



REPUBLIC OF KENYA

OFFICE OF THE PRESIDENT

***REVISED SCHEME OF SERVICE
FOR
ARCHIVES PERSONNEL***

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

January, 2006

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1st February, 2006

The Permanent Secretary,
Office of the Vice-President and Ministry of
Home Affairs,
NAIROBI.

RE: SCHEME OF SERVICE FOR ARCHIVES PERSONNEL

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

The Scheme of Service establishes seven (7) grades of Archives Assistants and eight (8) grades of Archivists 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 the Archives Personnel.

Please take necessary action and also ensure that the provisions of the Scheme are brought to the attention of all Archives Personnel.

A handwritten signature in black ink, appearing to read 'Titus M. Ndambuki', written over a horizontal line.

Titus M. Ndambuki, HSC
PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT

cc. The Secretary,
Public Service Commission,
NAIROBI.

REVISED SCHEME OF SERVICE FOR ARCHIVES PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified Archives Personnel 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 which will ensure proper deployment and utilization of personnel and to enable each officer understand the requirements of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, experience, merit 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

(i) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Office of the Vice President, Ministry of Home Affairs in conjunction with the Public Service Commission and in consultation with Permanent Secretary/Director of Personnel Management. In administering the scheme, the Permanent 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 probation period.

(ii) Training Scope

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

administering the scheme will consult the Permanent Secretary/Director of Personnel Management.

3. THE ARCHIVAL FUNCTION

The Archival function involves provision of advice on the creation, care, control and preservation of public records which are under the management of public offices; custody and preservation of public archives at the Kenya National Archives and Documentation Service; and access to public records and public archives. The Archival function is elaborated by the Public Archives and Documentation Service Act, Cap. 19.

4. GRADING STRUCTURE AND SCOPE

(a) The Grading Structure

The Scheme of Service establishes seven (7) grades of Archives Assistants and eight (8) grades of Archivists, who will be designated and graded as follows:

ARCHIVES ASSISTANTS

Appendix 'A'

Designation

Job Group

Archives Assistant III

'G'

Archives Assistant II

'H'

Archives Assistant I

'J'

Senior Archives Assistant

'K'

Chief Archives Assistant II

'L'

Chief Archives Assistant I

'M'

Principal Archives Assistant

'N'

ARCHIVISTS

Appendix 'B'

Designation	Job Group
Archivist III	'J'
Archivist II	'K'
Archivist I	'L'
Senior Archivist	'M'
Assistant Director of Kenya National Archives and Documentation Service	'N'
Deputy Director of Kenya National Archives and Documentation Service	'P'
Senior Deputy Director of Kenya National Archives and Documentation Service	'Q'
Director of Kenya National Archives and Documentation Service	'R'

(b) Conversion to the New Grades

Serving Archivists and Archives Assistants who are members of the Scheme of Service will convert to the new grading structure as follows: -

ARCHIVES ASSISTANTS

APPENDIX 'A'

PRESENT DESIGNATION	JOB GROUP	NEW DESIGNATION	NEW JOB GROUP
Archives Assistant III	D	-	-
Archives Assistant II	E	-	-
Archives Assistant I	F	-	-
Snr Archives Asst.III	G	Archives Asst.III	G
Snr Archives Asst.II	H	Archives Asst.II	H
Snr Archives Asst.I	J	Archives Asst.I	J
-	-	Senior Archives Asst.	K
-	-	Chief Archives Asst. II	L
-	-	Chief Archives Asst. I	M
-	-	Principal Archives Asst.	N

ARCHIVISTS**APPENDIX 'B'**

PRESENT DESIGNATION	JOB GROUP	NEW JOB GROUP
Assistant Archivist	H	-
Archivist III	J	J
Archivist II	K	K
Archivist I	L	L
Senior Archivist	M	M
Assistant Director of Kenya National Archives and Documentation.	N	N
Deputy Director of Kenya National Archives and Documentation Service.	P	P
Senior Deputy Director of Kenya National Archives and Documentation.	Q	Q
Director of Kenya National Archives and Documentation Service	R	R

Note:

