procure information and other library materials in consultation with relevant staff of the Agency; and
- (f) perform any other duty as may be assigned by the Executive Director.

11.11.2 Job Specifications

For appointment to the grade of Information/Documentation Officer I a person must have:-

- (a) a Bachelor's degree in Library and Information Studies / Sciences or its equivalent from a recognized institution;
- (b) served for at least three (3) years as an Information /Documentation Officer II or in a comparable position for at least three (3) years; and
- (c) a certificate in computer applications.

11.12. JOB AND APPOINTMENT SPECIFICATION

11.13 INFORMATION / DOCUMENTATION OFFICER II - GRADE ACA 4

11.13.1 Job Description

The Information/Documentation Officer II is responsible to Senior Officers in the Division and will: -

- (a) deal with library correspondence;
- (b) edit and typeset activities of the Agency's publications.
- (c) perform desktop publishing of the Agency's publications;
- (d) select and procure information and other library materials in consultation with relevant staff of the Agency;
- (e) issue publications to library clients and keeping statistics of borrowed publications;
- (f) catalogue and classify all information materials; and
- (g) develop the library / documentation centre's catalogue in its various forms either manual or automated in order of author, subject, title, or classified and the completion of user subject profiles to enable efficient dissemination of information.

11.13.2 Job Specifications

For appointment to the grade of Information/Documentation Officer II, a person must have:-

- (a) a Bachelor's degree in Library and Information Studies / Sciences or its equivalent from a recognized institution; and

(b) a certificate in computer applications.

SECTION TWELVE

12.0 CAREER GUIDELINES FOR INFORMATION COMMUNICATION TECHNOLOGY PERSONNEL

12.1 FUNCTIONS

The Information Communication Technology (ICT) services function entails provision of information technology to the Agency. The function involves other related computer activities such as carrying out feasibility studies, systems analysis and design, programming, implementing computer applications, maintaining and updating existing systems including provision of consultancy and research on computer applications.

12.2 GRADING STRUCTURE AND SCOPE

These career guidelines establish four (4) grades of Computer Analysts/Programmers who will be designated and graded as follows:-

<u>Designation</u>	<u>Grade</u>
Chief Computer Analyst/Programmer	ACA 7
Senior Computer Analyst/Programmer	ACA 6
Computer Analyst/Programmer I	ACA 5
Computer Analyst/Programmer II	ACA 4

12.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) a Bachelor's degree in Computer Science, Mathematics, Statistics, Physics, Engineering or its equivalent from a recognized institution;
- (b) a Postgraduate diploma in Computer Science or Information Technology;
- (c) a Masters degree in Computer Science or Information Technology;
- (d) a management course lasting for not less than three (3) months at a recognized institution; and
- (e) a certificate in computer applications.

12.4 JOB AND APPOINTMENT SPECIFICATION

12.5 CHIEF COMPUTER ANALYST/PROGRAMMER - GRADE ACA 7

12.5.1 Job Description

The Chief Computer Analyst/ Programmer is responsible to the Assistant Director Human Resource and Administration and will be:-

- (a) in-charge of the ICT section;
- (b) advising the Agency on technological challenges related to ICT;
- (c) spearheading implementation of Agency's policies and strategies on information;
- (d) safeguarding the integrity of information and ensuring disaster recovery;
- (e) managing information technology training programmes;
- (f) developing information technology standards;

- (g) designing of information communication technology and telecommunication projects;
- (h) liaising with heads of departments for ICT projects costing and implementation;
- (i) oversee the development of a budget for the section; and
- (j) perform any other duty as may be assigned by the Executive Director.

12.5.2 Job Specifications

For appointment to the grade of Chief Computer Analyst/ Programmer, a person must have:-

- (a) a Bachelor's degree in Computer Science or its equivalent from a recognized institution;
- (b) a Master's degree in Computer Science or its equivalent from a recognized institution;
- (c) served for at least three (3) years in the grade of Senior Computer Analyst/ Programmer or in a comparable position for at least three (3) years;
- (d) attended a management course lasting for not less than three (3) months at a recognized institution; and
- (e) demonstrated a high standard of professional competence and administrative ability in directing and coordinating of ICT programmes.

