

CAREER GUIDELINES

For

NATIONAL CRIME RESEARCH CENTRE

2009

TABLE OF CONTENTS

SECTION ONE	1
INTRODUCTION TO THE CAREER GUIDELINES FOR NCRC	1
1.1 AIMS AND OBJECTIVES	1
SECTION TWO	4
2.0 CAREER GUIDELINES FOR DRIVERS	4
2.1 FUNCTIONS	4
SECTION THREE	8
3.0 CAREER GUIDELINES FOR CLERICAL STAFF	8
SECTION FOUR	11
4.0 CAREER GUIDELINES FOR SECRETARIAL PERSONNEL	11
SECTION FIVE	16
5.0 CAREER GUIDELINES FOR DOCUMENTATION OFFICERS INFORMATION AND DOCUMENTATION SERVICES	16
SECTION SIX	20
6.0 CAREER GUIDELINES FOR ICT PERSONNEL	20
SECTION SEVEN	25
7.0 CAREER GUIDELINES FOR ACCOUNTS AND FINANCE PERSONNEL	25
7.1 FINANCE/BUDGETARY FUNCTION	25
SECTION EIGHT	33
8.0 CAREER GUIDELINES FOR INTERNAL AUDITORS	33
SECTION NINE	37
9.0 CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL	37
SECTION TEN	42
CAREER GUIDELINES FOR THE CORPORATE AFFAIRS OFFICERS	42
10.1 FUNCTIONS	42
10.2 CORPORATE PLANNING, STRATEGY AND INNOVATION SECTION	42
10.3 MONITORING AND EVALUATION SECTION	42
10.4 PUBLIC RELATIONS AND COMMUNICATIONS SECTION	43

10.5	PERFORMANCE CONTRACTING SECTION	43
10.6	RECOGNIZED QUALIFICATIONS	43
10.7	GRADING STRUCTURE AND SCOPE (APPENDIX A)....	43
10.8	GRADING STRUCTURE (APPENDIX B).....	44
10.9	JOB AND APPOINTMENT SPECIFICATIONS.....	44
10.10	JOB AND APPOINTMENT SPECIFICATIONS	47
	SECTION ELEVEN	49
11.0	CAREER GUIDELINES FOR HUMAN RESOURCE MANAGEMENT OFFICERS.....	49
	SECTION TWELVE.....	59
	CAREER GUIDELINES FOR SUPPORT STAFF	59
	SECTION THIRTEEN.....	61
13.1	TELEPHONE OPERATORS.....	61
	SECTION FOURTEEN.....	62
14.0	CAREER GUIDELINES FOR LEGAL STAFF	62
	SECTION FIFTEEN.....	66
15.0	CAREER GUIDELINES FOR RESEARCH OFFICER	66
	SECTION SIXTEEN	72
16.0	DIRECTOR OF THE NATIONAL CRIME RESEARCH CENTRE – NCRC “1”	72
	SECTION SEVENTEEN	71
17.0	AG. DEPUTY DIRECTOR OF THE NATIONAL CRIME RESEARCH CENTRE – “2”.....	71

SECTION ONE

INTRODUCTION TO THE CAREER GUIDELINES FOR NCRC

1.1 AIMS AND OBJECTIVES

To provide for a well-defined career structure which will attract and retain suitable, qualified and competent staff in the National Crime Research Centre – (the Centre).

- (i) To provide for a clearly defined career structure and job description at all levels which will attract, retain and ensure proper deployment and utilization of staff in the Centre.
- (ii) 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.
- (iii) To ensure appropriate career planning and succession management.

1.2 ADMINISTRATION OF THE CAREER GUIDELINES

The career guidelines will be administered by the Director of the Centre in consultation with the Governing Council. In administering the career guidelines, the Director will ensure that their provisions are strictly observed for fair and equitable treatment of officers and that the officers are confirmed in their appointment on successful completion of a prescribed probation period.

1.3 TRAINING SCOPE

In administering the career guidelines, the Director 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 guidelines. Officers should be encouraged to undertake training privately for self-development. However, in some cases of training, the Director through the Parent Ministry responsible for matters on crime will consult the Permanent Secretary, Ministry of State for Public Service as appropriate.

1.4 GRADING STRUCTURE

Each cadre has been graded and designated as shown in the respective career guidelines.

1.5 ESTABLISHMENT OF POSTS

The career guidelines do not in themselves authorize or recommend that posts reflected in the respective grading structure be automatically created. Establishment of posts must be approved by the Governing Council on the recommendation of the Director based on the needs of the Centre.

1.6 SERVING OFFICERS

Serving officers will convert to the new grading structure as provided for in the career guidelines as appropriate though they may not be in possession of the prescribed basic requirements and or experience required for appointment to such grades. However, for advancement to higher grades, the officers will be required to obtain the minimum qualifications and or experience prescribed for those grades.

Note:

Officers currently deployed to the centre will be allowed to convert to this scheme as appropriate.

1.7 ADVANCEMENT WITHIN THE CAREER

It is emphasized that the qualifications and or any other conditions set out in the career guidelines are the minimum requirements entitling an officer for consideration for appointment and or promotion to higher grades. In addition, advancement from one grade to another will also depend on:-

- (a) Availability of funds.
- (b) Merit and ability as reflected in work performance.
- (c) Existence of a vacancy.
- (d) Approval by the Director.

In very exceptional cases, the Director may waive any of the minimum requirements.

1.8 IMPLEMENTATION OF THE CAREER GUIDELINES

The career guidelines will become operational when approved by the Governing Council with the concurrence of other relevant arms of government.

1.9 DIRECT APPOINTMENT

Direct appointment refers to appointment of officers on non-promotional terms. The point of entry is determined by qualification(s) and experience. Direct appointment has been provided for at various levels of the career guidelines. The Centre should not be constrained from recruiting at these levels from the open market provided that serving officers are not disadvantaged through such appointments and also to minimize chances of promoting mediocrity. Direct entrants at the higher levels should meet the minimum requirements for the post for which they are being considered.

1.10 INCREMENTAL CREDITS

Incremental credits will be awarded for any experience acquired after obtaining the minimum prescribed qualification for the grade. Incremental credit(s) will also be awarded on acquisition of higher degrees. The incremental credit may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the grade is not exceeded and at the rate of two increments after acquisition of higher degrees. In awarding incremental credits, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade, will be excluded.

1.11 GRADING STRUCTURE AND SCOPE

The career guidelines establish eleven (11) grades in the Centre, which will be designated and graded as follows:-

Grade	Rank
NCRC 1-4	Senior Management
NCRC 5-6	Middle Management
NCRC 7-12	Unionisable employee

GRADING STRUCTURE

GRADE

NCRC 1
NCRC 2
NCRC 3
NCRC 4
NCRC 5
NCRC 6
NCRC 7
NCRC 8
NCRC 9
NCRC 10
NCRC 11
NCRC 12

SECTION TWO

2.0 CAREER GUIDELINES FOR DRIVERS

2.1 FUNCTIONS

The driving function basically involves driving duties; routine checks and maintenance of the vehicle; maintenance of work tickets; carrying out first aid; detecting and reporting any malfunctioning of the vehicle's systems; security of the vehicle on and off the road; safety of passengers and/or goods; carrying authorized passengers and/or good; cleanliness and overall vehicle maintenance and management.

2.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish four (4) grades in the drivers' career grading structure.

Personnel recruitment in the cadre will be designated and graded as follows:-

Designation	Grade
Driver II	“10”
Driver I	“9”
Senior Driver	“8”
Executive Driver	“7”

2.3 RECOGNIZED QUALIFICATIONS

Recognized qualifications for the purpose of these career guidelines will be:-

- (a) At least a mean grade C- in the Kenya Certificate of Secondary Education or its recognized equivalent.
- (b) A good command of both oral and written English and Kiswahili languages.
- (c) Possession of a clean and valid Driving License and at least 3 years driving experience
- (d) A First Aid Certificate.
- (e) Adequate knowledge of the Highway Code.
- (f) Possession of a PSV certificate.
- (g) Government Occupational Grade Test.
- (h) Motor Vehicle mechanic trade test Grade III.
- (i) Government suitability test for drivers.
- (j) Certificate of Good Conduct

2.4 ENTRY IN THE SCHEME OF SERVICE

The scheme of service caters for drivers who will be designated and graded as follows:-

- (a) Drivers Driver II, I, grades 10, 9 respectively will form a common establishment for the purpose of this scheme.
- (b) Serving drivers will adopt and convert as appropriate to the new grading structure and designations stipulated in the scheme of service, though they may not be in possession of the stated requirements.
- (c) For advancement within the career structure, however, all drivers will be required to possess the prescribed minimum qualification and/or experience required for appointment to the next grade.

Direct appointment will only be made in Driver II Grade 10. In exceptional cases, however, the Director may make direct appointment, beyond this grade, provided that the candidate is in possession of the minimum qualifications, experience required for the grade and is aged between 25 and 45 years.

2.5 JOB AND APPOINTMENT SPECIFICATION

DRIVER II – NCRC “10”

(a) Duties and Responsibilities

This is the entry grade to this cadre. Under the supervision of Driver I, Driver II will:-

- (a) Operate the vehicle and detect and report common faults.
- (b) Keep the vehicle clean.
- (c) Carry out minor repairs including oiling and greasing.
- (d) Maintain the work ticket for vehicles assigned to him.
- (e) Ensure safety of the vehicle on and off the road.
- (f) Ensure he has possession of all the requisite documents for any specific journey.
- (g) Collect and deliver mail.

(b) Requirements for Appointment

The minimum requirement for appointment to this grade will be:-

- (a) Possession of a clean driving license free from any endorsement.
- (b) Adequate knowledge of the Highway Code.
- (c) At least three (3) years driving experience.
- (d) Possession of a PSV certificate.
- (e) At least a mean grade C- in the Kenya Certificate of Secondary Education or its recognized equivalent.

DRIVER I – NCRC “9”

(a) Duties and Responsibilities

(a) Duties and Responsibilities of Driver I will be similar to those of Driver II but drivers at this grade are expected to be more experienced and able to carry out more responsibilities including minor mechanical adjustments and keeping proper records on vehicles servicing and general maintenance.

(b) Requirement for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of Driver II:-

- (a) Shown merit and ability in driving and simple maintenance of a vehicle for at least three (3) years in the grade of Driver II Grade 10 or its equivalent.
- (b) Passed the Kenya Government Occupational Test grade II.
- (c) A certificate of good conduct.
- (d) Satisfactory work performance.

SENIOR DRIVER – NCRC “8”

(a) Duties and Responsibilities

Duties and responsibilities at this level will essentially be similar to those of Driver I. Specifically, this will involve carrying out minor mechanical repairs, recognizing and reporting abnormal operation of the vehicles, security of the vehicles on and off the road, safety of passengers and/or goods therein, and maintaining cleanliness of the vehicle as assigned to him and ensuring he has possession of all the requisite documents for any specific journey.

Requirement for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Driver I:-

- (a) Satisfactorily served at the level of Driver I or a comparable position for a minimum period of three (3) years.
- (b) Passed the Kenya Government Trade Test Grade.
- (c) A certificate of good conduct.
- (d) Satisfactory work performance.

EXECUTIVE DRIVER – NCRC “7”

(a) Duties and Responsibilities

Duties and responsibilities at this level will essentially be similar to those of Senior Driver grade “8” and the officer will be attached to the Office of the Director.

Requirement for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Senior Driver:-

- (a) Satisfactorily served at the level of Senior Driver or a comparable position for a minimum period of three (3) years.
- (b) A certificate of good conduct.
- (c) Satisfactory work performance.

SECTION THREE

3.0 CAREER GUIDELINES FOR CLERICAL STAFF

3.1 FUNCTIONS

Clerical functions entail carrying out miscellaneous clerical tasks, which vary according to the size and nature of the office. Representative tasks are compilation of statistical tasks related to accounting transactions; processing of personnel matters and statistics, sorting out letters, and maintaining an efficient filing system; keeping invoices, receipts and other records arranged systematically in files; composing simple letters and performing other related clerical duties.

3.2 GRADING STRUCTURE AND SCOPE

The Grading Structure

The career guidelines establish four (4) grades in the Clerical Officers' career grading structure. Personnel recruited in the cadre will be designated and graded as follows:-

Designation	Grade
Clerical Officer II	“10”
Clerical Officer I	“9”
Senior Clerical Officer	“8”
Chief Clerical Officer	“7”

NB: The grades of Clerical Officer II/I in grade 10/9 will form a common establishment.

3.3 RECOGNIZED QUALIFICATIONS

The recognized qualification for the purpose of these career guidelines is at least the Kenya Certificate of Secondary Education grade C- or its recognized equivalent and a Certificate in ICT.