- (i) *The grades of Archives Assistant III/II, Job Groups 'G/H', and Archivist III/II Job Groups 'J/K', will form a common establishment.*
- (ii) *Serving Assistant Archivists will convert to Archives Assistant III and the post of Assistant Archivist will become obsolete.*

(c) Serving Officers

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

5. PROVISION OF POSTS

A Scheme of Service does not, constitute authority for creation or upgrading of post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Permanent Secretary/Director of Personnel Management.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will be made in the grades of Archives Assistant III, Job Group 'G', Archives Assistant II, Job Group 'H' and Archivist III, Job Group 'J'. In exceptional circumstances, however, direct appointment may be made in higher grades by the Public Service Commission on the recommendation of the Permanent Secretary and in consultation with the Permanent Secretary/ Director of Personnel Management provided the candidate is in possession of the 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 that the maximum of the scale is not exceeded. In granting incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. RECOGNISED QUALIFICATIONS

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

- (i) Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D+ or its equivalent qualification.
- (ii) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C- or its equivalent qualification.
- (iii) Kenya National Examinations Council Craft Certificate in Records and Archives Management or a Certificate in Information Science or equivalent qualification from a recognized Institution.
- (iv) Kenya National Examinations Council Diploma in Archives and Records Management or Information Science or equivalent qualification from a recognized Institution.
- (v) Bachelor of Science Degree in Information Science (Archives and Records Management option) or equivalent qualification from a recognized Institution/University.
- (vi) Masters Degree in Information Science (Archives and Records Management) from a recognized University.
- (vii) Management Course lasting not less than four (4) weeks.
- (viii) Any other equivalent qualification that may be approved by the Permanent Secretary/Director of Personnel Management.

8. ADVANCEMENT TO HIGHER GRADES

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 that entitle an officer to be considered for appointment to the next grade. In addition,

advancement from one grade to another will depend on the following conditions:-

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

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st October, 2005. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB DESCRIPTION AND SPECIFICATIONS

ARCHIVES ASSISTANTS

APPENDIX 'A'

I. ARCHIVES ASSISTANTS III, JOB GROUP 'G'

(a) Duties and Responsibilities

This will be the entry and training grade. Officers in this grade will be deployed to one of the various technical areas of the Department. They will be introduced to arrangement, description and indexing of public records, microfilming as well as repairing and binding of documents.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (K.C.S.E.) mean grade 'D+' or its equivalent qualification;

- ii. Kenya National Examination Council (KNEC) Craft certificate in Records and Archives Management or a Certificate in Information Science or its equivalent qualification from a recognized institution.

II. ARCHIVES ASSISTANT II, JOB GROUP 'H'

(a) Duties and Responsibilities

Archives Assistant II will work under a more senior officer and will assist in preparing records for appraisal, listing of records selected for preservation, boxing and labeling records containers; maintain orderliness in repositories; undertake microfilming of records; carry out simple records repairs and binding of repaired documents.

(b) Requirements for Appointment

Promotion

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

- (i) served for at least three (3) years as Archives Assistant III; and
- (ii) shown merit and ability as reflected in work performance and results.

Direct Appointment

For direct appointment to this grade, candidates must possess:

- i) the Kenya Certificate of Secondary Education (K.C.S.E) mean grade C- or its equivalent qualification; and
- ii) a Kenya National Examination Council (KNEC) Diploma in Record and Archives Management or Information Studies or its equivalent qualification from a recognized Institution.

III. ARCHIVES ASSISTANT I, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve implementing work programmes related to preparation of indexes, guides and listings, retrieval and shelving of records; assist search room users; carry out microfilming of records; bind repaired records; enter data into computer data bases; assist in editing computer data bases; carry document scanning among other records and archives management routine tasks.

(b) Requirements for Appointment

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

- (i) completed at least three (3) years in the grade of Archives Assistant II;
- (ii) the Kenya National Examination Council (KNEC) Diploma in Archives and Records Management or Information Science or equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ARCHIVES ASSISTANT, JOB GROUP 'K'

(a) Duties and Responsibilities

The officer will assist in records surveys; records appraisal; selection and transfer of valuable records for permanent preservation; perform accessioning and processing of records acquired; assist in compiling and proof-reading of lists, inventories, guides and other finding aids. He/she will also assist in data entry and database editing; microfilming of archives; repair of records; binding of repaired records; and will assist in search-room services.

