



REPUBLIC OF KENYA

OFFICE OF THE PRESIDENT

*Revised
Scheme of Service
for
Health Administrative Officers*

August, 2005

ISSUED BY

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

***Revised
Scheme of Service
for
Health Administrative Officers***

OFFICE OF THE PRESIDENT

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Ref. No. **DPM 2/7A VOL.IV/ (151)**
and date

12th August, 2005

The Permanent Secretary,
Ministry of Health,
NAIROBI.

RE: REVISED SCHEME OF SERVICE FOR HEALTH ADMINISTRATIVE OFFICERS

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

The Scheme of Service establishes eight (8) grades of Health Administrative Officers 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 Health Administrative Officers.

Please take the necessary action and also ensure that the provisions of this Scheme of Service are brought to the attention of all the personnel concerned.

A handwritten signature in black ink, appearing to read 'Simon P. Njau'.

Simon P. Njau, CBS.,
PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT

cc: The Secretary,
Public Service Commission,
NAIROBI.

REVISED SCHEME OF SERVICE FOR HEALTH ADMINISTRATIVE OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and retain suitably qualified Health Administrative 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 to enable Health Administrative Officers 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

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Health in conjunction with the Public Service Commission and in consultation with the 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 appointments on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Permanent 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 Permanent Secretary administering the Scheme will consult the Permanent Secretary/Director of Personnel Management.

3. THE HEALTH ADMINISTRATIVE FUNCTION

The Health Administrative Function entails the day-to-day supervision and co-ordination of general (non-medical) administrative services to support curative/hospital based, primary and preventive health programmes and activities; development and maintenance of health facilities; overseeing requisition, utilization and management of equipment and stores; maintenance of health administrative service standards in health institutions; preparation and implementation of budget; co-ordination of revenue collection; overseeing staff and patient's welfare and ensuring their security; and providing secretarial and administrative services to various management committees.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes eight (8) grades of Health Administrative Officers who will be designated and graded as follows: -

Designation	Job Group
Health Administrative Officer III	'H'
Health Administrative Officer II	'J'
Health Administrative Officer I	'K'
Senior Health Administrative Officer	'L'
Assist. Chief Health Administrative Officer	'M'
Dep. Chief Health Administrative Officer	'N'
Senior Deputy Chief Health Administrative Officer	'P'
Chief Health Administrative Officer	'Q'

(b) Conversion to the new Grading Structure

Serving Health Administrative Officers will adopt and convert to the new designations and grading structure as follows: -

Present Designation	J/G	New Designation	J/G
Health Admin. Officer III	'H'	Health Admin. Officer III	'H'
Health Admin. Officer II	'J'	Health Admin. Officer II	'J'
Health Admin. Officer I	'K'	Health Admin. Officer I	'K'
Senior. Health Admin. Off.	'L'	Senior Health Admin. Off.	'L'
Asst. Chief Health Admin. Off.	'M'	Asst. Chief Health Admin. Off.	'M'
Dpty Chief Health Admin Off.	'N'	Dpty Chief Health Admin. Off.	'N'
-----	----	Snr Dpty Chief Health Admin. Off.	'P'
Chief Health Admin. Officer	'P'	Chief Health Admin. Officer	'Q'

Note: The grades of Health Administrative Officer III/II, Job Groups 'H/J' for diploma holders and Health Administrative Officer II/I, Job Groups 'J/K' for degree holders will form a common establishment for the purpose of this Scheme of Service.

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure and designations, though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Scheme of Service. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to 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 proposals for consideration and approval by the Permanent Secretary/Director of Personnel Management.