3.4 JOB AND APPOINTMENT SPECIFICATION

CLERICAL OFFICER II–NCRC “10”

(a) Duties and Responsibilities

The Clerical Officers' cadre is responsible for carrying out miscellaneous clerical tasks, which vary according to the size and nature of the office of deployment. The officer may be deployed on general personnel duties, research registries, general registry and accounts office or on general office services. He will be called upon to compile statistical records based on routine or special sources of information, data capture for the research applications, make calculations related to accounts or personnel information, handle receipts and other records and arrange them systematically in files, compose simple letters and perform other similar

clerical duties. Work at this level is usually carried out under close supervision and is subject to regular checks and verification.

(b) Requirements for Appointment

This is the entry grade for Clerical Officers II appointed in this cadre. For direct appointment to this grade, candidates must be in possession of the Kenya Certificate of Secondary Education with at least grade C- or its recognized equivalent and a Certificate in ICT.

CLERICAL OFFICER I– NCRC “9”

(a) Duties and Responsibilities

Clerical Officer I will carry out duties under supervision and instruction from a Senior Clerical Officer. At this level, work involves verifying compiled statistical records for accuracy, data capture for the research applications, processing personnel statistics, accounting transactions, sorting out letters and filing them, ensuring proper maintenance of efficient filing system in the research registries, keeping invoices, receipts and other records safely and carrying out other clerical tasks assigned from time to time.

(b) Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of a Clerical Officer II:-

- (a) A relevant certificate from a recognized institution for a training lasting not less than three (3) months.
- (b) Served at least three (3) years as a Clerical Officer grade NCRC “10”.
- (c) Shown outstanding merit and ability in the performance of duties.

SENIOR CLERICAL OFFICER – NCRC “8”

(a) Duties and Responsibilities

A Senior Clerical Officer will carry out duties under supervision and instruction from a Chief Clerical officer. At this level, work involves verifying compiled statistical records for accuracy, data capture for the research applications, processing personnel statistics, accounting transactions, sorting out letters and filing them, ensuring proper maintenance of efficient filing system in the research registries, keeping invoices, receipts and other records safely and carrying out other clerical tasks assigned from time to time.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of a Clerical Officer I:-

- a) A relevant certificate from a recognized institution for a training lasting not less than three (3) months.

- b) A Certificate in Records Management.
- c) Served at least three (3) years as a Clerical Officer I grade NCRC “9”.
- d) Shown outstanding merit and ability in the performance of duties.

CHIEF CLERICAL OFFICER – NCRC “7”

(a) Duties and Responsibilities

A Chief Clerical Officer will carry out duties under supervision and instruction from a senior officer. At this level, work involves Training officers in the lower cadre, verifying compiled statistical records for accuracy, data capture and processing for the research applications, compiling Reports, processing personnel statistics, accounting transactions, ensuring proper maintenance of efficient filing system in the research registries, keeping invoices, receipts and other records safely and carrying out other clerical tasks assigned from time to time.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of a Senior Clerical Officer:-

- a) A relevant certificate from a recognized institution for a training lasting not less than three (3) months.
- b) Served at least three (3) years as a Clerical Officer grade NCRC “8”.
- c) A Diploma holder in any relevant field.
- d) Shown outstanding merit and ability in the performance of duties.

SECTION FOUR

4.0 CAREER GUIDELINES FOR SECRETARIAL PERSONNEL

4.1 FUNCTIONS

Functions of Secretarial Personnel entail

- (i) Receiving persons visiting respective office.
- (ii) Receiving incoming telephone calls, identifying the purpose of the call, transferring the callers to the extensions of officers in the offices who will attend to the business or connect the caller to the relevant persons.
- (iii) Making internal and external calls for respective officers.
- (iv) Recording dictation and typing accordingly.
- (v) Typing correspondence, reports, statements, returns and any other work originating from respective officers.
- (vi) Dispatching correspondence as instructed.
- (vii) Receiving correspondence, reports, statements, returns, circulars, publication, microfilms, computer discs and the likes on behalf of the Officer.
- (viii) Ensure that tea and other refreshments are served to Senior Manager and visitors at the scheduled time.
- (ix) Ensure that files are stored securely in the filing cabinets, in the office and, control the movement of the use of records.
- (x) Controlling the storage of reports and publications and ensures that bookshelves are maintained as required.
- (xi) Operating office machines such as small photocopying machines, word processors, minicomputers and Dictaphones and ensures that they are maintained in liaison with the officer concerned.
- (xii) Supervising other officers such as the messenger and the driver deployed in the Senior Manager's Office.
- (xiii) Receives correspondence, documents, returns any other documents for signature or endorsement on behalf of the Senior Manager.
- (xiv) Ensure that all records, equipment and furniture are secure, directs visitors, callers and correspondence to the officer concerned.
- (xv) Handling all incoming and outgoing correspondences.
- (xvi) Booking appointments and reminding managers of important appointments and meetings.
- (xvii) Preparing and sending out notices for meetings.
- (xviii) Performing general office tasks of clerical nature.
- (xix) Office organization and management making the necessary arrangements for meetings.
- (xx) Handling departmental files.
- (xxi) Ensure that office equipment is maintained and repaired or replaced as and when required.
- (xxii) Ensure that necessary reports are made to maintenance sections when repairs are to be carried out.

4.2 GRADING STRUCTURE AND SCOPE

The career guidelines establish five (5) grades of Secretarial Personnel. The personnel will be graded and designated as follows:-

SECRETARIAL PERSONNEL

Designation	Grade
Personal Secretary III	“8”
Personal Secretary II	“7”
Personal Secretary I	“6”
Senior Personal Secretary	“5”
Executive Secretary	“4”

NB: The grades of Secretarial III/II in grade 8/7 will form a common establishment.

Recognized qualifications for the purpose of these career guidelines are:-

- (a) A good command of both oral and written English and Kiswahili languages.
- (b) Kenya Certificate of Secondary Education, mean Grade C and above or its accepted equivalent.
- (c) The following Certificates offered by the Kenya National Examinations Council:-
 - a. Typewriting Stages I, II, and III
 - b. Office Practice I and II
 - c. Business English stages I, II and III
 - d. Commerce stages I and II
 - e. Secretarial Duties stage II
 - f. Audio typewriting II and II
 - g. Shorthand stages I, II and III
 - h. Office Management stage III
 - i. Secretarial Management Courses
 - j. Senior Management Course
- (d) Certificate of competency in word processing (MS-Word and Word Perfect), Spreadsheet (MS-Excel), Operating Systems (Windows), Database Management (MS-access), and Desktop Publishing.
- (e) Diploma in Secretarial Studies
- (f) Higher Diploma in Secretarial Studies
- (g) Degree in Secretarial Studies.

4.3 JOB AND APPOINTMENT SPECIFICATION

PERSONAL SECRETARY III–NCRC “8”

(a) Duties and Responsibilities

Under the supervision of the Secretarial Personnel II, the appointee will perform the following duties:-

- (a) Facilitating the smooth flow of visitors and clients.
- (b) Facilitating communication in and out of the Centre.
- (c) Liaising with the security personnel to ensure that visitors and clients are screened.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have the following:-

- (i) Kenya Certificate of Secondary education minimum of grade D+ and above.
- (ii) Have passed in the following subjects offered by the Kenya National Examinations Council:
 - a. Business English II
 - b. Office Practice I
 - c. Typewriting III (50 wpm).
- (iii) Certificate of competence in Word Processing (Ms Word, Word Perfect) and Spreadsheet (Ms Excel, Lotus) from a recognized institution.
- (iv) Have demonstrated merit and ability in work performance and results or
- (v) Have served as Copy Typist I for a minimum of three (3) years and have demonstrated ability and good performance in their work.
- (vi) Those with shorthand shall have an added advantage.

PERSONAL SECRETARY II –NCRC “7”

Direct Appointment

This is the entry point for new Secretarial Staff.

For appointment to this grade, candidates must:

- (a) Possess Kenya Certificate of Secondary Education minimum of mean grade D+ or its accepted equivalent.
- (b) Have passed in the following subjects offered by the Kenya National Examination Council:
 - a. Business English III
 - b. Secretarial Duties II
 - c. Office Practice II
 - d. Commerce II
 - e. Typewriting (50 w.p.m) or
 - f. Shorthand (90 w.p.m)
- (c) Certificate of competence in Word Processing (Ms Word, Word Perfect), Spreadsheet (Ms Excel), Operating Systems (Windows), Database Management (Ms Access, D-Base) and Desktop Publishing (PageMaker, PowerPoint, Photoshop) from recognized institutions.

- (d) Have served for a minimum of three (3) years at the grade of Personal Secretary III, or
- (e) Diploma in Secretarial Studies plus three (3) years experience.
- (f) Must have demonstrated merit and ability in work performance and results.

PERSONAL SECRETARY I - NCRC “6”

For appointment or promotion to the grade of Personal Secretary I, an Officer must:

- a. Possess Kenya Certificate of Secondary Education minimum mean grade D+ or its accepted equivalent.
- b. Have served as Personal Secretary II for a period of three (3) years.
- c. Have passed in the following subjects offered by the Kenya National Examination Council:
 - i. Commerce II
 - ii. Office Practice II
 - iii. Secretarial Duties II
 - iv. Business English III
 - v. Office Management II
 - vi. Typewriting (50 w.p.m) or
 - vii. Shorthand (100 w.p.m)
- d. Certificate of competence in Word Processing (Ms Word, Word Perfect), Spreadsheet (Ms Excel), Operating Systems (Windows), Database Management (Ms Access, D-Base) and Desktop Publishing (PageMaker, PowerPoint, Photoshop) from recognized institutions; or
- e. Have Higher Diploma in Secretarial Studies plus three (3) years experience.
- f. Have demonstrated merit and ability in work performance.
- g. Those without additional qualification and have demonstrated merit and ability will take three (3) years as Personal Secretary II to be considered for promotion to this grade.

SENIOR PERSONAL SECRETARY - NCRC “5”

For appointment or promotion to the grade of Senior Personal Secretary, Officers must:

- (a) Have passed in the following subjects offered by the Kenya National Examination Council:
 - i. Business English III
 - ii. Secretarial Duties II
 - iii. Commerce II
 - iv. Office Management III
 - v. Typewriting (50 w.p.m)
 - vi. Office Practice II or
 - vii. Shorthand (100 wpm)
- (b) Certificate of competence in Word Processing (Ms Word, Word Perfect), Spreadsheet (Ms Excel), Operating Systems (Windows), Database Management (Ms Access, D-Base)

and Desktop Publishing (PageMaker, PowerPoint, Photoshop) from recognized institutions;

- (c) Must have three (3) years experience at the level of Personal Secretary I. Must have demonstrated merit and ability in work performance and results or
- (d) Must have a Higher Diploma in Secretarial Studies with three (3) years experience.
- (e) Those without additional qualification and have demonstrated merit and ability will take three (3) years as Personal Secretary I to be considered for promotion to this grade; or

EXECUTIVE SECRETARY NCRS “4”

For appointment to the grade of Executive Secretary the candidate must:

- (i) Have all the requirements for an Executive Secretary.
- (ii) Have three (3) years experience as Senior Secretary.
- (iii) Have demonstrated efficiency and ability in their work performance.
- (iv) Certificate of competence in Word Processing (Ms Word, Word Perfect), Spreadsheet (Ms Excel), Operating Systems (Windows), Database Management (Ms Access, D-Base) and Desktop Publishing (PageMaker, PowerPoint, Photoshop) from recognized institutions;
- (v) Management Skills and of high integrity in addition to proven work performance.
- (vi) A Higher Diploma in Secretarial Studies.

SECTION FIVE

5.0 CAREER GUIDELINES FOR DOCUMENTATION OFFICERS INFORMATION AND DOCUMENTATION SERVICES

5.1 FUNCTIONS

Library and documentation services involve:-

Collection, development, selection, acquisition, weeding, processing – cataloguing and classification, preservation, retrieval and dissemination of information in its various forms. The services involve such information services as indexing, abstracting, report writing, publication of leaflets, bulletins, newspapers, the management of automated system, user education and guidance, current awareness, referral and reference, reprographic and of information resources together with the observation of laws related to the provision of information to the potential users.

Participating in training and outreach programmes.

5.2 GRADING STRUCTURE

The career guidelines establish three grades of professional Information Officer/Documentation Officer, one Chief Information and Documentation Officer and one Deputy Managing Director for all the training, documentation and information services. This will be graded as follows:-

Designation	Grade
Documentation Officer II	“7”
Documentation Officer I	“6”
Senior Documentation Officer	“5”
Principal Documentation Officer	“4”

NB: The grades of Documentation Officers II/I in grade 7/6 will form a common establishment.