12.6 JOB AND APPOINTMENT SPECIFICATION

12.7 SENIOR COMPUTER ANALYST/PROGRAMMER – GRADE ACA 6

12.7.1 Job Description

The Senior Computer Analyst/Programmer is responsible to the Assistant Director Human Resource and Administration and will:-

- (a) implement information technology standards;
- (b) maintain information communication technology and telecommunication projects;
- (c) prepare progress reports of the systems development efforts under his jurisdiction;
- (d) prepare performance reports on members of the staff under his supervision;
- (e) ensure that any enhancements / changes to existing systems are fully tested before being handed over to the user as being operational; and
- (f) perform any other duty as may be assigned by the Executive Director.

12.7.2 Job Specifications

For appointment to the grade of Senior Computer Analyst/Programmer, a person must have:-

- (a) a Bachelor's degree in Computer Science or its equivalent from a recognized institution;
- (b) served for at least three (3) years in the grade of Computer Analyst/ Programmer I or in a comparable position for at least three (3) years;
- (c) attended a management course lasting for not less than three (3) months at a recognized institution; and
- (d) demonstrated a high standard of professional competence and administrative ability required for directing and co-ordination of planning and development of programmes in ICT.

12. 8 JOB AND APPOINTMENT SPECIFICATION

12.9 COMPUTER ANALYST / PROGRAMMER I - GRADE ACA 5

12.10.1 Job Description

The Computer Analyst / Programmer I is responsible to the Computer Analyst / Programmer will :-

- (a) write programmes for complex applications and sub-routines;
- (b) write specifications for programmes for the Agency;
- (c) assist in training Computer Analysts / Programmers in the section;
- (d) perform technical system and user documentation tasks.;
- (e) carry out system analysis, design and program specifications in direct liaison with the users;
- (f) supervise and compile overall systems documentation and ensure adherence to system documentation standards for system development;
- (g) design, schedule and manage training for users; and
- (h) perform any other duty as may be assigned by the Executive Director.

12.10.2 Job Specifications

For appointment to the grade of Computer Analyst / Programmer I, a person must have;

- (a) a Bachelor's degree in Computer Science or its equivalent from a recognized institution;
- (b) served for at least three (3) years in the grade of Computer Analyst/Programmer II or in a comparable position for at least three (3) years; and
- (c) shown merit and ability as reflected in work performance and results.

12.11 JOB AND APPOINTMENT SPECIFICATION

12.12 COMPUTER ANALYST/PROGRAMMER II – GRADE ACA 4

12.12.1 Job descriptions

The Computer Analyst / Programmer II is responsible to the Senior Officers of the Division and will:

- (a) write and test computer programmes;
- (b) assist in the implementation of the computer systems and providing user support;
- (c) facilitate and assist in the training of computer system users;
- (d) design, schedule and manage training for users;
- (e) carry out programming and system training for the users;
- (f) compile overall systems documentation and ensuring adherence to system documentation standards for system development; and
- (g) perform any other duty as may be assigned by the Executive Director.

12.12.2 Job Specifications

- (a) a Bachelor's degree in Computer Science or its equivalent from a recognized institution;
- OR
- (b) Bachelor of Science degree; and
 - (c) postgraduate diploma in ICT.

SECTION THIRTEEN

13.0 CAREER GUIDELINES FOR THE CORPORATE AFFAIRS OFFICERS

13.1 FUNCTIONS

The corporate affairs function entails proactively managing and enhancing the corporate image and public relations of the Agency and lay appropriate strategies for fund-raising and sustainability of the Agency.

13.2 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) a Diploma in Journalism, mass communication or its equivalent from a recognized institution;
- (b) a Bachelor's degree in Journalism and mass communication, public Relations, or its equivalent from a recognized institution;
- (c) a Bachelors degree in Business Administration, Social Sciences or its equivalent from a recognized institution;
- (d) a master's degree in Business Administration (Marketing option);
- (e) a postgraduate Diploma in Public Relations;
- (f) attended a management course lasting for not less than three (3) months at a recognized institution; and
- (g) a certificate in computer applications.

