



REPUBLIC OF KENYA

Revised Scheme of Service

for

Artisans

*(Carpentry, Masonry, Welding, Painting,
Plumbing)*

**APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE PERMANENT SECRETARY,
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRIME MINISTER**

October, 2010

REVISED SCHEME OF SERVICE FOR ARTISANS (CARPENTRY, MASONRY, WELDING, PAINTING, PLUMBING)

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Artisans (Carpentry, Masonry, Welding, Painting, Plumbing) in the Civil Service.
- (i) To provide for clearly 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 enable each officer understand the requirements of the job.
- (ii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results.
- (iii) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME OF SERVICE

(a) Responsibility for Administration

The Scheme of Service for Artisans (Carpentry, Masonry, Welding, Painting, Plumbing) will be administered by the Permanent Secretary, Ministry of Public Works in conjunction with the Public Service Commission of Kenya and in consultation with the Secretary, Public Service Commission of Kenya. In administering the Scheme the Permanent Secretary will ensure that the provisions of the Scheme are strictly observed and that serving officers are encouraged and given opportunity to acquire the knowledge, experience and professional competence required for both efficient performance of their duties and advancement within the career structure provided in the Scheme of Service.

(b) Training Scope

The administrator of the scheme of service 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 career structure. Officers should be encouraged to undertake training privately for self development. However, in all matters of training, the Permanent Secretary will consult the Secretary, Public Service Commission of Kenya.

3. THE ARTISAN FUNCTION

The artisan function entails undertaking improvement works, repair works and maintenance of Government buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). In addition, the function entails preparation of repair and maintenance schedules, managing maintenance workshops and facilitating other technical personnel in more complicated technical assignments.

4. GRADING STRUCTURE AND SCOPE

Grading Structure

The Scheme of Service establishes five (5) grades of Artisans who will be designated and graded as follows:

DESIGNATION	JOB GROUP
Artisan III	'E'
Artisan II	'F'
Artisan I	'G'
Charge hand	'H'
Senior Charge hand	'J'

Note:

The Grades of Artisan II/II, I and Chargehand, Job Groups 'E/ F/ G/ H ` will form a common establishment for the purpose of this Scheme of Service.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of posts. Any additional post(s) required under the new grading structure must be included in the establishment proposal for consideration and approval by the Public Service Commission in the normal manner.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct Appointment will normally be made in the grade of Artisan III, Job Group 'E'. In exceptional cases, direct appointment beyond these grades may be made by the Public Service Commission on recommendation of the Permanent Secretary, Ministry of Public Works provided the candidate is in possession of the requisite qualifications and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum professional 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 awarding incremental credits, 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 qualification and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements the fulfilment of which entitles an officer for consideration for appointment or promotion to the next grade. In addition, advancement from one grade to another will be subject to:

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

8. RECOGNISED QUALIFICATIONS

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

- (i) Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing); and
- (ii) Such other qualification as may be approved by the Secretary, Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st October, 2010. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. ARTISAN III, JOB GROUP 'E'

(a) Duties and Responsibilities

This will be the entry grade for this cadre. An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under

close supervision of a more experienced officer in line with the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing).

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a Government Trade Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing.)

II. ARTISAN II, JOB GROUP `F`

(a) Duties and Responsibilities

Work at this level will involve undertaking improvement works, repair works and maintenance of Government buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

(b) Requirements for Appointment

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

- (i) served in the grade of Artisan III or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) shown merit and ability in work performance and results.

III. ARTISAN I, JOB GROUP `G`

(a) Duties and Responsibilities

An officer at this level will work under minimal supervision and duties will include improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

(b) Requirements for Appointment

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

- (i) served in the grade of Artisan II or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) shown merit and ability in work performance and results.

IV. CHARGEHAND, JOB GROUP 'H'

(a) Duties and Responsibilities

An officer at this level will coordinate and supervise staff in improvement works, general repairs and maintenance. The officer will also be responsible for record keeping, allocation of duties, management of workshops and training of junior staff in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

(b) Requirements for Appointment

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

- (i) served in the grade of Artisan I or in a comparable and relevant position in the Public Service for at least three (3) years: and
- (ii) shown merit and ability in work performance and results.

V. SENIOR CHARGEHAND, JOB GROUP 'J'

(a) Duties and Responsibilities

An officer at this level will be the overall in-charge of the Artisans and Chargehands in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). Duties at this level will entail preparation of improvement, repair and maintenance schedules; managing maintenance workshops; supervising, training and guiding other staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Chargehand or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) demonstrated ability to organise works, train and supervise junior staff; and
- (iii) shown merit and ability in work performance and results.