5.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career guidelines:-

- (a) A Masters degree in Library and Information Studies/Sciences or its equivalent.
- (b) A Post graduate Diploma in Library and Information Studies/Sciences or its equivalent.
- (c) A Bachelors degree in Library and Information Studies/Sciences or its equivalent.

Direct Appointment

Direct appointment will normally be made in the grade of Documentation Officer II grade '7' provided that the candidate is in possession of the minimum qualifications stipulated for this grade. Direct appointment beyond the grade of Documentation Officer II may be made by the Director provided that the candidate is in possession of the minimum qualifications and experience stipulated for the grade.

5.4 JOB APPOINTMENT SPECIFICATION

DOCUMENTATION OFFICER II - GRADE NCRC "7"

(a) Duties and Responsibilities

This is the entry grade for this cadre. Under the supervision of Documentation Officer I, the officer will undergo on-job training for a period of three (3) years, and will be performing the following duties:-

- (i) Management of library and documentation services.
- (ii) Implementation of library work programs.
- (iii) Direction, control and coordination of staff.
- (iv) Selection and procurement of information and other library materials in consultation with relevant staff of the Centre.
- (v) Issuing publications to library clients and keeping statistics of borrowed publications.
- (vi) Cataloguing and classification of all information materials.
- (vii) Development of library/documentation centre's catalogue in its various forms either manual or automated in order of author, subject, title, or classified and the completion of user subject profiles to enable efficient dissemination of information.

(b) Requirements for Appointment

For appointment to this grade, an officer should have at least an upper second class Bachelors degree in library and information technology studies or its equivalent from a recognized university or institution and be computer literate.

DOCUMENTATION OFFICER I - NCRC "6"

(a) Duties and Responsibilities

Under the supervision of Senior Documentation Officer, the officer will perform the following duties:-

- (i) The management of library and documentation services.
- (ii) Implementation of library work programs.
- (iii) Direction, control and coordination of staff.
- (iv) Selection and purchasing of information and other library materials in consultation with the relevant staff of the Centre.
- (v) Issuing publications to library clients and keeping statistics for borrowed publications.

- (vi) Cataloguing and classification of all information materials.
- (vii) Development of library/documentation centre's catalogue in its various forms either manual or automated in order of author, subject, title, or classified and the completion of user subject profiles to enable efficient dissemination of information.
- (viii) Desktop publishing of the Centre's publications.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of a Documentation Officer II:-

- (i) Served in the grade of Documentation Officer II or equivalent position for at least three (3) years and confirmed in appointment.
- (ii) Wide experience in documentation/library services management and administration.
- (iii) Knowledge and experience in the field of research.
- (iv) Demonstrated merit and ability as reflected in work performance and results.

SENIOR DOCUMENTATION OFFICER- NCRC "5"

(a) Duties and Responsibilities

The Senior Documentation Officer will be in-charge of the section responsible for library and documentation services. He will be responsible to the Principal Documentation Officer for:-

- (i) Assisting in management and administration of the library and documentation services and facilities.
- (ii) Ensuring the full and efficient provision and utilization of services required by users.
- (iii) Dealing with library correspondence.
- (iv) Updating the database.
- (v) Compiling quarterly reports for the library section.
- (vi) Organizing stocktaking for library collection and documentation.
- (vii) Supervising staff working under him.
- (viii) Editing and supervising typesetting activities of the Centre's publications.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Documentation Officer I:-

- (i) Attended a management course lasting for not less than three (3) months at a recognized institution.
- (ii) Acquired knowledge and experience in the field of research.
- (iii) Professional training at Masters level in the field of specialization.
- (iv) Served as Documentation Officer I for a period of not less than three (3) years.

- (v) Shown merit and proven administrative capability with expansive experience in documentation/library services.

PRINCIPAL DOCUMENTATION OFFICER - NCRC “4”

(a) Duties and Responsibilities

The Principal Documentation Officer will be in-charge of the Division responsible for library and documentation services. He will be responsible to the Chief ICT Officer for:-

- (i) Management and administration of the library and documentation services and facilities.
- (ii) Ensuring the full and efficient provision and utilization of services required by users.
- (iii) Dealing with library correspondence.
- (iv) Coordinating the updating of the database.
- (v) Compiling quarterly reports for the library section.
- (vi) Organizing stocktaking for library collection and documentation.
- (vii) Supervising staff working under him.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Senior Documentation Officer:-

- (i) Attended a management course lasting for not less than three (3) months at a recognized institution.
- (ii) Acquired knowledge and experience in the field of research.
- (iii) Professional training at Masters level in the field of specialization.
- (iv) Served as a Senior Documentation Officer for a period of not less than three (3) years.
- (v) Shown merit and proven administrative capability with expansive experience in documentation/library services.

SECTION SIX

6.0 CAREER GUIDELINES FOR ICT PERSONNEL

6.1 FUNCTIONS

The ICT function entails provision of information technology to the Centre. The function involves other related computer activities such as carrying out feasibility studies, systems analysis and design, programming, implementing computer applications, maintaining and updating existing systems including provision of consultancy and research on computer applications.

- (a) Development and management of ICT system.
- (b) Capacity building on ICT
- (c) Provision of technical network and application support to other departments.
- (d) Design and implement integrated management information systems
- (e) Design and implement disaster recovery system

6.2 GRADING STRUCTURE AND SCOPE

These career guidelines establish five (5) grades of ICT Officers whose designations and grading will be as follows:-

Designation	Grade
ICT Officer II	“7”
ICT Officer I	“6”
Senior ICT Officer	“5”
Principal ICT Officer	“4”
Chief ICT Officer	“3”

NB: The grades of ICT II/I in grade 7/6 will form a common establishment.

6.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for direct appointment to the scheme of service for computer personnel cadres:-

- (a) A degree in Computer Science, Economics, Commerce, Mathematics, Statistics, Physics, Engineering or other relevant disciplines.
- (b) A Postgraduate diploma in Computer Science or Information Technology.
- (c) A Masters degree in Computer Science or Information Technology.

Direct Appointment

Direct appointment will normally be made in the grade of an ICT Officer II grade ‘7’ provided that the candidate is in possession of the minimum qualifications stipulated for this grade. Direct appointment beyond the grade of an ICT Officer II may be made by the Director provided that the candidate is in possession of the minimum qualifications and experience stipulated for the grade.

6.4 JOB AND APPOINTMENT SPECIFICATION

ICT OFFICER II - NCRC “7”

(a) Duties and Responsibilities

This is the entry grade for this cadre. Under the supervision of an ICT Officer I, the officer will undergo on-job training for a period three (3) years, and will be performing the following duties:-

- (i) Writing and testing computer programmes.
- (ii) Assisting in the implementation of the computer systems and providing user support.
- (iii) Facilitating and assisting in the training of the computer systems users.

(b) Requirements for Appointment

For appointment to the grade of an ICT Officer II, the appointee must have at least a Bachelors degree in computer science, mathematics, economics, statistics, commerce, and physics in all cases with bias in computer science or its equivalent from a recognized university.

ICT OFFICER I - NCRC “6”

Under the supervision of a Senior ICT Officer, the officer will perform the following duties:-

- (i) Writing and testing computer programmes.
- (ii) Assisting in the implementation of the computer systems and providing user support.
- (iii) Facilitating and assisting in the training of computer system users.
- (iv) Designing, scheduling and managing training for users.
- (v) Carrying out programming and system training for the users.
- (vi) Compiling overall systems documentation and ensuring adherence to system documentation standards for system development.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of ICT Officer II:-

- (i) Served in the grade of ICT Officer II or an equivalent position for at least three (3) years.
- (ii) Knowledge and experience in the field of research.

- (iii) Successfully completed a postgraduate diploma course in information technology or its equivalent from a recognized institution.
- (iv) Demonstrated merit and ability as reflected in work performance and results.

SENIOR ICT OFFICER - NCRC “5”

(a) Duties and Responsibilities

The Senior ICT Officer will be in-charge of the section responsible for computer services. He will be responsible to the Principal ICT Officer for:-

- (i) Writing programmes for complex applications and sub-routines.
- (ii) Writing specifications for programmes in the section.
- (iii) Assisting in training ICT Officers in his section.
- (iv) Performing technical system and user documentation tasks.
- (v) Conducting training for the users.
- (vi) Carrying out system analysis, design and program specifications in direct liaison with users.
- (vii) Development, implementation and maintenance of system projects.
- (viii) Ensuring adherence to established performance and system development, implementation and maintenance standards in the section.
- (ix) Supervising and compiling overall systems documentation and ensuring adherence to system documentation standards for system development.
- (x) Designing, scheduling and managing training for users.
- (xi) Carrying out programming and system training for the officers serving under him.
- (xii) Assisting in feasibility studies.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of ICT Officer I:-

- (i) Attend a management course lasting for not less than three (3) months at a recognized institution.
- (ii) Served for a minimum period of three (3) years in the grade of ICT Officer I or equivalent position.
- (iii) Acquired knowledge and experience in the field of the research.
- (iv) Professional training, preferably at Masters level in the field of specialization.
- (v) Shown merit and ability as reflected in work performance and results.
- (vi) Demonstrated competence and ability in writing application programs of a complex nature.
- (vii) Have consistently demonstrated outstanding qualities of leadership, administration and management.

PRINCIPAL ICT OFFICER - NCRC “4”

(a) Duties and Responsibilities

The Principal ICT Officer will be in-charge of a Division and responsible for ICT services. He will be responsible to the Chief ICT Officer for:-

- (i) Writing programmes for complex applications and sub-routines.
- (ii) Writing specifications for programmes in the division.
- (iii) Assisting in training ICT Officers in his division.
- (iv) Performing technical system and user documentation tasks.
- (v) Conducting training for the users.
- (vi) Carrying out system analysis, design and program specifications in direct liaison with users.
- (vii) Development, implementation and maintenance of system projects.
- (viii) Ensuring adherence to established performance and system development, implementation and maintenance standards in the division.
- (ix) Supervising and compiling overall systems documentation and ensuring adherence to system documentation standards for system development.
- (x) Designing, scheduling and managing training for users.
- (xi) Carrying out programming and system training for the officers serving under him.
- (xii) Assisting in feasibility studies.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Senior ICT Officer:-

- (i) Attend a management course lasting for not less than three (3) months at a recognized institution.
- (ii) Served for a minimum period of three (3) years in the grade of Senior ICT Officer or equivalent position.
- (iii) Acquired knowledge and experience in the field of the research.
- (iv) Professional training, preferably at Masters Level in the field of specialization.
- (v) Shown merit and ability as reflected in work performance and results.
- (vi) Demonstrated competence and ability in writing application programs of a complex nature.
- (vii) Have consistently demonstrated outstanding qualities of leadership, administration and management.

CHIEF ICT OFFICER – GRADE NCRC “3”

(a) Duties and Responsibilities

He will be in-charge of the ICT Department and responsible to the Director:-

- (i) Carrying out feasibility studies for areas to be computerized.
- (ii) Preparing progress reports of the systems development efforts under his jurisdiction.

- (iii) Evaluating systems and ensuring adherence to established performance and systems development, implementation, training, maintenance and documentation standards of systems under his jurisdiction.
- (iv) Preparing performance reports on members of the staff under his supervision.
- (v) Providing direction and guidance for technical developments and standards in his functional area.
- (vi) Ensuring that any enhancements/changes to existing systems are fully tested before being handed over to the user as being operational.
- (vii) Determining training requirements for the department and users.
- (viii) Assisting in coordinating outreach activities in the Centre.

Requirements for promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of a Principal ICT Officer:-

- (i) Served for a minimum period of three (3) years in the grade of Principal ICT Officer.
- (ii) Attended a management course lasting for not less than three (3) Months at a recognized institution.
- (iii) Demonstrated a track record of management skills.
- (iv) Extensive knowledge and experience in his profession field.
- (v) Demonstrated a high standard of professional competence and administrative ability required for directing and co-ordination of planning and development of ICT programmes.

SECTION SEVEN

7.0 CAREER GUIDELINES FOR ACCOUNTS AND FINANCE PERSONNEL

7.1 FINANCE/BUDGETARY FUNCTION

7.1.1 FINANCE FUNCTION

The Finance function entails processing of estimates for the program budget, expenditure monitoring, Prioritization of programs and activities for results based allocation of resources, expenditure and revenue forecasts; monitoring of Revenue and Expenditure; prioritization of projects and activities for the purpose of financial allocations in the budget; oversight of commitment of funds and expenditure trends, in line with Treasury Circulars; budget monitoring and reporting; reallocations within Budgeted Heads and the overall financial management and control of voted funds. In addition, offering strategic leadership on all matters pertaining to financial management in the Centre.