13.3 GRADING STRUCTURE

These career guidelines establish four (4) grades of Corporate Affairs Officers who will be designated and graded as follows:-

<u>Designation</u>	Grade
Chief Corporate Affairs Officer	ACA 7
Senior Corporate Affairs Officer	ACA 6
Corporate Affairs Officer I	ACA 5
Corporate Affairs Officer II	ACA 4

13.4 JOB AND APPOINTMENT SPECIFICATIONS

13.5 CHIEF CORPORATE AFFAIRS OFFICER – GRADE ACA 7

13.5.1 Job Description

The Chief Corporate Affairs Officer is responsible to the Executive Director and will;

- (a) develop a communication strategy for the Agency;
- (b) initiate timely strategic and appropriate programme to implement the Agency's corporate affairs strategy;
- (c) brand and promote the Agency nationally and internationally;

- (d) build synergy and enhance collaboration between the public sector and private sector institution;
- (e) identify and create good working relations with all possible development partners and mobilise resources; and
- (f) perform any other duty as may be assigned by the Executive Director.

13.5.2 Job Specifications

For appointment to the grade of Chief Corporate Affairs Officer, a person must have;

- (a) served for at least three (3) years in the grade of a Senior Corporate Affairs Officer or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- (c) a Master's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- (d) attended a relevant management course lasting for not less than three (3) months at a recognized institution;
- (e) a demonstrated a high degree of responsibility in discharging public relations duties; and
- (f) a certificate in computer applications;

OR

- (g) a Bachelors degree in Business Administration, Social Sciences or its equivalent from a recognized institution;
- (h) a Diploma in Journalism, mass communication or its equivalent from a recognized institution;
- (i) served for at least three (3) years in the grade of a Senior Corporate Affairs Officer or in a comparable position for at least three (3) years;
- (j) attended a relevant management course lasting for not less than three (3) months at a recognized institution;
- (k) a demonstrated a high degree of responsibility in discharging public relations duties; and
- (l) a certificate in computer applications.

13.6 JOB AND APPOINTMENT SPECIFICATION

13.7 SENIOR CORPORATE AFFAIRS OFFICER- GRADE ACA 6

13.7.1 Job Description

The officer is responsible to the Chief Corporate Affairs Officer and will;

- (a) take a leading role in consensus building with relevant stakeholders;
- (b) liaise with the advertisers on marketing communications initiatives in the promotion of a positive image of the Agency;
- (c) implement strategic corporate public relations;
- (d) Initiate the preparation of press releases, media liaisons, conferences, supplements and press briefs on the Agency's programs and activities; and
- (e) perform any other duty as may be assigned by the Executive Director.

13.7.2 Job Specifications

For appointment to the grade Senior Corporate Affairs Officer, a person must have;

- (a) served for at least three (3) years in the grade of Corporate Affairs Officer I or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- (c) attended a relevant management course lasting for not less than three (3) months at a recognized institution;
- (d) a demonstrated a high degree of responsibility in discharging public relations duties; and
- (e) a certificate in computer applications;

OR

- (f) a Bachelors degree in Business Administration, Social Sciences or its equivalent from a recognized institution;
- (g) a Diploma in Journalism, mass communication or its equivalent from a recognized institution;
- (h) attended a relevant management course lasting for not less than three (3) months at a recognized institution;
- (i) a demonstrated a high degree of responsibility in discharging public relations duties;
- (j) served for at least three (3) years in the grade of Corporate Affairs Officer I or in a comparable position for at least three (3) years;
- (k) a demonstrated a high degree of responsibility in discharging public relations duties; and
- (l) a certificate in computer applications.

13.8 JOB AND APPOINTMENT SPECIFICATION

13.9 CORPORATE AFFAIRS OFFICER I –GRADE ACA 5

13.9.1 Job Description

The Corporate Affairs Officer I is responsible to the Senior Corporate Affairs Officer and will: -

- (a) initiate the preparation of the strategic corporate and public relations plans;
- (b) liaise with the advertisers on marketing communications initiatives in the promotion of a positive image of the Agency;
- (c) facilitate the marketing campaigns for fundraising; and
- (d) perform any other duty as may be assigned by the Executive Director.

