



COUNTY GOVERNMENT OF NYERI



STAFF ESTABLISHMENT

2021 - 2024

Towards Creating an efficient and Responsible County Public Service



COUNTY STAFF ESTABLISHMENT

Approved by Nyeri County Public Service Board

February 2021





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FOREWORD

The County Government of Nyeri appreciates the critical role that human resource play towards realization of the transformative agenda of the county. This appreciation is exemplified by the various strategies that the county has adopted to ensure there is efficient and effective optimal utilization of human resource within the available resources entrusted to the county government.

I am pleased to release this staff establishment for use in the county public service, with full recognition of the need to have an effective manpower planning and utilization. This staff establishment will be critical in delivery of quality, timely, effective and efficient services as it provides the optimal numbers required in every department, function and cadre. It will act as a guide on the county staffing while at the same time providing clear career progression paths for serving officers.

The staff establishment will be implemented in cognizance to the Public Finance Management Act requirement of having the personnel emoluments not exceeding 35% of the total county revenues. This threshold will be a guiding factor, with other overriding factors like having a competent, efficient and effective public service supported by a motivated and dynamic workforce put into consideration.

It is my desire that the staff establishment will be a good basis of improving our service delivery through an optimal staff establishment that supports the realization of our core function as a county. In line with the provided provisions in the establishment, Departments should ensure they have effective succession plans without compromising on the requirement of having a motivated and optimal workforce.

I urge all the offices and departments to adhere to this approved staff establishment.

HE, HON EDWARD MUTAHI KAHIGA

GOVERNOR, COUNTY GOVERNMENT OF NYERI



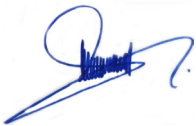
PREFACE

The County Public Service of Nyeri is focused towards having an effective human resource governed by uniform norms and standards. It is for this reason that the county has reviewed the county staff establishment so that Departments are not just optimally staffed but serving officers can develop professionally and can advance within a defined structure in the county public service.

The approved staff establishment is intended to provide a framework under which human resource planning is to be undertaken in the county public service. Its implementation in the county public service will be done in full realization that there is need to optimally utilize human resource so that there is prudent, effective, efficient and economic use of public services. The focus will therefore be to optimally utilize a workforce that is motivated and professionally driven, and whose skills and competencies are matched and aligned to a structure that enhances productivity.

It is therefore expected that Departments will adhere to the approved staff establishment. However, workload analysis will continue to be undertaken in order to align outputs to the expected outcomes, and to ensure that there is adequate and quantifiable justification for a staffing that is dynamic to the emerging changes in the environment.

The staff establishment is therefore a 'living' document and can be reviewed before the lapse of its lifespan based on changes that may emerge for the benefit of the county public service. Its review however must be subjected to the due process before any changes are incorporated or considered.



BEN GACHICHIO

COUNTY SECRETARY / HEAD OF COUNTY PUBLIC SERVICE



STATEMENT BY COUNTY EXECUTIVE COMMITTEE MEMBER, COUNTY PUBLIC SERVICE MANAGEMENT



All county departments should have greater flexibility to manage their staffing establishment within approved budgets. It is not easy to manage requests for staff that sit outside of the existing establishment. The Staff establishment is a useful management tool that supports our workforce planning. The chief officers / authorized officers need the freedom to manage their resources (staff and non-staff) within approved budgets. However, the engagement of additional staff resources will result in less discretion for resource allocation in future financial years unless a fixed term appointment is made. Staff costs often attract expenditure increases above general inflation due to pay scale increments and pension cost

increases. It is important that the county public service board, chief officers, /authorized officers are mindful of the future potential impacts of the total resources available to them if they increase their staffing establishment.

It is the expectation that significant changes to the establishment will be made through the Integrated Planning Process (IPP). The IPP will seek to identify changes to the staffing establishment before the start of any financial year. It is expected that the IPP will become the key mechanism for staff establishment changes into the future and that the procedure will only be used in exceptional circumstances. The agreed staffing establishment will be reset each year as part of the IPP to reflect actual appointments made over the last year and any agreed changes for the following year as part of the planning process.