7.1.2 BUDGETARY FUNCTION

The Budgetary function entails budgetary supply matters including processing of estimates for the Program Budget; expenditure monitoring; prioritization of programs and activities for Results Based allocation of resources; expenditure monitoring and evaluation; oversight of absorption of funds and expenditure trends; performance measurement; budget planning, analysis, forecasting and reporting; reallocations within budgeted votes.

GRADING STRUCTURE

(a) Grading Structure

The career guideline establishes five (5) grades of Finance Officers who will be designated and graded as follows: -

Designation	Job Group
Finance Officer II	“7”
Finance Officer I	“6”
Senior Finance Officer	“5”
Principal Finance Officer	“4”
Chief Finance Officer	“3”

NB: The grades of Finance Officers II/I in grade 7/6 will form a common establishment.

RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this career guidelines:

- (i) Bachelor of Economics, Commerce, Business Administration or Business Management with either Finance or relevant and equivalent qualifications from a Recognized university;
- (ii) Certified Public Accountant (CPA) (K) or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA);
- (iii) Master degree in a Finance/Economics or related discipline from a Recognized university;
- (iv) A certificate course in Public Sector Financial Management from a Recognized university/institution;
- (v) A management course lasting not less than three weeks from a Recognized institution;
- (vi) A certificate in Strategic Leadership Programme from a Recognized institution.

ENTRY INTO THE SCHEME OF SERVICE

Direct Appointment

Direct appointment will normally be made in the grade of Finance Officer II grade “7” provided that the candidate is in possession of qualifications stipulated for that particular grade. However, direct appointment beyond this grade may be made by the Director in consultation with the Governing Council.

JOB AND APPOINTMENT SPECIFICATIONS

FINANCE OFFICER II, GRADE “7”

(a) Duties and Responsibilities

This is the entry and training grade for the Finance Officers Cadre. An officer at this level will work under a more senior officer. Specific duties and responsibilities at this level shall include: -

- (i) compiling and formatting financial estimates;
- (ii) taking initial action on budget monitoring; and
- (iii) preparing reports and briefs on budgetary policy issues.

(b) Requirements for Appointment

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

- (a) Bachelors degree in any of the following: Commerce, Business Management, Economics or Business Administration or Business Management or Bachelor of Science in Finance

OR

- (b) Certified Public Accountant III (K) qualification.

FINANCE OFFICER I, GRADE “6”

(a) Duties and Responsibilities;

(a) Duties and Responsibilities at this level will entail:

- (i) control of expenditure commitments in the Centre;
- (ii) initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- (iii) processing of MTEF and revised estimates budget; and
- (iv) taking initial action for the budgeting of donor financed projects, the review of financial implementation of such projects, and monitoring commitments, expenditures

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served as Finance Officer II or equivalent position in the Public Service for at least three (3) years ; and
- (ii) shown merit and ability in work performance and results.

SENIOR FINANCE OFFICER, GRADE “5”

(a) Duties and Responsibilities.

Duties and responsibilities at this level shall entail:-

- (i) Preparing Section Budgets for the recurrent and development votes;
- (ii) Preparing quarterly expenditure forecasts as a basis for discussions with the State Law Office for release of funds;
- (iii) Initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year; and
- (iv) Monitoring expenditure and projects including implementation on a periodic basis and ensuring timely disbursement of funds.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served as Finance Officer I or equivalent position in the Public Service for at least three (3) years;
- (ii) be in possession of a Postgraduate Diploma in Public Financial Management from a Recognized institution.
- (iii) shown merit and ability in work performance and results.

PRINCIPAL FINANCE OFFICER, GRADE “4”

(a) Duties and Responsibilities

An officer at this level will be responsible for:

- (i) co-ordinating and analysing MTEF Budget.;
- (ii) assisting the Departments in costing of Programmes;
- (iii) incorporating the sections’ inputs into the budget process;
- (iv) communicating approved annual estimates to various departments and ensuring that there is a timely adjustment of work plans commensurate with the resources voted in the budget;
- (v) determining performance indicators for programmes; and
- (vi) Initial preparation of responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

(b) Requirements for Appointment

For appointment to this grade, an officer must;

- (i) have served satisfactorily as a Senior Finance Officer or equivalent position in the Public Service for a minimum period of four years;
- (ii) attended and successfully completed a Senior Management course;
- (iii) attended and successfully completed a Masters Degree in Finance;
- (iv) have demonstrated professional competency in the field of Financial Management.

CHIEF FINANCE OFFICER, GRADE “3”

(a) Duties and Responsibilities.

Chief Finance Officer will head and coordinate activities of the Finance Department at the Centre. The officer will develop budgetary requirements for the Centre and will be responsible to the Accounting Officer for the overall financial management of the Centre including risk management.

Specific duties will entail;

- (i) systematic scheduling of expenditures consistent with work plans; and contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- (ii) providing leadership in the Budget management;
- (iii) Budget planning, preparation and implementation at the Centre.
- (iv) coordinating the preparation of annual work plans, procurement plans and cash management;
- (v) advising the accounting Officer on financial management matters;
- (vi) coordinating the preparation of the Centre Public Expenditure Reviews and the sector reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Principal Finance Officer or an equivalent position in the Public Service for at least four years Masters Degree in Business Administration (MBA) or Masters Degree in Economics or Masters Degree in a finance related discipline from a recognized university ;
- (ii) attended Management course lasting not less than three (3) weeks from a Recognized institution.
- (iii) shown outstanding capability in Financial Management.
- (iv) attended Strategic Leadership Development Programme from a Recognized institution.
- (v) Demonstrated Professional Competency in financial planning and management.

7.5.1 ACCOUNTING FUNCTION

The accounts function entails application of sound principles, systems and techniques in accounting for the Centre’s finances, assets, revenue, expenditure and costs. The function also involves accounting for special funds set-up under various statutes, management of accounting information which includes co-ordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control, cost analysis, and any other related functions.

7.5.2 GRADING STRUCTURE AND SCOPE

Grading Structure

This career guideline establishes three (3) grades for accounting services personnel, who will be designated and graded as follows: -

<u>Designation</u>	<u>Grade</u>
Accountant II	“7”
Accountant I	“6”
Senior Accountant	“5”
Principal Accountant	“4”

NB: The grades of Accountant II/I in grade 7/6 will form a common establishment.

7.5.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career Guidelines: -

- (a) A Bachelors of Commerce degree (accounting option) or any other relevant qualification adjudged to be its equivalent from a recognized university/institution.
- (b) A Masters Degree in Business Administration (MBA) (Accounting/Finance option) or approved equivalent.
- (c) A pass in Part I,II and III (final) of the Certified Public Accountants (CPA) Examination or its approved equivalent from a recognized Institution.
- (d) KCSE mean grade C plain or its accepted equivalent.
- (e) Membership to the Centre of Certified Public Accountants of Kenya.

Direct Appointment

Direct appointment will normally be made in the grade of Accountant II grade ‘7’ provided that the candidate is in possession of the minimum qualifications stipulated for this grade. Direct appointment beyond these grades may be made by the Director provided that the candidate is in possession of the minimum qualifications and experience stipulated for the grade.

7.5.4 JOB AND APPOINTMENT SPECIFICATION

ACCOUNTANT II - NCRC “7”

(a) Duties and Responsibilities

Under the supervision of the Accountant I, the appointee will be: -

- Safeguarding the Centre’s cash and cheque books.
- Timely submitting statutory and other deductions.
- Making prompt and accurate payments.
- Withdrawing funds from the Centre’s account for official use.
- Keeping custody of collection.

(b) Requirements for Appointment

- (a) BCom (Accounting option)/BBA

OR

- (b) CPA III

ACCOUNTANT I – NCRC “6”

(a) Duties and Responsibilities

Under the supervision of the Senior Accountant, the appointee will be: -

- (a) Timely preparation and updating of cashbooks, financial statements and accounts.
- (b) Scrutinizing all payments vouchers before disbursement of funds in order to prevent any fraud and error
- (c) Receiving, recording, posting and acknowledging all cash and cheques on behalf of the Centre.
- (d) Preparing timely and accurate bank reconciliation statements
- (e) Maintaining the Vote-book and registers.
- (f) Preparing imprest warrants.

Requirements for Promotion

For promotion to the grade of Accountant I, the officer must have in addition to the minimum (b) Requirements for Appointment to the grade of Accountant II:-

- (a) CPA III (K) or BCom
- (b) Served at the grade of Accountant II for a minimum period of three (3) years.

SENIOR ACCOUNTANT- NCRC “5”

(a) Duties and Responsibilities

Under the supervision of the Principal Accountant, the appointee will be: -

- (i) Supervising staff in the Accounts Section
- (ii) Administering the standing imprest.
- (iii) Ensuring that payments and receipts for deposits are made within time limit.
- (iv) Supervising of Banking activities
- (v) Reconciling deposit vouchers
- (vi) Controlling and coordinating revenue and deposits

Requirements for Promotion

For promotion to the grade of Senior Accountant, the officer must have:-

- (a) At least a Bachelors degree from a recognized university/institution and
- (b) Obtained professional qualification of at least CPA III (K) or its equivalent.
- (c) Served for a minimum period of three (3) years at the grade of Accountant I
- (d) Been registered as member of the Centre of Certified Public Accountants of Kenya or its equivalent.

PRINCIPAL ACCOUNTANT- NCRC “4”

(a) Duties and Responsibilities

An officer at this level will be in charge of the accounts division. Under the supervision of the Chief Finance Officer, the officer will perform the following duties:-

- (a) Overall review of accounting procedures and practices including supervision and development of staff under him and may occasionally be required to undertake ad-hoc assignments relating to accounting services.
- (b) Organization and management of the accounts function, directing, controlling and coordinating both routine and non-routine accountancy matters and interpretation of financial policies; budgeting and management accounting methods and financial returns.
- (c) Advise on financial policies as well as ensuring that sound accounting principals are applied to all financial transactions in the Centre.
- (d) Training and development of accounts staff under him.

Requirement for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of Senior Accountant:-

- (a) BCom/BBA
- (b) Served for a minimum period of three (3) years in the grade of Senior Accountant and obtained professional qualification of at least CPA III (K).
- (c) MBA/Accounting option.
- (d) Demonstrated organization ability and efficiency in management of accounts work and professional competency.

SECTION EIGHT

8.0 CAREER GUIDELINES FOR INTERNAL AUDITORS

8.1 FUNCTIONS

The internal audit function entails setting up and maintaining sound management systems in the Centre. This involves checking, examining and verifying any form of commitments and payments by the Centre and advising on methods and procedures for proper and effective financial controls. The audit function will also involve audit risk assessment and development of an audit register. The reports of such audits shall be made to the Governing Council.

8.2 GRADING STRUCTURE AND SCOPE

Grading Structure

The career guidelines establish five (5) grades of Internal Auditors who will be designated and graded as follows:-

Designation	Grade
Internal Auditor II	“7”
Internal Auditor I	“6”
Senior Internal Auditor	“5”
Principal Internal Auditor	“4”
Chief Internal Auditor	“3”

NB: The grades of Internal Auditors II/I in grade 7/6 will form a common establishment.

8.3 RECOGNIZED QUALIFICATIONS

The following are the recognized professional qualifications for the purpose of these career guidelines:-

- (a) A Bachelors degree from a recognized University or Institution.
- (b) CPA III (K) or any other recognized equivalent professional qualifications.
- (c) A recognized post-graduate qualification in fields relevant to audit functions.
- (d) Membership to the Institute of Certified Public Accountants of Kenya.

8.4 JOB AND APPOINTMENT SPECIFICATION

Direct Appointment

Direct appointment will normally be made in the grade of an Internal Auditor II Grade “7” provided that the candidate is in possession of the minimum qualifications stipulated for this grade. Direct appointment beyond the grade of an Internal Auditor II may be made by the Director provided that the candidate is in possession of the minimum qualifications and experience stipulated for the grade.

JOB AND APPOINTMENT SPECIFICATION

INTERNAL AUDITOR II–NCRC “7”

(a) Duties and Responsibilities

This is the entry grade for this cadre. Under the supervision of the Internal Auditor I, the appointee will:-

- (a) Carry out the audit accounts for the Centre and report his findings to the Internal Auditor I.
- (b) Audit records and annual statements of accounts and report his findings to the Senior Internal Auditor.

(b) Requirements for Appointment

For appointment to the grade of Internal Auditor II, the candidate must have:-

- (a) A bachelors degree from a recognized institution or
- (b) obtained professional qualification of at least CPA III (K) or its equivalent and
- (c) been a registered member of the Institute of Internal Auditors.