13.9.2 Job Specifications

For appointment to the grade of Corporate Affairs Officer I, a person must have;

- (a) served for at least three (3) years in the grade of Corporate Affairs Officer II or in a comparable position for at least three (3) years;
- (b) a Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- (c) a demonstrated a high degree of responsibility in discharging public relations duties; and

(d) a certificate in computer applications;

OR

(e) a Bachelors degree in Business Administration, Social Sciences or its equivalent from a recognized institution; and

(f) a Diploma in Journalism, Mass Communication or its equivalent from a recognized institution;

(g) served for at least three (3) years in the grade of Corporate Affairs Officer II or in a comparable position for at least three (3) years;

(h) a demonstrated a high degree of responsibility in discharging public relations duties; and

(i) a certificate in computer applications.

13.10 JOB AND APPOINTMENT SPECIFICATION

13.11 CORPORATE AFFAIRS OFFICER II-GRADE ACA 4

13.11.1 Job Description

(a) prepare press releases, media liaisons, press conferences, supplements and press briefs on the Agency's programs and activities;

(b) implementation of the strategic corporate and public relations plans;

(c) organize activities like launches and external sporting support; and

(d) perform any other duty as may be assigned by the Executive Director.

13.11.2 Job Specifications

For appointment to the grade of Corporate Affairs Officer II, a person must have;

(a) a Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution; and

(b) a certificate in computer applications;

OR

(c) a Bachelors degree in Business Administration, Social Sciences or its equivalent from a recognized institution;

(d) a Diploma in Journalism, mass communication or its equivalent from a recognized institution; and

(e) a certificate in computer applications.

14.0 CAREER GUIDELINES FOR ADMINISTRATIVE ASSISTANTS

14.1 FUNCTIONS

The duties of Administrative Assistants will entail ensuring appropriate reception of visitors and facilitating communication into and out of the Agency taking care of a given office in terms of making appointments and dealing with enquiries; receiving and attending to visitors; handling correspondence, office documents and equipment; recording dictation in shorthand, drafting and operating computers, photocopying and undertaking routine office duties; and ensuring security of office documents and equipment.

14.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish six (6) grades of Administrative Assistants. The personnel will report to the Assistant Director, Human Resource and Administration and will be graded and designated as follows: -

<u>Designation</u>	<u>Grade</u>
Executive Assistant	ACA 7
Senior Administrative Assistant	ACA 6
Administrative Assistant I	ACA 5
Administrative Assistant II	ACA 4
Administrative Assistant III	ACA 3
Administrative Assistant IV	ACA 2

14.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines: -

- (a) A good command of both oral and written English and Kiswahili languages.
- (b) Telephone Operator training certificate from the Kenya College of Communications or a recognised institution.
- (c) Kenya Certificate of Secondary Education, mean Grade C - (minus) and above or its accepted equivalent.
- (d) The following Certificates offered by the Kenya National Examinations Council: -
 - Typewriting stages I, II and III
 - Office Practice I and II
 - Business English stages I, II and III
 - Commerce stages I and II
 - Secretarial Duties stage II
 - Shorthand stages II and III
 - Office Management Stage III
 - Secretarial Management Courses
 - Senior Management Course.
- (e) Diploma in Business Administration.
- (f) Degree in Business Administration, Secretarial Studies.
- (g) A certificate in computer applications.

14.4 JOB AND APPOINTMENT SPECIFICATION

14.5 EXECUTIVE ASSISTANT - GRADE ACA 7

14.5.1 Job Description

An officer at this level will normally be attached to the office of the Executive Director. The officer's duties will be similar to those performed by the Senior Administrative Assistant. In addition, the officer will supervise all the other Administrative Assistants in the Agency.

14.5.2 Job Specifications

For appointment to the grade of Executive Assistant, a person must, in addition to the minimum requirements for appointment to the grade of Senior Administrative Assistant, have served satisfactorily in the grade of a Senior Administrative Assistant for at least three (3) years.