What's an Establishment position? A position forms part of the Establishment when it has been included in the budget at the commencement of the budget year, informed by the planning process and annual budget review. Positions are classed as part of the Establishment where they meet these criteria and have an element of core funding.

This staff establishment aims to provide Nyeri County Government with a useful guide which is standardized and equitable for management of the personnel working for the Organization. Nyeri County Government's goal is to define working conditions that are recognized as impartial and that encourage staff to demonstrate a sincere sense of interest and pride in the Organization and its work program, and to use their best skill sets to fulfil the role assigned to them.

Nyeri County Government considers its members of staff to be its most important asset. The attitude taken by the personnel working for it is fundamental to it achieving its mission. The people who work for Nyeri county government are respected and valued, and appropriately received. The effectiveness and success of development initiatives and humanitarian aid are dependent on the contribution of every staff member – regardless of whether they are an employee, a collaborator, an intern or a volunteer.

BETH KARIMI NJERU,

C.E.C.M, COUNTY PUBLIC SERVICE MANAGEMENT



ACKNOWLEDGEMENT

The review of the county staff establishment was undertaken after a wide consultative process that involved key stakeholders. These stakeholders provided valuable contributions and proposals, and ensured that the expected outcome was realized with ease. It is therefore a product of the concerted effort of these stakeholders.

First and foremost, I wish to thank The Governor, HE Hon. Edward Mutahi Kahiga for providing leadership in the review of this staff establishment, and for his passionate desire to have a framework that will enhance career advancement of serving officers.

I'm grateful to the County Secretary, Mr. Ben Gachichio for his invaluable contributions towards the review of the county establishment, and the good will and support he accorded the County Public Service Board and the team that participated in the review process.

The Department of County Public Service Management played a critical role towards having an effective review of the staff establishment. I thank them for the role they played in ensuring that we have a good staff establishment.

I acknowledge the efforts and commitment of the County Executive Committee Members, the Chief Officers, Directors and the technical team that was involved in the review of the staff establishment. The success of the whole review process could not have been successful without their contributions.

Finally, much appreciation to my County Public Service Board Members and the Secretariat for the effort they showed towards the whole review process and ensuring that we come up with a justifiable county staff establishment. It was an extensively engaging exercise, undertaken in the midst of other board affairs.

May God bless us all.



PAUL K. KARIUKI,

CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD OF NYERI



CHAPTER 1: INTRODUCTION

1.1 BACKGROUND INFORMATION

Nyeri County is located in the central region of the country. It covers an area of 2,361 Km² and is situated between Latitude: 0° 24' 59.99" N and Longitude: 36° 56' 59.99" E. It borders Laikipia County to the North, Kirinyaga County to the East, Murang'a County to the South, Nyandarua County to the West and Meru County to the North East. It is divided into eight administrative sub counties namely; Kieni East, Kieni West, Mathira East, Mathira West, Nyeri Town, Mukurweini, Tetu and Othaya. Further, there are a total of 30 electoral wards spread across the six constituencies in the county.

Nyeri County has an estimated population of 759,164 comprising of 49% male and 51% female according to the projections based on the KNBS 2019 census report.

The County Government of Nyeri comprises of the Legislature, County Executive and the County Public Service Board. The Governor is the head of the County Government.

Before the advent of devolution, Nyeri was the central administrative headquarters of the former Central Province. It further comprised of the following local authorities;

- Nyeri Municipal Council
- Nyeri County Council
- Karatina Municipal Council
- Othaya Town Council

Following the dissolution of the former provinces and the now defunct local authorities by the Constitution of Kenya 2010, the County Government of Nyeri through the Transition Authority, inherited the human resource that was formerly serving the local authorities and those serving in the Central Province under the National Government and whose services were devolved to the County.

The current staffing levels in the Nyeri County Public Service are as follows;

Table 1: Staffing levels

Terms of employment	No. of employees
Permanent and Pensionable	2,457
Contract	1,558
Total	4,015

Source; Nyeri County Public Service Board annual report, 2020.



1.2 STAFF ESTABLISHMENT REVIEW PROCESS

The existing staff establishment was formulated by the County Human Resource Advisory Committee in 2017. The Staff Establishment had served for three years and as per best practice, it had fallen due for review.