INTERNAL AUDITOR I – NCRC “6”

(a) Duties and Responsibilities

Under the supervision of the Senior Auditor, the appointee will: -

- (a) Reviewing operational practices, procedures and systems and recommending remedial action.
- (b) Pre-auditing of payment vouchers.
- (c) Any other related duties assigned.

(b) Requirements for Appointment

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

- a) Served satisfactorily in the grade of Internal Auditor II for a minimum period of three (3) years.

- b) Obtained professional qualification of at least CPA III (K) or its equivalent or BCom.
- c) been a registered member of the Institute of Internal Auditors.
- d) Demonstrated merit and ability in work performance and results.

SENIOR INTERNAL AUDITOR – NCRC “5”

(a) Duties and Responsibilities

The (a) Duties and Responsibilities of a Senior Internal Auditor will include:-

- a) Heading a team of auditors for a given audit assignment.
- b) Developing audit techniques and procedures for financial as well as operational audits.
- c) Preparing Audit Reports
- d) Supervising staff.
- e) Any other related duties assigned.

(b) Requirements for Appointment

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

- a) Served satisfactorily in the grade of Internal Auditor I for a minimum period of three (3) years.
- b) Obtained professional qualification of at least CPA III (K) and BCom.
- c) Certificate of competence in word processing (Ms-Word, Word Perfect), Spreadsheet (Ms-excel, Lotus), Operating systems (windows), Database Management Ms Access, D-base, Oracle) and accounting software (QuickBooks, Sage, Systematic Accord) from recognized institutions.
- d) Demonstrated merit and ability in work performance and results.
- e) Be a member of Institute for Internal Auditors.

PRINCIPAL INTERNAL AUDITOR – NCRC “4”

(a) Duties and Responsibilities

The duties of an officer under this grade will include:-

- (a) Maintaining audit standards.
- (b) Organizing, planning, directing, coordinating and controlling the audit work of various Auditors.
- (c) Ensuring proper preparation of audit programmes for financial, operational and management audits.
- (d) Supervising staff.
- (e) Any other related duties.

(b) Requirements for Appointment

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

- (a) Served satisfactorily in the grade of Senior Internal Auditor for a minimum period of three (3) years.
- (b) Obtained professional qualification of at least CPA III (K) or its equivalent.
- (c) A masters Degree in a relevant field.
- (d) Certificate of competence in word processing (Ms-Word, Word Perfect), Spreadsheet (Ms-excel, Lotus), Operating systems (windows), Database Management Ms Access, D-base, Oracle) and accounting software (QuickBooks, Sage, Systematic Accord) from recognized institutions.
- (e) Demonstrated professional competency in performance of work.
- (f) Be a member of Institute for Internal Auditors.

CHIEF INTERNAL AUDITOR –NCRC “3”

(a) Duties and Responsibilities

The Chief Internal Auditor will be responsible to the Director for the pre-auditing of the Centre’s expenditure. He will be:-

- (a) Reviewing and developing audit techniques and procedures for financial and management audits.
- (b) Drawing up audit programmes.
- (c) Issuing audit reports, queries and observations.
- (d) Ensuring the correctness and accuracy of accounts facts and figures submitted from the section.
- (e) Organizing, planning, directing, co-ordinating and controlling all the audit activities within the Centre.
- (f) Secretary to the audit committee.
- (g) Supervising staff under him.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum requirements for appointment to the grade of Chief Internal Auditor:-

- (a) Be in a possession of Masters Degree in relevant field.
- (b) Served for a minimum period of three (3) years in the grade of Principal Internal Auditor or a comparable position.
- (c) Obtained professional qualifications of at least CPA III.
- (d) Demonstrated professional and organizational ability and efficiency in management of audit work.
- (e) Be a member of Institute for Internal Auditors.

SECTION NINE

9.0 CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

9.1 FUNCTIONS

The supply chain management function comprises development of supply chain Management Policies; the application of sound principles, systems and techniques in management of procurement to ensure transparency, accountability, fair competition, value for money and quality assurance; monitoring and evaluation of Supply chain Management system; ensuring proper use and accountability of stores and equipments, proper methods of disposal; preparation of annual procurement plans; identifying training needs for career development of Supply Chain Management personnel; Management of the Supply chain including logistics inventory, fleet management and distribution of goods and services in the central government. The function further entails the security and safe custody of supply chain Management records and contract management; and assisting in the budget preparation process.

Further, the function includes issue and receipt of stores; supervision of warehouse attendants; stock taking; record keeping and reconciliation; assisting market surveys and preparation of periodic and annual Supply Chain Management reports and procurement plans.

The specific functions of procurement shall be to:

- a) maintain and update annually standing lists of registered tenderers required by the procuring entity and liaise with the Centre in respect of the Centre's register of suppliers and procuring agents;
- b) prepare , publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations of expressions of interest;
- c) co-ordinate the receiving and opening of tender documents;
- d) maintain and safeguard procurement and disposal documents and records in accordance with these Regulations;
- e) submit shortlists and lists of pre-qualified tenderers to the tender committee or procurements committee for approval;
- f) issue procurement and disposal documents to candidates in accordance with the Act and Regulations;
- g) propose the membership of evaluation committee to the accounting officer for approval
- h) co-ordinate the evaluation of tenders, quotations and proposals;
- i) recommend a negotiating team for appointment by the accounting officer where negotiations are allowed by the Act and these Regulations and participate in such negotiations;
- j) prepare and publish notice of award and notices of tender acceptance;
- k) prepare contract documents, in line with the award decision
- l) prepare and issue rejection and debriefing letters;

- m) prepare contract variations and modifications to documents;
- n) maintain and achieve documents and records of the procurement and disposal activities for the required period;
- o) provide information, as required for any petition or investigation to debar a tenderer or contractor or an investigations under review procedures;
- p) implement the decisions of the procurements, tender and disposal committees including co-ordinating all activities of these committees;
- q) act as a secretariat to the tender, procurement and disposal committee;
- r) liaise with the Centre and other bodies on matters relating to procurement and disposal;
- s) prepare and submit to the Centre reports required under the Act, these Regulations and guidelines of he Centre;
- t) monitor contract management by user departments to ensure implementation of contract in accordance with the terms and conditions of the contracts;
- u) report any significant departures from the terms and conditions of the contract to the head of the procuring entity;
- v) recommendation the delegation of a procurement or disposal function to another procuring entity whenever a need arises;
- w) prepare consolidated procurement and disposal plans;
- x) advise the procuring entity on aggregation of procurement to promote economies to scale;
- y) co-ordinate internal monitoring and evaluation of the supply chain function;
- z) carry out periodic market surveys to inform the placing of orders or adjudication by the relevant award committee;
- aa) conduct periodic and annual stock taking;
- bb) certify the invoices and payment vouchers to suppliers;
- cc) approve extension of the tender validity period;
- dd) verify that the available stock levels warrant initiating a procurement process;
- ee) carry out any other functions or duties as may be provided under any other functions that might be stipulated by the Centre.

SUPPLY CHAIN MANAGEMENT PERSONNEL

9.2 RECOGNIZED QUALIFICATIONS

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

- (i) Certificate in Supplies Management or its approved equivalent from a recognized institution.
- (ii) Advanced certificate in supplies management or its equivalent from a recognized institution.
- (iii) Diploma/postgraduate Diploma in supplies Management or its approved equivalent from a recognized institution.
- (iv) Bachelors degree in any of the following disciplines:- Business Administration (Supplies Management Option), commerce, Marketing, Procurement and Supplies Management or any other relevant field from a recognized institution.

- (v) Masters Degree in any of the following:- Procurement and supplies management, Logistics and Supply Chain Management, Business Administration, Entrepreneurship or any other relevant field from a recognized institution.
- (vi) Management course lasting not less than three (3) weeks cumulatively.
- (vii) Any other qualification relevant to the Supply Chain Management function as may be approved by the Kenya Institute of Supplies Management.

GRADING STRUCTURE

Supply Chain Management Officer II	“7”
Supply Chain Management Officer I	“6”
Snr Supply Chain Management Officer	“5”
Principal Supply Chain Management Officer	“4”

SUPPLY CHAIN MANAGEMENT OFFICER II NCRC “7”

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will perform a variety of Supply Chain Management duties under the guidance of a more experienced officer. The officer will be deployed in a medium size unit. Specific (a) Duties and Responsibilities will entail warehousing, distribution management, fleet management, disposal of stores and equipment, procurement, market surveys and research, inventory and stock control, in accordance to the laid down regulations and procedures.

(b) Requirements for Appointment

For appointment to this grade, candidates must be in possession of a Bachelor’s Degree in either of the following:- commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution or be in possession of final CIPS certificate or equivalent qualification.

SUPPLY CHAIN MANAGEMENT OFFICER I NCRC “6”

(a) Duties and Responsibilities

Work at this level will be similar to that of Supply Chain Management Officer II but of wider complexity. The officer will work under minimal supervision and may be deployed to help chain Management Unit within the Centre. Additional duties will include processing of cases for the tender committees and assisting in implementation of decisions thereof.

(b) Requirement for Appointment

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

- (i) served in the grade of Supply Chain Management Officer II or in a comparable and relevant position for a minimum period of four (3) years;
- (ii) be in possession of final CIPS Certificate or

- (iii) Bachelors degree in any of the following disciplines:- Business Administration (Supplies Management Option), commerce, Marketing, Procurement and Supplies Management or any other relevant field from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and results.

SNR SUPPLY CHAIN MANAGEMENT OFFICER NCRC “5”

An officer at this level will perform duties which will include supervision and training of staff under him/her, planning and coordinating of supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market survey and research, procurement planning, and inventory and stock control. The officer may also be called upon to head a Supply Chain Management unit in the centre.

(b) Requirement for Appointment

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

- (i) served in the grade of Supply chain Management Officer I or in a comparable and relevant position in the Public Service for a minimum of four (3) years;
- (ii) a Postgraduate Diploma in supplies Management or its approved equivalent from a recognized institution; and
- (iii) Bachelors degree in any of the following disciplines:- Business Administration (Supplies Management Option), commerce, Marketing, Procurement and Supplies Management or any other relevant field from a recognized institution.
- (iv) shown merit and ability as reflected in work performance and results.

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER NCRC “4”

(a) Duties and Responsibilities

An officer at this level will be in charge of a Supply Chain Management Section.

The Duties and Responsibilities will include; planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control. Additional responsibilities will involve tender committee secretariat duties, and implementation of policy decisions.

(b) Requirements for Appointment

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

- (i) served in the grade of Snr Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of four (3) years;
- (ii) a Masters degree in Supplies Management.
- (iii) Be a member of a professional body for Supply Chain Officer

- (iv) Shown merit and ability as reflected in work performance and results.
- (v) Demonstrated professional competency in Supply Chain Management.

SECTION TEN

CAREER GUIDELINES FOR THE CORPORATE AFFAIRS OFFICERS

10.1 FUNCTIONS

The corporate affairs Division is mandated to initiate promote and support Planning, Policy, innovation, monitoring and evaluation and Statistical analysis functions. These functions are cross cutting and mainly advisory in nature. The Division relates and interlinks with all the Departments, Divisions and Sections of the Centre in provision of technical support with a view to assigning economic value to management Information Systems and re-engineering service delivery processes.

The Specific functions for the Division include:-

- Providing integrated support services to other service areas in terms of effective Planning, Policy analysis and Innovation;
- Monitoring and evaluation of all activities of the Commission;
- Offering secretariat services for the Development and implementation of Performance Contract services; and
- Provision of support services to framework budget preparations, implementation of periodic reviews.

The Corporate services division consists of four (4) main sections as follows:

10.2 CORPORATE PLANNING, STRATEGY AND INNOVATION SECTION

The Centre's Corporate Planning Section serves as a secretariat to key Results Based Management Programmes; formulate, coordinate and implement the Centre's strategic plan and other short range planning and service delivery programmes; provide technical support in preparation and implementation of corporate and departmental/divisional operational plans and budgets; and support the Centre's Medium Term Expenditure Framework budget preparation, implementation and periodic reviews; co-ordinate the drafting and dissemination of the major policies formulated by the Centre; serve as a Secretariat to the Policy Analysis and Development Committee; establishing and developing an NCRC Policy Resource Unit; interpretation and provision of advice on national and sectoral policy issues in relation to research sector and crime management in particular; and provision of technical and backup support Policy analysis and development.

10.3 MONITORING AND EVALUATION SECTION

The Centre will develop Monitoring and Evaluation Guidelines. The guidelines provide for the establishment of M & E structures in all service areas to assist in tracking and evaluation of major service delivery programmes undertaken by the Centre. This function is also mandated to the Corporate Services Division.

