



REPUBLIC OF KENYA

OFFICE OF THE PRESIDENT

Revised Scheme of Service

for

Clerical Officers

March, 2007

ISSUED BY THE PERMANENT SECRETARY
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRESIDENT

NAIROBI

REVISED SCHEME OF SERVICE FOR CLERICAL OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Clerical Officers in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their jobs.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of merit, competence and ability as reflected in work performance and results.
- (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 separately but uniformly by respective Permanent Secretaries in Ministries/ Departments in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretaries 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 Permanent Secretaries will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the 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 Permanent Secretaries will consult the Permanent Secretary, Ministry of State for Public Service.

3. THE CLERICAL FUNCTION

The Clerical Function involves: preparation of agenda and minutes for Ministerial Human Resource Management Advisory Committee (MHRMAC) and Ministerial Training Committee (MTC); maintenance of staff establishment; preparation of indents; implementation of Public Service Commission and MHRMAC decisions; processing payments in respect of personal emoluments; computation of leave; preparation of Pay Change Advices (PCAs); processing of appointments, promotions, pension claims, discipline and any other issue pertaining to human resource management; carrying out specialized tasks related to accounting transactions; sorting out and dispatching letters; maintaining an efficient filing system; keeping invoices, receipts and other records; and drafting letters.

4. Grading Structure and Scope

(a) *Grading Structure*

The Scheme of Service establishes four (4) grades of Clerical Officers who will be designated and graded as follows:-

Designation	Job Group
Clerical Officer II	F
Clerical Officer I	G
Senior Clerical Officer	H
Chief Clerical Officer	J

(b) *Conversion to the new grading structure*

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

Present Designation	JG	New Designation	JG
Clerical Officer	E	--	--
Higher Clerical Officer	F	Clerical Officer II	F
Senior Clerical Officer	G	Clerical Officer I	G
---	--	Senior Clerical Officer	H
---	--	Chief Clerical Officer	J

- Note:** (i) *The grades of Clerical Officer II/I , Job Groups 'F/G' will form a common establishment for the purpose of this Scheme of Service.*
- (ii) *On implementation of the Scheme Job Group 'E' will become obsolete and serving officers in the grade will advance to the position of Clerical Officer II, Job Group 'F'.*

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new designations and grading structure though they may not be in possession of the requisite minimum qualifications and/or experience required for appointment to the grades. For advancement to higher grades, however, all officers must possess the prescribed minimum qualifications and/or experience required for the grade.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposal for consideration and approval by the Permanent Secretary, Ministry of State for Public Service.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct appointment

Direct appointment will normally be made in the grade of Clerical Officer II, Job Group 'F'. In exceptional cases, however, direct appointment may be made beyond these grades by the Permanent Secretary, Ministry of State for Public Service on the recommendation of the respective Permanent Secretaries provided the candidate is in possession of the prescribed minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

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

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Authorized officer

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i) Kenya Certificate of Secondary Education mean grade C (Plain) or its approved equivalent.
- (ii) Passes in Proficiency Examination for Clerical Officers.
- (iii) Computer application skills.
- (iv) A Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Information Communication Technology (ICT), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution.
- (v) Any other qualification that may be approved by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st January, 2007. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. CLERICAL OFFICER II, JOB GROUP ‘F’

(a) *Duties and Responsibilities*

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM Unit, general registry, supplies, accounts office or general office services. Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers; compiling data and drafting simple letters.

(b) *Requirements for Appointment*

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- (ii) Proficiency in computer applications.

II. CLERICAL OFFICER I, JOB GROUP ‘G’

(a) *Duties and Responsibilities*

Duties and responsibilities at this level will entail compiling statistical records; sorting out letters and filing them; dispatching letters and maintaining an efficient filing system; processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; preparing payment vouchers; computation of financial or statistical records based on routine or special sources of information; compiling data and drafting simple letters.

(b) *Requirements for Appointment*

For appointment to this grade, an officer must:

- (i) have served in the grade of Clerical Officer II for a minimum period of three (3) years;

- (ii) have passed the Proficiency Examination for Clerical Officers; and
- (iii) be proficient in computer applications

III. SENIOR CLERICAL OFFICER, JOB GROUP ‘H’

(a) *Duties and Responsibilities*

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include verifying compiled statistical records for accuracy; processing of human resource statistics; preparation of indents; processing of pension documents; ensuring implementation of Public Service Commission and Ministerial Human Resource Management Advisory Committee (MHRMAC); preparation of agenda for MHRMAC and MTC meetings; maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services; assisting in planning office accommodation and layout; preparation of estimates of expenditure on general office services; safe custody of invoices, receipts and other records; processing of documents for issue of licenses or certificates under relevant Acts; preparation and maintenance of records and ensuring proper maintenance of filing system.

(b) *Requirements for Appointment*

For appointment to this grade, an officer must:-

- (i) have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- (ii) have passed the Proficiency Examination for Clerical Officers;
- (iii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iv) be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- (v) Have shown merit and ability as reflected in work performance and results.

IV. CHIEF CLERICAL OFFICER, JOB GROUP ‘J’

(a) *Duties and Responsibilities*

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

(b) *Requirements for Appointment*

For appointment to this grade, an officer must:

- (i) have served in the grade of Senior Clerical Officer for at least three (3) years;
- (ii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iii) be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- (iv) have shown merit and ability as reflected in work performance and results.