The County Public Service Board initiated the process of reviewing the current staff establishment, to accommodate the restructuring of the County Government of Nyeri, address issues of stagnation and succession management of certain cadres, match skills to jobs and cater for emerging issues and trends in public service.

The review process comprised of the following;

1. Resolution by the Board that the Staff Establishment be done in-house, with capacity building of the officers to be involved in the process. A committee was formed to spearhead the process. It constituted of the following:

- i) Mr. Benson Gichohi- Board Member and Chairperson of the Committee
- ii) Mrs. Halima Mayow- Board Member
- iii) Mrs. Elizabeth Mathenge- County Director, Human Resource Management
- iv) Mr. Edward Mwangi- County Public Service Board Secretariat
- v) Mr. Duncan Ndirangu- County Public Service Board Secretariat
- vi) Ms. Jacinta Wangui- County Public Service Board Secretariat

The Committee co-opted the following members

- i) Mr. John Kihonge- Board Member
- ii) Mr. David Ruga- Secretary, County Public Service Board
- iii) Ms. Abigael Njoki- County Public Service Board Legal Officer

2. Consultative meetings with the CECs, Chief Officers and Directors to determine the review process.

3. The departments formulating their draft staff establishments guided by optimal level requirements, organizational design principles, career progression, succession management and sustainable wage-bill.

1.3 THE RATIONALE

This staff establishment will drive the delivery of the core business of Nyeri Public service. It will facilitate prudent, effective and efficient management process through which the County and its departments will achieve its vision, mission and strategic intent. The staff establishment is organized as per the departments' mandates and functions and how they relate towards realization of their strategic objectives.



This staff establishment;

- i) Reflects the core functions of the County Government of Nyeri.
- ii) Demarcates activities and roles of players for internal harmony, stability and efficiency.
- iii) Interfaces activities of Departments and Directorates in an effective manner.
- iv) Clarifies the roles and linkages of the institutions internal and external players.
- v) Addresses succession management, career progression and helps identify the training and development needs.

1.4 OBJECTIVES OF THE STAFF ESTABLISHMENT

The objectives of the Staff Establishment are to;

- i) Provide for elaborate human resource planning and development.
- ii) Provide for well-organized staff establishment structures that are based on clear mandates and functions of the Office/department.
- iii) Minimize/eliminate duplications and overlaps of functions, roles and responsibilities within and across departments.
- iv) Enhance prudence, efficiency and effectiveness in service delivery.
- v) Achieve seamless flow of work and clear lines of communication.
- vi) Establish standard for recruitment, training and advancement within the career structure.

1.5 THE GUIDING PRINCIPLE

The County Public Service Board was informed by the Guidelines on Design of Organization Structures in the Public Service issued by the Public Service Commission.

These guidelines outline the following principles:

a) *Span of control*

Consideration of the following in order to achieve the appropriate span of control;

- i. The number of staff supervised*
- ii. The nature of work being performed*
- iii. The capability of supervisors vis-à-vis subordinates*
- iv. The responsibilities of supervisors*



b) Inter-related functions

Related activities are grouped together in one functional area as in order to maximize coordination of activities.

c) Chain of Command

Lines of authority and responsibility are clearly defined and that each individual report to only one supervisor at any given time.

d) Commensurate authority and responsibility

The principle refers to proportionate authority and responsibility being delegated to staff to undertake the tasks allocated to them. Otherwise staff will not be held accountable for the outcome. Further, supervisors can be held accountable for the outcome of their subordinates.

e) Work Assignment

Clearly defined duties and responsibilities being developed to ensure employees are accountable for their work performance.



CHAPTER 2: APPROVED STAFF ESTABLISHMENT

2.1 INTRODUCTION

The following offices/departments submitted their proposed staff establishments, and the Board approved them for use.

Table 2: County Offices and Departments

No.	Offices
1	Office of the Governor
2	Office of the County Secretary
3	Office of the County Attorney
4	County Public Service Board
Departments	
1	Health Services
2	Economic Planning
3	Finance and Accounting
4	Gender, Youth and Social Services
5	County Public Service and Solid Waste Management
6	Transport, Infrastructure, Public Works and Energy
7	Water, Irrigation, Environment and Climate Change
8	Lands, Housing, Physical Planning and Urbanization
9	Agriculture, Livestock, Fisheries and Co-operative Development
10	Trade, Tourism, Culture and Cooperatives Development
11	Education and Sports



2.2 THE STAFF ESTABLISHMENT

2.2.1 OFFICE OF THE GOVERNOR

2.2.2.1 INTRODUCTION

Section 39 of the County Governments Act 2012, vests authority on the County Executive Committee that is headed by the County Governor.