Direct Entry

For direct entry to the grade of Executive Assistant, a person must have:

- (a) at least a Bachelor's degree in Business Administration, Secretarial Studies or its equivalent from a recognized institution.
- (b) relevant experience for a minimum period of three (3) years.

14.6 JOB AND APPOINTMENT SPECIFICATIONS

14.7 SENIOR ADMINISTRATIVE ASSISTANT-GRADE ACA 6

14.7.1 Job Description

An officer at this level will normally be attached to the Offices of the Deputy Director or Assistant Director. The officer will: -

- (a) type, take dictation using shorthand/longhand, and transcribe ensuring that spelling, punctuation and format are correct;
- (b) prepare correspondence for signature;
- (c) arrange appointments for the officers, receive visitors, receive and make telephone calls;
- (d) respond to routine requests for information;
- (e) assist in making travel arrangements;
- (f) draft correspondence on routine matters;
- (g) receive, sort and file correspondence and attach necessary background information;
- (h) maintain office records and reference files on various subjects;
- (i) ensure security of office, documents, equipment and information; and
- (j) perform any other duty as may be assigned by the Executive Director.

14.7.2 Job Specifications

For appointment to the grade Senior Administrative Assistant, a person must have:-

- (a) served satisfactorily for at least for three (3) years in the grade of Administrative Assistant I or in a comparable position for at least three (3) years; and
- (b) attended the following courses at a recognized institution: -

- (i) a top secretaries' management course.
 - (ii) a minimum of a higher diploma course in secretarial management
- OR
- (c) a Bachelor's degree in Business Administration, Secretarial Studies or its equivalent from a recognized institution.

14.8 JOB AND APPOINTMENT SPECIFICATIONS

14.9 ADMINISTRATIVE ASSISTANT I - GRADE ACA 5

14.9.1 Job Description

The Administrative Assistant I is responsible to the Senior Administrative Assistant and will be:-

- (a) receiving and making telephone calls;
- (b) making duty rosters;
- (c) ensuring security of office, documents, equipment and information.
- (d) provision of office services;
- (e) typing of materials from drafts, printed texts and taking dictations; and
- (f) performing any other duty as may be assigned by the Executive Director.

14.9.2 Job Specifications

For appointment to the grade of Administrative Assistant I, a person must have passed in the following subjects offered by the Kenya National Examinations Council: -

- Shorthand III (100 w.p.m.).
- Business English III.
- Commerce II.
- Office Management III.
- Secretarial Management Course for Personal Secretaries.

14.10 JOB AND APPOINTMENT SPECIFICATIONS

14.11 ADMINISTRATIVE ASSISTANT II - GRADE ACA 4

14.11.1 Job Description

The Administrative Assistant II is responsible to the Administrative Assistant I for:-

- (a) facilitating the smooth flow of visitors and clients;
- (b) facilitating communication in and out of the Agency;
- (c) liaising with the security personnel to ensure that visitors and clients are screened;
- (d) handling the computer/switchboard and ensure that usage print outs are generated and circulated;
- (e) assessing workload for allocation of duties at the switchboard;
- (f) preparing the duty roster;
- (g) liaising with service providers' maintenance engineers; and
- (h) performing any other duty as may be assigned by the Executive Director.

14.11.2 Job Specifications

For appointment to the grade of Administrative Assistant II, a person must have:-

- (a) served as Administrative Assistant III for at least three (3) years or in a comparable position for at least three(3) years; and
- (b) passed the Government Occupational test for Telephone Operators.

14.12 JOB AND APPOINTMENT SPECIFICATION

14.13 ADMINISTRATIVE ASSISTANT III - GRADE ACA 3

14.13.1 Job Description

The Administrative Assistant III is under the supervision of a senior officer is responsible for:-

- (a) facilitating the smooth flow of visitors and clients;
- (b) facilitating communication in and out of the Agency;
- (c) file telephone requisition forms from staff;
- (d) record all official and private calls made by staff;
- (e) receive messages on behalf of staff;
- (f) receive and report complaints o telephone services;
- (g) telephone supervisor;
- (h) liaising with the security personnel to ensure that visitors and clients are screened; and
- (i) perform any other duty as may be assigned by the Executive Director.