(b) Promotion

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

- (i) successfully served for at least three (3) years in the grade of Archives Assistant I;
- (ii) the Kenya National Examination Council (KNEC) Diploma in Archives and Records Management or Information Science or equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

V. CHIEF ARCHIVES ASSISTANT II, JOB GROUP 'L'

(a) Duties and Responsibilities

The officer will assist in surveys, appraisal and selection of archival records; accessioning of new accessions; arranging and description of archives. He/she will also assist in the production of archives for users and assist search-room users; in addition, the officer will also organize and supervise work programmes, including computer data entry, for officers working under him/her. He/she will also be involved in identifying records for microfilming and microfilming of the selected records. The officer will further be preparing guides to microfilmed records and other records in the archives repositories.

(b) Requirements for Appointment

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

- (i) served for at least three (3) years as Senior Archives Assistant;
- (ii) an overall understanding of the requirements of the Public Archives and Documentation Service Act (Cap.19) and the Records Disposal Act (Cap.14); and
- (iii) shown merit and ability as reflected in work performance and results.

VI. CHIEF ARCHIVES ASSISTANT I, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve supervising and implementing work programmes related to acquisition, accessioning, arrangement and description of records selected for permanent preservation; preparation of indexes, guides and listings, retrievals and searchroom services. The officer may also be required to assist in supervision of officers under him/her.

(b) Requirements for Appointment

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

- (i) successfully completed at least three (3) years in the grade of Chief Archives Assistant II; and
- (ii) shown merit and ability as reflected in work performance and results.

VII. PRINCIPAL ARCHIVES ASSISTANT, JOB GROUP 'N'

(a) Duties and Responsibilities

The Principal Archives Assistant will work under an experienced Archivist. The duties will involve supervising and implementing programmes relating to records appraisal, records disposal; preparation of guides, data entry and editing. The officer will assist search-room users in registration; locating the information; maintenance of search-room vital statistics; assist in general search-room management. The officer may be in-charge of specific specialized technical units within an archives organization or records center.

(b) Requirements for Appointment

For appointment to this grade, candidates must have:

- i) successfully completed at least three (3) years in the grade of Chief Archives Assistant I;
- ii) attended a management course lasting not less than four (4) weeks in a recognized institution; and
- iii) shown merit and ability as reflected in the work performance and results.

ARCHIVISTS

APPENDIX 'B'

I. ARCHIVIST III, JOB GROUP 'J'

(a) Duties and Responsibilities

This will be an entry and training grade for semi-professional graduates who will undergo on-the-job training covering all aspects of records management and archives administration under an experienced Archivist. The training will involve introduction to information technology, reprographic and document restoration processes. The duties of an Archivist II will include conducting records surveys and appraisal, preparation of records retention and disposal schedules; selection of archival records for permanent preservation at the national archives.

(b) Requirements for Appointment

For appointment to this grade a candidate must have be in possession of a Bachelor of Science Degree in Information Science (Records and Archives Management option) from a recognized Institution/University.

II. ARCHIVIST II, JOB GROUP 'K'

(a) Duties and Responsibilities

The duties of an Archivist II will include conducting records surveys, preparation of survey reports; carrying out records appraisal; assisting in drafting records retention and disposal schedules; and finding aids; and selection of archival records. Further, the officer will advise public offices on creation, use, maintenance, control and preservation or disposal of public records.

(b) Requirements for Appointment

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

- (i) served in the grade of Archivist III for a minimum period of three (3) years; and
- (ii) shown merit and ability in work performance and results.

III. ARCHIVIST I, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties of Archivist I will include conducting records surveys, preparation of survey reports; carrying out records appraisal; assisting in drafting records retention and disposal schedules; and finding aids; and selection of archival records. Further, the officer will advise public officers on creation, use, maintenance, control and preservation or disposal of public records. In addition, the officer will also assist in advising ministries and departments as well as parastatal organizations on the management of their records centres.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Archivist II for at least three (3) years; and
- (ii) shown merit and ability in work performance and results.

VI SENIOR ARCHIVIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail managing divisions/sections/records centers; conducting on-the-job training for new officers, and preparation of records disposal/retentions schedules. The officer will also advise ministries/departments on efficient running of their information centers.

