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30th January, 2004

Ref. No. DPM 38/1/1A (30)
and date

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Personnel Circular No.1/2004

The Attorney General,
All Permanent Secretaries,
The Controller and Auditor General,
The Secretary, Public Service Commission of Kenya,
The Private Secretary/Comptroller, State House,

CAREER GUIDELINES FOR CLEANING STAFF/SUPPORT STAFF

Reference is made to Regulation E 31 of the Code of Regulations which specifies the career guidelines for support staff.

Following recommendations on Harmonization of Terms and Conditions of Service and a review of the grading structures in the Civil Service, it has been found necessary to review the provisions of the existing career guidelines for support staff.

It has, therefore, been decided that with effect from 1st February, 2004, a support staff will be eligible for promotion to the next grade subject to satisfactory performance provided he/she has served as support staff III, II and I for a minimum period of four (4) years.

Promotion to the grades of Cleaning Supervisor IIB/Support Staff Supervisor, Cleaning Supervisor IIA and Cleaning Supervisor I Job Groups 'E', 'F' and 'G' will be made from those who have served for at least three years in the grade of Cleaning Supervisor III/Senior Support Staff, Cleaning Supervisor IIB/Support Staff Supervisor and Cleaning Supervisor IIA who have attended courses of not less than or in aggregate of at least one month in various areas of deployment.

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The support staff cadre will have seven(7) grades as follows:

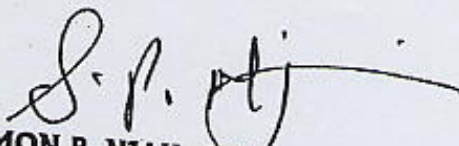
- Support Staff III/Sanitary Cleaner III Job Group A
- Support Staff II/Sanitary Cleaner II Job Group B
- Support Staff I/Sanitary Cleaner I Job Group C
- Cleaning Supervisor III/Senior Support Staff/Senior Sanitary Cleaner Job Group D
- Cleaning Supervisor IIB/Support Staff Supervisor Job Group E
- Cleaning Supervisor IIA Job Group F
- Cleaning Supervisor I Job Group G

Note: All the posts of Support Staff/Cleaning Staff Job Groups A to G will form a common establishment.

Appointments to the grades of Cleaning Supervisor IIB/Support Staff Supervisor, Cleaning Supervisor IIA and Cleaning Supervisor I Job Groups E, F and G will be on Permanent & Pensionable Terms.

Direct appointments into the scheme will be made at the level of Support Staff III Job Group A. However, holders of Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D (Plain) will be appointed as Senior Support Staff/Cleaning Supervisor III Job Group 'D'.

Regulation E 31 of the Code of Regulations will be amended as appropriate in due course.


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

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