14.13.2 Job Specifications

For appointment to the grade of Administrative Assistant III, a person must have: -

- (a) at least a mean grade C-(minus) in the Kenya Certificate of Secondary Education or its recognized equivalent;
- (b) a good command of both oral and written English and Kiswahili language;
- (c) good inter-personal skills;
- (d) telephone operator training certificate from a recognised institution;
- (e) full secretarial qualifications from the Kenya National Examination Council (Office Practice, Business English, Office Management and Typewriting II);
- (f) skills in receiving and transmitting calls to all extensions;
- (g) knowledge of operating switchboard equipment; and
- (h) perform any other duty as may be assigned by the Executive Director.

14.14 JOB AND APPOINTMENT SPECIFICATIONS

14.15 ADMINISTRATIVE ASSISTANT IV - GRADE ACA 2

14.15.1 Job Description

The Administrative Assistant IV is responsible to the senior officers for:-

- (a) facilitating the smooth flow of visitors and clients;
- (b) facilitating communication in and out of the Agency;
- (c) recording all official and private calls made by staff;

- (d) receiving messages on behalf of staff; and
- (e) liaising with the security personnel to ensure that visitors and clients are screened.

14.15.2 Job Specifications

For appointment to the grade of Administrative Assistant, a person must have: -

- (a) at least a mean grade C-(minus) in the Kenya Certificate of Secondary Education or its recognized equivalent;
- (b) a good command of both oral and written English and Kiswahili languages;
- (c) good inter-personal skills;
- (d) telephone operator training certificate from a recognised institution;
- (e) skills in receiving and transmitting calls to all extensions; and
- (f) knowledge of operating switchboard equipment.

SECTION 15

15.0 CAREER GUIDELINES FOR CLERICAL STAFF

15.1 FUNCTIONS

Clerical functions entail carrying out miscellaneous clerical tasks, which vary according to the size and nature of the office. Work at this level is usually carried out under close supervision and is subject to regular checks and verification. Representative tasks are compilation of statistical records based on routine or special sources of information; carrying out specialized tasks related to accounting transactions; dealing with matters related to transport; processing of personnel matters and statistics, sorting out letters, and maintaining an efficient filing system; keeping invoices, receipts and other records arranged systematically in files; composing simple letters and performing other related clerical duties. The officer may be deployed on general personnel duties, Agency registries, general registry and accounts office or on general office services.

15.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish three (3) grades in the Clerical Officers' career grading structure. Personnel recruited in the cadre will report to the Assistant Director Human Resource and Administration and will be designated and graded as follows: -

<u>Designation</u>	<u>Grade</u>
Senior Clerical Officer	ACA 3
Clerical Officer I	ACA 2
Clerical Officer II	ACA 1

15.3 RECOGNIZED QUALIFICATIONS

The recognized qualifications for the purpose of these career guidelines are:

- (a) Kenya Certificate of Secondary Education mean grade of at least C- (minus) or its recognized equivalent; and
- (b) a relevant certificate from a recognised institution for a training lasting not less than six (6) months.

15.4 JOB AND APPOINTMENT SPECIFICATION

15.5 SENIOR CLERICAL OFFICER - GRADE ACA-3

15.5.1 Job Description

The Senior Clerical Officer is responsible to Senior Officers in the Agency and will be:-

- (a) receiving, distributing, issuing and recording of files and letters;
- (b) filling letters accurately in their respective files;
- (c) collecting, distributing and issuing files to various officers;
- (d) maintaining an up to date movement of files register;
- (e) managing the counterfeit goods depots;
- (f) updating of files and records in the registry and archives;