This function entails:-

- (a) establishment and periodically reviewing and Monitoring and Evaluation framework for the Centre; and
- (b) establish and maintaining industry service delivery benchmark data and provision of back-up support to all the divisions of the NCRC in Monitoring and evaluation of operational/action plans

10.4 PUBLIC RELATIONS AND COMMUNICATIONS SECTION

The corporate affairs function will entail proactively managing and enhancing the corporate image and public relations of the Centre and lay appropriate strategies Centre.

10.5 PERFORMANCE CONTRACTING SECTION

This section is responsible for the coordination of the Performance Contracting Process.

10.6 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purposes of these career guidelines:

- (a) Bachelor’s degree in Economics/Statistics/Mathematics from a recognized institution
- (b) Post Graduate Diploma in Statistics from a recognized institution.
- (c) A Master’s Degree in a relevant discipline from a recognized institution.
- (d) Certificate of competence in Word Processing (Ms Word, Wordperfect) Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (Pagemaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions
- (e) A Diploma in Journalism or Mass Communication from the Kenya Centre of Mass Communication or its accepted equivalent.
- (f) A Bachelors degree in Business Administration, social Sciences or Public Relations.
- (g) A Master’s degree in Business Administration (Marketing Option).
- (h) A Postgraduate Diploma in Public Relations.

10.7 GRADING STRUCTURE AND SCOPE (APPENDIX A)

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

Designation	Scale
Economist II	“7”
Economist I	“6”
Senior Economist	“5”
Principal Economist	“4”

NB: The grades of Economist II/I in grade 7/6 will form a common establishment.

10.8 GRADING STRUCTURE (APPENDIX B)

Designation	Grade
Corporate Affairs Officer I	“5”
Senior corporate Affairs Officer	“4”

10.9 JOB AND APPOINTMENT SPECIFICATIONS

ECONOMIST II, NCRC “7”

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and Responsibilities will entail:-

- (i) Planning for the Commission’s requirements
- (ii) Policy analysis and its effects
- (iii) Preparation of policy documents
- (iv) Conducting feasibility studies
- (v) Any other related duties assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelor’s degree in Economics/Statistics/Mathematics from a recognized institution or
- (ii) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (Pagemaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions

ECONOMIST I, NCRC “6”

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) Determining projects viability and setting project priorities
- (ii) Provision of economic planning data
- (iii) Formulation of development strategies
- (iv) Identifying, preparing and evaluation of development projects and monitoring their implementation.
- (v) Reviewing development policies, strategies and programmes

- (vi) Supervising and appraising staff
- (vii) Any other related duties assigned.

(b) Requirements for Appointment

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

- (i) served satisfactorily in the grade of Economist I for a minimum period of three (3) years.
- (ii) Certificate of competence in word processing (Ms Word, Wordperfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (Pagemaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions
- (iii) Demonstrated merit and ability in work performance and results

SENIOR ECONOMIST, NCRC “5”

(a) Duties and Responsibilities

(a) Duties and Responsibilities will entail:-

- (i) Economic Planning
- (ii) Production and compilation of statistical data
- (iii) Collection and presentation of statistical data in the form of survey reports and bulletins.
- (iv) Formulation of development strategies.
- (v) Heading a section within the division
- (vi) Identifying, preparing and evaluating of development projects and monitoring their implementation.
- (vii) Any other related duties assigned.

Requirements for Promotion

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

- (i) Served satisfactorily at the grade of Economist 1 for a minimum period of three (3) years.
- (ii) A Masters Degree in Economics from a recognized institution.
- (iii) Demonstrated merit and ability in work performance and results.

PRINCIPAL ECONOMIST,

(a) Duties and Responsibilities

This is the highest level in this cadre and will be answerable to Deputy Director.

Duties and responsibilities will entail:-

- (i) Directing the Economic Planning function or production of statistical data.
- (ii) Co-ordinating and formulating development strategies, policies and programmes.
- (iii) Identification, preparation and evaluation of development projects and monitoring implementation.
- (iv) Formulating economic/statistical data for development activities.
- (v) Coordination of performance contracting.
- (vi) Coordination of innovation initiatives.
- (vii) Any other related duties assigned.

Requirements for promotion

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

- (i) Served satisfactorily at the grade of Senior Economist for a minimum period of three (3) years.
- (ii) A Masters Degree in Economics from a recognized institution.
- (iii) Demonstrated merit and ability in work performance and results.
- (iv) Demonstrated professional competency in economic planning.

10.10 JOB AND APPOINTMENT SPECIFICATIONS

CORPORATE AFFAIRS OFFICER I, NCRC “5”

(a) Duties and Responsibilities

Under the supervision of the Senior Corporate Officer, the officer will

Perform the following duties:-

- (a) Initiating the preparation of press releases, media liaisons, conferences, supplements and press briefs on the Centre’s programmes and activities;
- (b) Initiating the planning and implementation of the strategic corporate and public relations;
- (c) Liaising with the advertisers on marketing communications initiatives in the promotion of a positive image of the Centre;
- (d) Assisting the management to realize strong PR Centre related activities like launches and external sporting support;
- (e) Facilitating the marketing campaigns for fundraising

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A Bachelors degree in Business Administration, Social Sciences, Public Relations or their accepted equivalent.
- (ii) Postgraduate Diploma in PR or Marketing
- (iii) Relevant experience for at least three (3) years.

SENIOR CORPORATE AFFAIRS OFFICER, NCRC “4”

(a) Duties and Responsibilities

The officer will be responsible to the Principal Corporate Affairs Officer for the following:

- (i) Preparing press releases, media liaisons, conferences, supplements and press briefs on the Centre’s programs and activities.
- (ii) Planning and implementing strategic corporate and public relations
- (iii) Liaising with the advertisers on marketing communications initiatives in the promotion of appositive image of the Centre.

- (iv) Assisting the management to realize strong PR Centre related activities like launches and external sport.
- (v) Identifying and categorizing donor agencies according to the order of priority areas of funding.
- (vi) Facilitating consultative forums between the Centre and the donor agencies
- (vii) Undertaking marketing campaigns to raise money for the various programs of the Centre.
- (viii) Mobilizing resources.

Requirements for Promotion

For promotion to this grade, an officer must have in addition to the (b) Requirements for Appointment to the grade of a Corporate Affairs Officer:-

- (i) A Masters degree in Business Administration (Marketing Option).
- (ii) have served as a Corporate Affairs Officer for a minimum period for three (3) years.
- (iii) Attended a relevant management course lasting for not less than three (3) months at a recognized institution.
- (iv) Demonstrated a high degree of responsibility in discharging the personnel management duties.

Direct Entry

For direct entry to this grade the applicant must have:-

- (i) At least a Masters degree in Business Administration (Marketing Option)
- (ii) A Postgraduate Diploma in Public Relations
- (iii) Ten years' experience in marketing/PR in the Public Sector or in a big private sector enterprise five of which should have been in a managerial position.
- (iv) The requisite proficiency in administration to understand and apply fairly advanced practices and procedures.
- (v) Good communication skills.
- (vi) Analytical and creative skills
- (vii) A strong flair in written and oral presentation

SECTION ELEVEN

11.0 CAREER GUIDELINES FOR HUMAN RESOURCE MANAGEMENT OFFICERS

11.1 FUNCTIONS

The functions of the Human Resource Management & Development Department will entail:-

Human Resource Procurement

- Job Analysis
- Human Resource Planning
- Recruitment
- Selection
- Placement
- Induction
- Transfers
- Promotion
- Separation

Human Resource Development

- Executive Development
- Performance Appraisal
- Training
- Career Planning and Development

Human Resource Compensation

- Salaries Administration
- Integrated Personnel Payroll Data-base
- Job Evaluation
- Bonus & Incentives
- Establishment for the NCRC
- Payroll

Human Resource Integration

- Motivation
- Job Satisfaction
- Grievance redress
- Collective Bargaining
- Conflict Management
- Discipline
- Integrity Assurance

Human Resource Maintenance

- Health and safety
- Welfare Schemes
- Personnel Records
- Human Resource Audit
- Social Security
- Human Resource Research

11.2 RECOGNIZED QUALIFICATIONS

The following are the recognized qualification for the purpose of this Career Guidelines:

- (i) A Bachelor of Arts degree in government, sociology, economics, public/business administration, or law from a recognized University/Institution.
- (ii) A Postgraduate Diploma or a Masters degree in personnel/Human Resource Management or its equivalent from a recognized institution.
- (iii) A pass in Part II or III (final) of the Certified Public Secretaries (Kenya) Examination or its equivalent.
- (iv) Bachelor of Arts degree in Social Sciences
- (v) Bachelor's degree in Education
- (vi) Certified Public Secretaries (CPS) II and III
- (vii) A Master's Degree in Public Administration and Management or Business Administration.
- (viii) Certificate of competence in Word Processing (Ms Word, WordPerfect) Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (PageMaker, Photoshop) from recognized institutions

11.3 GRADING STRUCTURE (APPENDIX A)

This career guideline establishes six (6) grades of Human Resource Management and Development Officers

DESIGNATION	GRADE
Human Resource Management/Development Officer III	“8”
Human Resource Management/Development Officer II	“7”
Human Resource Management/Development Officer I	“6”
Senior Human Resource Management/Development Officer	“5”
Principal Human Resource Management/Development Officer	“4”
Chief Human Resources Officer	“3”

NB: The grades of Human Resource Management/Development Officer III/II in grade 8/7 will form a common establishment.

11.4 GRADING STRUCTURE (APPENDIX B)

This career guideline establishes five (5) grades of Administrative Officers

DESIGNATION	GRADE
Administrative Officer III	“8”
Administrative Officer II	“7”
Administrative Officer I	“6”
Senior Administrative Officer	“5”
Principal Administrative Officer	“4”

Direct Appointment

Direct appointment will normally be made in the grade of a Human Resources Management/development Officer III Grade “8” and Administrative Officers III Grade ‘8” provided that the candidate is in possession of the Minimum qualifications stipulated for this grade. Direct appointment beyond these grades may be made by the Director provided that the Candidate is in possession of the minimum qualifications and experienced stipulated for the grade.

11.5 JOB AND APPOINTMENT SPECIFICATIONS

HUMAN RESOURCES MANAGEMENT/DEVELOPMENT OFFICER III, NCRC “8”

(a) Duties and Responsibilities

This will be the entry and training grade to this cadre.

- (i) Management of personnel files and records
- (ii) Complement Control
- (iii) Dealing with matters relating to recruitment, appointment, transfers and handling correspondences in relation to the above.

(b) Requirements for Appointment

For appointment to this grade of Human Resource Management/Development Officer III, the candidate must have:

- (i) A Bachelor of Arts degree in government, sociology, economics, public/business administration, or law from a recognized University/Institution; OR
- (ii) At least a Diploma in Personnel/Human Resource management or have obtained at least CPS III or its accepted equivalent from a recognized Examining body.
- (iii) Certificate of competence in Word Processing (Ms Word, WordPerfect) Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database

management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (PageMaker, Photoshop) from recognized institutions.

HUMAN RESOURCES MANAGEMENT/DEVELOPMENT OFFICER II, NCRC “7”

(a) Duties and Responsibilities

Under the supervision of the Human Resources Management/Development Officer I, the appointee will be performing the following duties:

- (i) Initiating the processing of applications for appointment, promotion and planning
- (ii) Preparing briefs for staff training and welfare
- (iii) Payroll preparation and management.
- (iv) Collecting, collating and analyzing Human resource data.
- (v) Implementation of human Resource policies and regulations.

Requirements for Promotion

For promotion to this grade, an officer must have, in addition to the minimum (b) Requirements for Appointment to the grade of a Human Resources Management t/Development Officer III:

- (i) At least CPS II or its equivalent form a recognized institution
- (ii) Served at the grade of a Human Resources Management/Development officer III for a minimum period of three (3) years.