(b) Requirements for appointment

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

- (i) served in the grade of Archivist I for at least three (3) years;
- (ii) thorough knowledge of the Public Archives and Documentation Service Act (Cap.19) and the Records Disposal Act (Cap.14); and
- (iii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR OF KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE, JOB GROUP 'N'

(a) Duties and Responsibilities

An Assistant Director of Kenya National Archives and Documentation Service will plan and draw work programmes relating to records management, archives administration and documentation services; coordinate and monitor their implementation as well as their evaluation. The officer may also head a major division of the Department.

(b) Requirements for Appointment

For appointment to this grade an officer must:-

- (i) have served for at least three (3) years in the grade of Senior Archivist or in a comparable and relevant position.

- (ii) Bachelor of Science Degree in Information Science (Record and Archives Management optional) from a recognized Institution/University
- (iii) be fully conversant with the Public Archives and Documentation Service Act (Cap. 19) and Records Disposal Act (Cap. 14) and any other executive instructions relating to the management of public records and archives.
- (iv) have attended management course lasting not less than four (4) weeks; and
- (v) have demonstrated high administrative capability and merit in work performance.

VI DEPUTY DIRECTOR OF KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE, JOB GROUP 'P'

(a) Duties and Responsibilities

The Deputy Director will co-ordinate and evaluate all activities performed by the divisional heads. The officer will ensure that work programmes and projects are planned, organised and implemented in line with the requirements of the Public Archives and Documentation Services Act, (Cap. 19) and the Records Disposal Act (Cap. 14); and develop efficient user services for Government ministries/departments and members of the public. The officer will assist the Director in drawing plans for staff training and development. The officer will assist in formulation of appropriate policies, standards and guidelines on records management and documentation services for Government ministries/departments and other public institutions.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- (i) have served for at least three (3) years as Assistant Director of Kenya National Archives and Documentation Service or in a comparable and relevant position.

- (ii) be in possession of Masters Degree in Information Science (Archives and Records Management) or its equivalent qualification from a recognized University; and
- (iii) have demonstrated a high capability in accurate interpretation and implementation of the Public Archives and Documentation Service Act (Cap. 19) and the Records Disposal Act, (Cap. 14).

VII SENIOR DEPUTY DIRECTOR OF KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE, JOB GROUP 'Q'

(a) Duties and Responsibility

The Senior Deputy Director will assist the Director in policy formulation and implementation; coordinating professional programmes including library and documentation services and activities executed by the Department within the Public Service. The officer will assist in coordination of general administrative duties; drawing up budgets for the Department; and dealing with personnel matters in the Department; coordinating marketing and customer service; and be involved in reviewing the public archives legislations and related legal instruments.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served satisfactorily for at least three (3) years as a Deputy Director of Kenya National Archives and Documentation Service or in a comparable and relevant position;
- (ii) Masters Degree in Information Science (Archives and Records Management) or its equivalent qualification from a recognized University; and
- (iii) demonstrated a high capability in interpretation and implementation of Public Archives and Documentation Service Act (Cap. 19) and other records management instruments.

VII. DIRECTOR OF KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE, JOB GROUP 'R'

(a) Duties and responsibilities

The Director will be the head of the Kenya National Archives and Documentation Services Department and will be responsible to the Permanent Secretary, Office of the Vice President and Ministry of Home Affairs for the general administration of the Department including the management of financial and personnel resources. He/she will be responsible for the implementation of the Public Archives and Documentation Services Act, (Cap. 19) and the Record Disposal Act, (Cap. 14). This includes ensuring proper housing, control and preservation of all public archives and records. The officer will also advise on the development of an effective records and archives management; and coordinating library and documentation services in Government ministries and departments.

(b) Requirements for Appointment

For appointment to this grade, the officer must: -

- (i) have served as a Senior Deputy Director of Kenya National Archives and Documentation Service or a comparable and relevant position for a minimum period of three (3) years; and
- (ii) be in a possession of a Masters Degree in Information Science (Archives and Record Management) from a recognized University;
- (iii) have demonstrated high capability in management of public records and archives as well as personnel and financial matters.