- (g) maintaining the physical status of files;
- (h) opening and closing files as may be required from time to time;
- (i) ensuring confidentiality of the Agency's documents and file;
- (j) reporting to the management on issues relating to the registry and archives;
- (k) processing payment vouchers;
- (l) maintaining commitment registers;
- (m) filing documents;
- (n) preparing and submitting quarterly and annual disbursement reports;
- (o) acting timely on cancelled/dishonoured cheques;
- (p) maintaining of budgeted votes register;
- (q) receipting and preparation of collection sheets;
- (r) maintaining cashbook;
- (s) working as a cashier in the cash office;
- (t) paying and preparing payment sheets;
- (u) compiling periodic schedules;
- (v) recording and maintaining information relating to the Agency's transport fleet;
- (w) issuing of work tickets to drivers;
- (x) maintaining records of fuel consumption of each vehicle;
- (y) keeping of work tickets;
- (z) maintaining up to date records on road licenses, insurance and renewal for all Agency vehicles;
- (aa) following up payments relating to vehicle fuel, repairs and service; and
- (bb) coordinating and supervising vehicle repair.

15.5.2 Job Specifications

For appointment to the grade of a Senior Clerical Officer, a person must have:-

- (a) served at least three (3) years as a Clerical Officer I or a comparable position for a minimum period of three (3) years;
- (b) relevant certificate from a recognised institution for a training lasting not less than six (6) months; and
- (c) shown outstanding merit and ability in the performance of duties.

15.6 JOB AND APPOINTMENT SPECIFICATION

15.7 CLERICAL OFFICER I - GRADE ACA-3

15.7.1 Job Description

The Senior Clerical Officer is responsible to Senior Officers in the Agency and will be:-

- (a) verifying compiled statistical records for accuracy;
- (b) capture data for the Agency applications;
- (c) managing the counterfeit goods depots;
- (d) processing personnel statistics;
- (e) processing accounting transactions;
- (f) sorting out letters and filing them;
- (g) ensuring proper maintenance of efficient filing system in the Agency registries;
- (h) keeping invoices, receipts and other records safely; and
- (i) carrying out other clerical tasks assigned from time to time.

15.7.2 Job Specifications

For appointment to the grade of a Clerical Officer I, a person must have:-

- (a) served at least three (3) years as a Clerical Officer II or in a comparable position for at least a period of three (3) years;
- (b) relevant certificate from a recognised institution for a training lasting not less than six (6) months; and
- (c) shown outstanding merit and ability in the performance of duties.

15.8 JOB AND APPOINTMENT SPECIFICATION

15.9 CLERICAL OFFICER II - GRADE ACA 1

15.9.1 Job Description

The Clerical Officer II is responsible to Senior Officers in the Agency and will:-

- (a) compile statistical records based on routine or special sources of information;
- (b) capture data for the Agency applications;
- (c) receiving and posting letters;
- (d) assisting in photocopying and copy printing of documents;
- (e) make calculations related to accounts or personnel information;
- (f) handle receipts and other records and arrange them systematically in files; and
- (g) compose simple letters and perform other similar clerical duties.

15.9.2 Job Specification

This is the entry grade for Clerical Officers appointed in this cadre. For direct appointment to this grade, candidates must be in possession of the Kenya Certificate of Secondary Education (KCSE) with at least a mean grade C-(minus) or its recognised equivalent.

SECTION SIXTEEN

16.0 CAREER GUIDELINES FOR DRIVERS

16.1 FUNCTIONS

A driver's responsibilities will entail operation of the vehicle assigned to him, detecting and reporting common faults, keeping the vehicle clean and carrying out minor repairs including oiling and greasing, maintenance of the work ticket for the vehicle assigned to him and ensuring safety of the vehicle on and off the road. Further, the officer will collect and deliver mail.

16.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish three (3) grades in the drivers' career grading structure designated as follows:-

<u>Designation</u>	<u>Grade</u>
Senior Driver	ACA 3
Driver I	ACA 2
Driver II	ACA 1

16.3 RECOGNIZED QUALIFICATIONS

Recognized qualifications for the purpose of these career guidelines will be: -

- (a) At least a mean grade C- (minus) in the Kenya Certificate of Secondary Education or its recognized equivalent;
- (b) A good command of both oral and written English and Kiswahili languages;
- (c) Possession of a clean and valid Driving Licence;
- (d) Adequate knowledge of the Highway Code;
- (e) Possession of a PSV certificate;
- (f) Valid Certificate of Good Conduct;
- (g) Government Occupational Grade Test;
- (h) Motor Vehicle mechanic trade test Grade III;
- (i) At least three (3) years driving experience;
- (j) Government suitability test for drivers.

