



REPUBLIC OF KENYA



Scheme of Service
for
Human Resource Auditors

July, 2005

ISSUED BY THE PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT
OFFICE OF THE PRESIDENT

Scheme of Service
for
Human Resource Auditors

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OFFICE OF THE PRESIDENT

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Ref: **DPM 2/7A Vol.IV/(173)**
and date

.....6th October, 2005.....

The Secretary,
Public Service Commission,
NAIROBI.

SCHEME OF SERVICE FOR HUMAN RESOURCE AUDITORS

I am pleased to inform you that the Scheme of Service for Human Resource Auditors, which forms an appendix to this letter, has been finalized and is ready for implementation with effect from 1st July, 2005.

The Scheme of Service establishes six (6) grades of Human Resource Auditors and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Human Resource Auditors.

Please take the necessary action and also ensure that the provisions of the Scheme are brought to the attention of all Human Resource Auditors in the Service.

A handwritten signature in black ink, appearing to read 'S. P. Njau', written over a horizontal line.

**SIMON P. NJAU, CBS,
PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT**

SCHEME OF SERVICE FOR HUMAN RESOURCE AUDITORS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and retain suitably qualified Human Resource Auditors in the Civil Service;
- (ii) To provide for well defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable Human Resource Auditors understand the requirements and demands of their job;
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results; and
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Commission Secretary in conjunction with the Public Service Commission and in consultation with the Permanent Secretary/Director of Personnel Management. In administering the Scheme, the Commission Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Commission Secretary will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Commission Secretary will consult the Permanent Secretary/Director of Personnel Management.