RESOURCES MANAGEMENT/DEVELOPMENT OFFICER I, NCRC “6”

(a) Duties and Responsibilities

Under the supervision of the Senior Human Resources Management/Development Officer, the officer will be performing the following duties:

- (i) Processing of applications for appointment, promotion, planning and maintaining personnel records
- (ii) Staff training and welfare
- (iii) Planning human resource requirements and succession management
- (iv) Ensuring efficient provision of office services, telephone services, general registry services and transport services.
- (v) Responsible for the induction of staff in the Centre
- (vi) Assist in assessment of training needs, preparation of training projections, developing training manuals and materials, servicing training committees and monitoring and evaluating training programmes

Requirements for Promotion

For promotion to this grade, the officer must have in addition to the minimum (b) Requirements for Appointment to the grade of a Human Resource Management/Development officer II:

- (i) A Bachelor degree in social sciences
- (ii) Served for a minimum period of three (3) years at the grade of a Human resource Management/Development Officer II
- (iii) At least a Diploma in Personnel/Human resource management or its accepted equivalent or CPS III or its accepted equivalent from a recognized institution;

SENIOR HUMAN RESOURCE MANAGEMENT/ DEVELOPMENT OFFICER – NCRC “5”

(a) Duties and Responsibilities

Under the supervision of the Principal Human Resource Management/Development Officer, he will be responsible for:

- (i) The overall planning, organizing, co-ordination, administering and controlling the activities of personnel services within the Centre.
- (ii) Activities in such areas as recruitment, appointment, promotions, remunerations, staff training, leave administration and welfare.
- (iii) The development, interpretation and up dating of human resource policies and procedures in conjunction with the heads of departments.
- (iv) Preparing Human resource training plans and forecasting of Human resource Development requirements.
- (v) He will be in charge of staff in a section and supervision of staff in the section.

Requirements for Promotion

For promotion to this grade an officer must have, in addition to the minimum (b) Requirements for Appointment at the grade of the human Resources Management/Development Officer I:

- (i) A Masters Degree in Personnel/human resource management or its equivalent.
- (ii) Served as a Human Resources Management/Development Officer I for at least three (3) years.
- (iii) Attended a relevant management course lasting for not less than three (3) months at a recognized institution.
- (iv) Demonstrated a High degree of responsibility in discharging the Human Resource Management and Development functions.

PRINCIPAL HUMAN RESOURCE MANAGEMENT/ DEVELOPMENT OFFICER – NCRC “4”

(a) Duties and Responsibilities

- (i) Maintaining and controlling establishment of Centre staff posts
- (ii) Appraising staff in the division
- (iii) Evaluating the work performance of the Sections/Divisions
- (iv) Assisting in designing the career guidelines Recommending Acting Appointments for NCRC staff
- (v) Dealing with Centre's staff discipline matters
- (vi) Authorizing payments of salary arrears
- (vii) Interpreting the terms and conditions of services for the Centre secretariat staff
- (viii) Initiating and formulating Human Resource Management and Development Policies.
- (ix) Coordination of staff training within the centre.
- (x) In charge of HRM/HRD division

(b) Requirements for Appointment

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

- (i) A Masters Degree in Personnel/human resource management or its equivalent.
- (ii) Attended a relevant management course lasting for not less than three (3) months at a recognized institution.
- (iii) Served satisfactorily in the grade of Senior Human Resource Management/Development Officer, for a minimum period of three (3) years
- (iv) Demonstrated merit and ability in work performance and results.
- (v) be registered as a member of the Centre of personnel Management of Kenya (IPM-K).

CHIEF HUMAN RESOURCES OFFICER – NCRC “3”

(a) Duties and Responsibilities

Principal Accountabilities

1. Advise the Centre on HR & Administration policies in order to uphold core values and fulfill social responsibilities.
2. Formulate and implement HR and Administration strategies that are fully integrated with the Centre's strategies.
3. Develop reward management and remuneration (including pensions) policies, process and procedures that attract, retain and motivate employees that are internally equitable as well as externally competitive and operate cost-effectively.
4. Plan and direct human resource development, performance management and career management processes and programmes designed to improve individual and organizational effectiveness and to give employees the best opportunities to develop their abilities and careers in the Centre.
5. Advise on the development of knowledge management process.
6. Ensure through advice and monitoring that HR & Administration policies are implemented consistently.

7. Oversee Human Resource Information Management System for the Centre.
8. Designing and delivering of coaching and mentoring as well as orientation programmes.
9. Management of HR and Administration Budget.
10. Develop and manage Centre's Succession Plan to ensure continued availability of skilled manpower.

Administration

1. Supervising general support services (List ensuring general cleanliness) and maintenance of the offices.
2. Assisting in coordinating of the accommodation services.
3. In-charge of coordinating vehicle maintenance operations and other logistics requirement and maintaining proper record of office vehicles services schedules, repairs.
4. Ensuring effective implementation of Centre's telephone policy and other administrative procedures.
5. Oversee the administration division staff and their operations including, vehicle fleet operations, office and security contracts, filing
6. Evaluate the performance of staff.
7. Provision of General office services

Requirements for promotion/Appointment

1. For promotion/appointment to this grade an officer must have, in addition to the minimum (b) Requirements for Appointment at the grade of the Principal Human Resources Management/Development Officer:
2. A Masters Degree in Personnel/human resource management or its equivalent.
3. Served in the field of Human Resources Management/Development for minimum period of (12) years or served as a Principal Human Resource Management/Development Officer for a period of Three (3) years.
4. Attended a relevant management course lasting for not less than three (3) months at a recognized institution.
5. Demonstrated a High degree of responsibility in discharging the Human Resource Management and Development functions.
6. be registered as a member of the Centre of personnel Management of Kenya (IPM-K).

11.6 JOB AND APPOINTMENT SPECIFICATIONS FOR ADMINISTRATIVE OFFICERS

ADMINISTRATIVE OFFICER III "8"

(a) Duties and Responsibilities

1. This is the entry and training grade for the Administrative Officers cadre. (a) Duties and Responsibilities will entail:-
2. Co-ordinating general maintenance, repairs and cleanliness of offices
3. Compiling Centre's calendar of activities
4. Allocating office accommodation
5. Issuing staff identification badges
6. Transport management
7. Telephone services coordination
8. Registry services coordination
9. Policy analysis and its effects
10. Preparation of policy documents
11. Conducting feasibility studies
12. Any other related duties assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

1. Bachelor's degree in a relevant discipline from a recognized institution or
2. Certified Public Secretaries (CPS) Part III.
3. Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (Pagemaker, Photoshop) from recognized institutions

ADMINISTRATIVE OFFICER II “7”

(a) Duties and Responsibilities

(a) Duties and Responsibilities will entail:-

- (i) Managing transport, office accommodation and services
- (ii) Appraising staff.
- (iii) Managing vehicles maintenance and repairs
- (iv) Co-ordinating payment of telephone bills and other utility services.
- (v) Receiving correspondence through the registry.
- (vi) Inspecting office services, guiding and supervising staff
- (vii) Any other related duties assigned.

(b) Requirements for Appointment

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

1. served satisfactorily in the grade of Administrative Officer III for a minimum period of three (3) years.
2. Bachelor's degree in a relevant discipline from a recognized institution or
3. Certified Public Secretaries (CPS) Part III.
4. Certificate of competence in word processing (Ms Word, Wordperfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database

management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (Pagemaker, Photoshop) from recognized institutions

5. Demonstrated merit and ability in work performance and results

ADMINISTRATIVE OFFICER I, NCRC “6”

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

1. Appraising staff.
2. Supervising general maintenance, repairs and cleanliness of offices
3. Supervising the compilation of the Centre’s calendar of activities
4. Co-ordinating transport, maintaining and supervising the Centre’s vehicles.
5. Identification of office space and accommodation.
6. Supervising of Staff
7. Any other related duties assigned.

(b) Requirements for Appointment

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

- (i) served satisfactorily in the grade of Administrative Officer II for a minimum period of four(4) years.
- (ii) A Bachelor’s degree in a relevant discipline from a recognized institution and
- (iii) Certified Public Secretaries (CPS) Part III.
- (iv) Certificate of competence in word processing (Ms Word, Wordperfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (Pagemaker, Photoshop) from recognized institutions
- (v) Demonstrated merit and ability in work performance and results.

SENIOR ADMINISTRATIVE OFFICER, NCRC “5”

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

1. Handling correspondence relevant to the Section.
2. Co-ordinating of administrative activities in transport, telephone services, transport, security, records and office accommodation.
3. Co-ordination of activities in Centre Registry.
4. Any other related duties assigned.

(b) Requirements for Appointment

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

- (i) Served satisfactorily at the grade of Administrative Officer I for a minimum period of three (3) years.
- (ii) A Masters degree in a relevant discipline from a recognized institution
- (iii) Certified Public Secretaries (CPS) Part III.
- (iv) Certificate of competence in word processing (Ms Word, Wordperfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (Pagemaker, Photoshop) from recognized institutions
- (v) Demonstrated merit and ability in work performance and result

PRINCIPAL ADMINISTRATIVE OFFICER, GRADE “5”

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) The in charge of the administration division
- (ii) Handling correspondence relevant to the division.
- (iii) Co-ordination of all administrative activities at the centre which include; telephone services, transport, security, records and office accommodation.
- (iv) Organize seminars, workshops, retreats, senior staff meetings and conferences.
- (v) Co-ordination of activities in Centre Registry.
- (vi) Allocate duties and supervise staff in the division.
- (vii) Any other related duties assigned.

(a) Requirements for Appointment

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

- (i) Served satisfactorily at the grade of Senior Administrative Officer for a minimum period of three (3) years.
- (ii) A Masters degree in a relevant discipline from a recognized institution
- (iii) Certified Public Secretaries (CPS) Part III.
- (iv) Certificate of competence in word processing (Ms Word, Wordperfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), and Desktop Publishing (Pagemaker, Photoshop) from recognized institutions
- (v) Demonstrated merit and ability in work performance and result

SECTION TWELVE

CAREER GUIDELINES FOR SUPPORT STAFF

Grading Structure

Subordinate Staff II	“12”
Subordinate Staff I	“11”
Supervisor	“10”

These guidelines cover all categories of subordinate staff, which include Messengers, Cleaners, Tea Makers and Gardeners.

SUPPORT STAFF II - “12”

For appointment to this grade, one must:

- i) Be in possession of D+ at KCSE.
- ii) Good etiquette and Public Relations/customer service skills.

SUPPORT STAFF I – “11”

For appointment to this level one must have:

- i) Served for minimum period of three (3) years as Support Staff II.
- ii) Demonstrated competence and ability as reflected in work results.
- iii) Good etiquette and Public Relations/Customer Service skills.

SUPERVISOR - “10”

This is the entry level for Diploma in Florists and Sanitation

Promotion

The candidate must possess a Diploma in the relevant field. OR have served for three (3) years as support staff. They must also have demonstrated efficiency and ability in their work performance.

SUPERVISOR I- SCALE BS 10

Promotion

Requirements for Appointment

The candidate must possess a Certificate in the relevant field and serve for at least three (3) or have served for three (3) years as Support Staff I. They must also have demonstrated efficiency and ability in their work performance.

(a) Duties and Responsibilities

The holder of this position will discharge duties of higher complexity and also supervisor's work of Support Staff.

SECTION THIRTEEN

13.1 TELEPHONE OPERATORS

GRADING

TELEPHONE OPERATOR II – “11”

For Appointment to this grade, a candidate must

- i. Must have a mean grade of D+ in the Kenya certificate of secondary education
- ii. Good communication skills, both oral and written in English and Kiswahili
- iii. Telephone Operation Certificate
- iv. Good etiquette and customer service skills

TELEPHONE OPERATOR I – “10”

For Appointment to this grade, an officer must

- i. Have served in the grade of Telephone Operator 11 for at least three (3) years
- ii. Have passed the Government Occupational Test for telephone Operators 1
- iii. Have demonstrated efficiency in and ability in their work performance
- iv. Good etiquette and customer service skills
- v. Good communication skills, both oral and written in English and Swahili

TELEPHONE SUPERVISOR

For promotion to this grade, a candidate must

- i. Has attended and passed a Telephone Supervisor course.
- ii. Have served for at least three (3) years as a Telephone Operator 1
- iii. Demonstrated a good record of performance as reflected in work results and ability to organize telephone services and to supervise staff effectively
- iv. Good etiquette and customer service skills

SECTION FOURTEEN

14.0 CAREER GUIDELINES FOR LEGAL STAFF

FUNCTIONS

Key roles include advising the Centre on the legal implications of its decisions and actions, essentially ensuring that they comply with local and international laws and conventions governing research. This includes: Giving legal advice to the Centre; Undertaking civil/criminal proceedings for and on behalf of the centre; Undertaking crime related research; Drafting contract documents, leases, agreements and treaties on behalf of the centre; Representing the centre in all litigation/conveyance cases; Attending to correspondence pertaining to legal issues; Advising on the conduct of proceedings initiated under the provisions of the National Crime Research Act and/or any other law; Undertaking research on all legal matters and making recommendations to the centre; and Liaising with other criminal justice agencies on legal matters affecting the Centre.

RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for Career Guidelines for Professional Legal Officers:

- (i) A Law degree from a recognized university
- (ii) A diploma from the Kenya School of Law.
- (iii) Admission to the Roll of Advocates
- (iv) A current practicing certificate
- (v) A relevant Masters degree from a recognized institution.
- (vi) A Certified Public Secretary (CPS III)

GRADING STRUCTURE

The career guidelines establish four (4) grades of Legal Officers who will be designated and graded as follows:

Designation	grade
Legal Officer II	“7”
Legal Officer I	“6”
Senior Legal Officer	“5”
Principal Legal Officer	“4”

NB: The grades of Legal Officers II/I in grade 7/6 will form a common establishment.

JOB AND APPOINTMENT SPECIFICATIONS

LEGAL OFFICER II – GRADE “7”

(a) Duties and Responsibilities

This is the entry grade for this cadre, under the supervision of a Legal Officer I, and the appointee will perform the following duties:

- (i) Administration of legal matters in the Centre.
- (ii) Facilitate the implementation of the Provisions of all the legislations administered by the Centre
- (iii) Providing legal advice
- (iv) Undertaking Research on all legal matters
- (v) Compilation of legal reports
- (vi) Attending court on behalf of the Centre.

(b) Requirements for Appointment

For appointment to the grade of a Legal Officer II, the candidate must have:

- (i) A law degree or its equivalent from a recognized institution;
- (ii) A diploma from the Kenya School of Law.
- (iii) Admission to the Roll of Advocates
- (iv) A current practicing certificate

LEGAL OFFICER I – NCRC “6”

(a) Duties and Responsibilities

The duties will entail:

Administration of legal matters in the Centre.

Facilitate the implementation of the Provisions of all the legislations administered by the Centre

Providing legal advice

Undertaking Research on all legal matters

Compilation of legal reports

Attending court on behalf of the Centre.

(b) Requirements for Appointment

For appointment to the grade of a Legal Officer I, the candidate must have:

- (i) A Law degree or its equivalent from a recognized institution;
- (ii) A diploma from the Kenya School of Law.
- (iii) Admission to the Roll of Advocates
- (iv) A current practicing certificate
- (v) Served for three (3) years as Legal Officer II.

SENIOR LEGAL OFFICER, NCRC “5”

(a) Duties and Responsibilities

Under the supervision of the Principal Legal Officer, the Senior Legal officer will perform the following duties:-

1. Supervision, management and administration of legal matters in a section of the centre.
2. Co-ordinate the implementation of the provisions of all the legislations administered by the Centre.
3. Providing legal advice.
4. Facilitate legal research and supervise compilation of legal reports.
5. Screening and/or facilitating the preparation of legal contracts on behalf of the centre.
6. Attending court on behalf of the Centre.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

1. Served for three (3) years at the level of Legal Officer I and above.
2. Knowledge of legal work with a bias in legal research.
3. A certificate course in research from a recognized institution or any other relevant training.
4. Attended a management course lasting not less than one (1) month at a recognized institution.
5. Demonstrated merit and ability as reflected in work performance and results.

PRINCIPAL LEGAL OFFICER –NCRC “4”

(a) Duties and Responsibilities

The Principal Legal Officer will be in-charge of the legal division responsible for all legal matters involving the Centre. He will be responsible to the Deputy Director, for:-

- (i) Initiating the development and formulation of legal policy in the Centre.

- (ii) Preparing the requisite documents and attending proceedings affecting the centre.
- (iii) Advising the Centre on compliance with the Research Act and other relevant laws.
- (iv) Overseeing Legal Research in the centre
- (v) Liaising with external lawyers and other agencies on legal matters.
- (vi) Preparing the Annual Report and statistics for the division.
- (vii) Maintain custody of the NCRC common seal.
- (viii) Preparing of budget estimates for the division
- (ix) Initiating the drafting, reviewing and revision of legislation.
- (x) Keeping and maintaining the asset Register.

Requirements for promotion/appointment

For promotion/appointment to this grade, an officer must have, in addition to the minimum requirements for promotion to the grade of Senior Legal Officer:-

1. Served for three (3) years at the grade of a senior legal Officer
2. Knowledge of the legal work with a bias in legal research.
3. Masters Degree in a relevant discipline from a recognized institution or A Certified Public Secretary (CPS) (K).

SECTION FIFTEEN

15.0 CAREER GUIDELINES FOR RESEARCH OFFICER

15.1 THE RESEARCH OFFICERS

The Research function entails coordination of crime research, collecting, analyzing and collating data in collaboration with the criminal justice agencies locally and internationally, mobilization of resources for research, publication and dissemination of research findings, preparing policy papers for discussion on the matters related to research, developing research projects, preparing research proposals and monitoring research efforts to ensure that they are in line with the Centre's development policy:-

15.2 GRADING STRUCTURE AND SCOPE

The Scheme establishes six (6) grades for the Research Officers cadre who will be designated and graded as follows:-

Designation	Grade
Research Officer III	“8”
Research Officer II	“7”
Research Officer I	“6”
Senior Research Officer	“5
Principal Research Officer	“4”
Chief Research Officer	“3”

NB: The grades of Research Officers III/II in grade 8/7 will form a common establishment.

15.3 RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purposes of this Scheme.

1. Bachelor degree in Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
2. Postgraduate experience qualification in a relevant field work.
3. Certificate of competence in Word Processing (Ms Word, Wordperfect) Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (Pagemaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions

15.4 JOB AND APPOINTMENT SPECIFICATIONS

RESEARCH OFFICER III, NCRC “8”

(a) Duties and Responsibilities

1. This is the entry and training grade for the Research Officers cadre. Duties and responsibilities will entail:-
2. Collecting and analyzing data
3. Preparation of draft research proposals
4. Assisting senior researchers in carrying out research work and drafting research reports
5. Any other related duties assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelor degree in Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
- (ii) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (Pagemaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions

RESEARCH OFFICER II, NCRC “7”

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Collection and analysis of research data
- (ii) Writing research reports
- (iii) Preparation of draft research proposals
- (iv) Provision of primary and secondary source information and advising the Centre for research
- (v) Any other related duties assigned.

(b) Requirements for Appointment

For appointment to this grade, an officer must have in addition to meeting the requirements of appointment to the post of Research Officer III:-

- (i) Served satisfactorily in the grade of Research Officer III for a period of three (3) years.
- (ii) A Bachelor degree in either Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
- (iii) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions

- (iv) Demonstrated merit and ability in the performance of Research work.

RESEARCH OFFICER I, NCRC “6”

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) Planning, co-coordinating and monitoring research projects in the unit.
- (ii) Appraising staff.
- (iii) Provision of source information for research work
- (iv) Undertaking Research
- (v) Leading research teams
- (vi) Writing research reports and presentation to the section heads
- (vii) Any other related duties assigned.

(b) Requirements for Appointment

For appointment to this grade, an officer must have in addition to meeting the requirements of appointment to the post of Research Officer II:-

- (i) served satisfactorily in the grade of Research Officer II for a minimum period of three (3) years.
- (ii) A Bachelor degree in either Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
- (iii) [A postgraduate qualification.](#)
- (iv) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions
- (v) Demonstrated merit and ability in work performance and results.

SENIOR RESEARCH OFFICER, NCRC “5”

(a) Duties and Responsibilities

Duties and Responsibilities will involve:

- (i) In charge of a research section at the centre;
- (ii) liaising with other research sections within the centre to ensure standard of research are in line with policy guidelines;
- (iii) develop research proposals and submit to divisional heads for discussions and approval;
- (iv) representing the section in divisional meetings;
- (v) develop work plans and supervise staff in the section;

(b) Requirements for Appointment/promotion

For appointment to this grade, an officer must have in addition to meeting the requirements of appointment to the post of Research Officer I:-

1. served satisfactorily in the grade of Research Officer I for a minimum period of three (3) years;
2. A Bachelor degree in either Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution;
3. A masters degree in a relevant discipline from a recognized institution;
4. Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions;
5. Demonstrated a high standard of competence and administrative ability in research.

PRINCIPAL RESEARCH OFFICER, NCRC “4”

An officer at this level will be in charge of a research division in the centre and will be responsible to the chief Research Officer for co-ordination and control of professional activities relating to the research functions of the centre. Specific (a) Duties and Responsibilities in this grade will involve:-

- (i) reviewing and updating research policies at the centre;
- (ii) supervising and evaluating research programmes within the division’s area of specialization;
- (iii) coordinating and carrying out follow up on research activities.
- (iv) representing the division in the departmental meetings of within the centre;
- (v) Any other duties as assigned

(b) Requirements for Appointment

For appointment to this grade, an officer must have in addition to meeting the requirements of appointment to the post of Senior Research Officer:-

- (i) Served satisfactorily in the grade of Senior Research Officer for a minimum period of three (3) years.
- (ii) A Bachelor degree in either Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
- (iii) A masters degree in a relevant discipline from a recognized institution;
- (iv) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions

CHIEF RESEARCH OFFICER, NCRC “3”

(a) Duties and Responsibilities

The Chief Research officer will be the overall technical and administrative head of the Research Department. The officer will also be responsible for guiding the centre in the development, implementation and dissemination of research findings to facilitate the realization of the centre's mandate. He will advise the Director on on-going research activities locally and internationally, both in public and private sector. The officer will also be responsible for mobilization of resources and development of appropriate work plans, supervision of research staff in order to contribute to the overall goals of the centre; and development and management of multidisciplinary research team registry and data base.

(b) Requirements for Appointment

For appointment to this grade, an officer must have in addition to meeting the requirements of appointment to the post of Principal Research Officer:-

- (i) Served satisfactorily in the grade of Principal Research Officer or its equivalent for a minimum period of ten (10) years in a reputable research institution.
- (ii) A Bachelor degree in either Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution
- (iii) A masters degree in a relevant discipline from a recognized institution;
- (iv) Certificate of competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL), Desktop Publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from recognized institutions
- (v) undergone a Management/Leadership Training; and
- (vi) Demonstrated a high standard of professional competency in research functions.

SECTION SEVENTEEN

17.0 DEPUTY DIRECTOR OF THE NATIONAL CRIME RESEARCH CENTRE – “2”

(a) Duties and Responsibilities

The Deputy Director will deputize the Director in all aspects of technical and administrative functions of the Centre and will also Head the Legal and Corporate Affairs Department:

1. Co-ordinate Operations of Legal and Corporate Affairs Department.
2. Prepare budgetary and other resource requirements for the department.
3. Co-ordinate the development of annual work plan and performance contract for the Centre.
4. Supervision of the Centre’s staff.
5. Provide legal advisory services to the Centre and liaise with other Government Agencies on legal matters.
6. Co-ordinate development and implementation of the Centre’s Strategic Plan.
7. Co-ordinate on behalf of the Director the research activities of the Centre.
8. Participate in the various Committees of the Centre.

(b) Requirements for Appointment

1. A Bachelors degree in law, science, information technology or business administration for a recognized university.
2. Demonstrated high administration ability and professional competence required for effective organization, management and administration of the Centre.
3. At least ten (10) years working experience in matters relating to legal and criminal research.
4. Must also possess a Master degree in either law, economics, social sciences, research methods and related fields.

SECTION SIXTEEN

16.0 DIRECTOR OF THE NATIONAL CRIME RESEARCH CENTRE – NCRC “1”

The appointment of Director of the Centre is provided for under Section 11 of the National Crime Research Act, Cap 62 Laws of Kenya. The Director shall be appointed by the Governing Council on such terms and conditions of service as the Council may determine. The Director shall be a person competent to direct the research functions of the Centre.

JOB AND APPOINTMENT SPECIFICATION

(a) Duties and Responsibilities

The Director shall be the Chief Executive of the Centre, an ex-officio member of the Governing Council and shall be responsible to the Governing Council. The Director will perform the following duties:

1. The Secretary to the Governing Council.
2. Responsible for the efficient organization, management, administration, direction, control and co-ordination of the operation of the Centre in matters concerning research.
3. Formulating and developing policies, strategies, standards and guidelines in all research to be carried out by the Centre.
4. Disseminate and communicate research findings and recommendations of the Centre to the agencies of Government concerned with administration of criminal justice, with a view to assisting them in their policy formulation and planning.
5. Liaising with regional and international bodies like African Regional Research rights.
6. Implementing policy geared towards human resource development.
7. Responsible for the financial management, preparation of the budget and administrative affairs of the Centre.
8. The management and custody of the assets of the Centre.
9. Keeping and maintaining all records and documents of the Centre.

(b) Requirements for Appointment

For appointment to this grade, the candidate must have:-

1. A Bachelors degree in either law, science, information technology, business administration, economics, social sciences, research methods and related fields.

from a recognized university.

2. Must also possess a Master degree in either law, science, information technology, business administration, economics, social sciences, research methods and related fields from a recognized university.
3. Demonstrated high administration ability and professional competence required for effective organization, management and administration of the Centre.
4. At least ten (10) years working experience in matters relating to legal and criminal research.