16.4 JOB AND APPOINTMENT SPECIFICATION

16.5 SENIOR DRIVER - GRADE ACA 3

16.5.1 Job Description

The Senior Driver is responsible to the Human Resource and Administration Officer II and will be:-

- (a) carrying out routine checks on vehicles, cooling and oil systems, electrical systems, tyre pressure;
- (b) maintaining work tickets for vehicles assigned; and
- (c) submitting reports as required.

16.5.2 Job Specifications

For appointment to the grade of Senior Driver, a person must have:-

- (a) satisfactorily served at least three (3) years at the level of Driver I or a comparable position for a minimum period of three (3) years;
- (b) shown competence on handling of motor vehicles;
- (c) passed the Kenya Government Occupational Trade Test Grade I; and
- (d) shown merit and ability in work performance.

16.6 JOB AND APPOINTMENT SPECIFICATION

16.7 DRIVER I- GRADE ACA 2

16.7.1 Job Description

Driver I is responsible to the Human Resource and Administration Officer II and will be:-

- (a) carrying out minor mechanical repairs;
- (b) recognising and reporting malfunctioning of the vehicles;
- (c) ensuring security of the vehicles on and off the road;
- (d) ensuring safety of passengers and/or goods in the vehicle;
- (e) maintaining cleanliness of the vehicle assigned to him; and
- (f) ensuring he has possession of all the requisite documents and tools for any specific journey.

16.7.2 Job Specifications

For appointment to the grade of Driver I, a person must have:-

- (a) passed the Kenya Government Occupational Trade Test Grade I for drivers;
- (b) satisfactorily served at least three (3) years at the level of Driver I or a comparable position for a minimum period of three (3) years; and
- (c) shown merit and ability in work performance.

16.8 JOB AND APPOINTMENT SPECIFICATION

16.9 DRIVER II - GRADE ACA 1

16.9.1 Job Description

Driver II is responsible to the Human Resource and Administration Officer II and will be:-

- (a) carrying out minor mechanical repairs;
- (b) recognising and reporting malfunctioning of the vehicles;
- (c) ensuring security of the vehicles on and off the road;
- (d) ensuring safety of passengers and/or goods in the vehicle;
- (e) maintaining cleanliness of the vehicle assigned to him; and
- (f) ensuring he has possession of all the requisite documents and tools for any specific journey.

16.9.2 Job Specifications

For appointment to the grade of Driver II, a person must have:-

- (a) the minimum requirements for appointment to the grade of Driver III;
- (b) served for at least three (3) years in the grade of Driver III or a comparable position for a minimum period of three (3) years;
- (c) passed the Kenya Government Occupational Test grade II for drivers;
- (d) an accident free record; and
- (e) shown merit and ability in driving and simple maintenance of a vehicle.

SEVENTEEN

17.0 FUNCTION

The functions of this cadre of staff will entail maintenance of general cleanliness and orderly arrangement of office equipment, collection and dispatch of mail. The officers may be assigned duties in various offices.

17.1 JOB AND APPOINTMENT SPECIFICATION

17.2 OFFICE ASSISTANT - GRADE ACA 1

17.2.1 Job Description

The Office Assistant will report to the Human Resource Management and administration Officer II and will be:-

- (a) cleaning offices, conference rooms, machines/equipment/apparatus;
- (b) maintaining general cleanliness around offices by collecting and disposal of litter;
- (c) moving or carrying office equipment, furniture and ensuring orderly arrangement;
- (d) dispatching letters; and
- (e) preparing tea.

17.2.2 Job Specifications

For appointment to the grade of Office Assistant, a person must have: -

- (a) at least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its recognized equivalent;
- (b) proficiency in English and Kiswahili languages; and
- (c) good inter-personal skills.

END

Approved at the Board of Directors meeting held at Teleposta Towers on the.....day of 2010