The Executive Office of the County Governor is established under the Executive Order No. 7 vide Gazette No. 9011 of 2020.

The Governors' Office is responsible for setting the County's Development Agenda (Policy and Strategic Direction) and ensuring that the agenda is clearly understood and owned by stakeholders (especially the citizenry) and implemented in an efficient, effective and responsive manner.

2.2.1.2 VISION

A well run and people centred county government.

2.2.1.3 MISSION

Create and sustain governance arrangements that create an enabling environment for economic growth and job creation, provides assistance to those who need it most, aid delivery of quality services to all residents and most prominently provide services to citizens in a well governed and corruption free administration.

2.2.1.4 STRATEGIC OBJECTIVES

- i. Agenda setting in both the legislative and executive functions.
- ii. Effective and efficient management and administration of county affairs.
- iii. Coordination of engagement with citizenry, including public communications and decentralization agenda.
- iv. Risks and disaster management (identification, mitigation, control and response).
- v. Intergovernmental liaison and people representation at national and international levels.
- vi. Intra-governmental liaison (Relations between the two arms of the county government; and sectors coordination).
- vii. Coordination of service delivery improvement agenda.
- viii. Compliant service delivery agenda - Ensuring compliance with all legal requirements in its pursuit of progressive and sustainable service delivery.

2.2.1.5 CORE FUNCTIONS

The functions and responsibilities of the Governor as defined under Section 30 of the County Governments Act, No. 17 of 2012 and the Constitution of Kenya, 2010, Article 179 is to;



- i. Diligently execute the functions and exercise the authority provided for in the Constitution and legislation.
- ii. Perform such State functions within the County as the President may from time to time assign on the basis of mutual consultations.
- iii. Represent the County in national and international fora and events.
- iv. Appoint, with the approval of the County Assembly, the County Executive Committee in accordance with Article 179(2) (b) of the Constitution.
- v. Constitute the County Executive Committee portfolio structure to respond to the functions and competencies assigned to and transferred to each County.
- vi. Submit the County plans and policies to the County Assembly for approval.
- vii. Consider, approve and assent to bills passed by the County Assembly.
- viii. Chair meetings of the County Executive Committee.
- ix. By a decision notified in the County gazette, assign to every member of the County Executive Committee, responsibility to ensure the discharge of any function within the County and the provision of related services to the people.
- x. Submit to the County Assembly an annual report on the implementation status of the County policies and plans.
- xi. Deliver annual state of the County address containing such matters as may be specified in County legislation.
- xii. Sign and cause to be published in the County gazette, notice of all important formal decisions made by the Governor or by the County Executive Committee.
- xiii. Provide leadership in the County's governance and development.
- xiv. Provide leadership to the County Executive Committee and administration based on the County policies and plans.
- xv. Promote democracy, good governance, unity and cohesion within the County.
- xvi. Promote peace and order within the County.
- xvii. Promote the competitiveness of the County.
- xviii. Be accountable for the management and use of the County resources.
- xix. Promote and facilitate citizen participation in the development of policies and plans and delivery of services in the County.

Section 32 of the County Governments Act, No. 17 of 2012, and Constitution of Kenya, 2010 states that the Deputy Governor shall:

- i. Take and subscribe to the oath or affirmation as set out in the Schedule to this Act before assuming office.
- ii. Deputize the Governor in the execution of the Governor's functions.
- iii. Perform any other responsibility or portfolio as a member of the County Executive Committee that may be assigned by the Governor.
- iv. When acting in office as contemplated in Article 179(5) of the Constitution, not exercise any powers of the Governor, to nominate, appoint or dismiss, that are assigned

to the Governor under the Constitution or other written law.

- v. Not perform any of the functions referred to in Sub-section (iv) above.

2.2.1.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the Office of the Governor is as shown in the figure below;

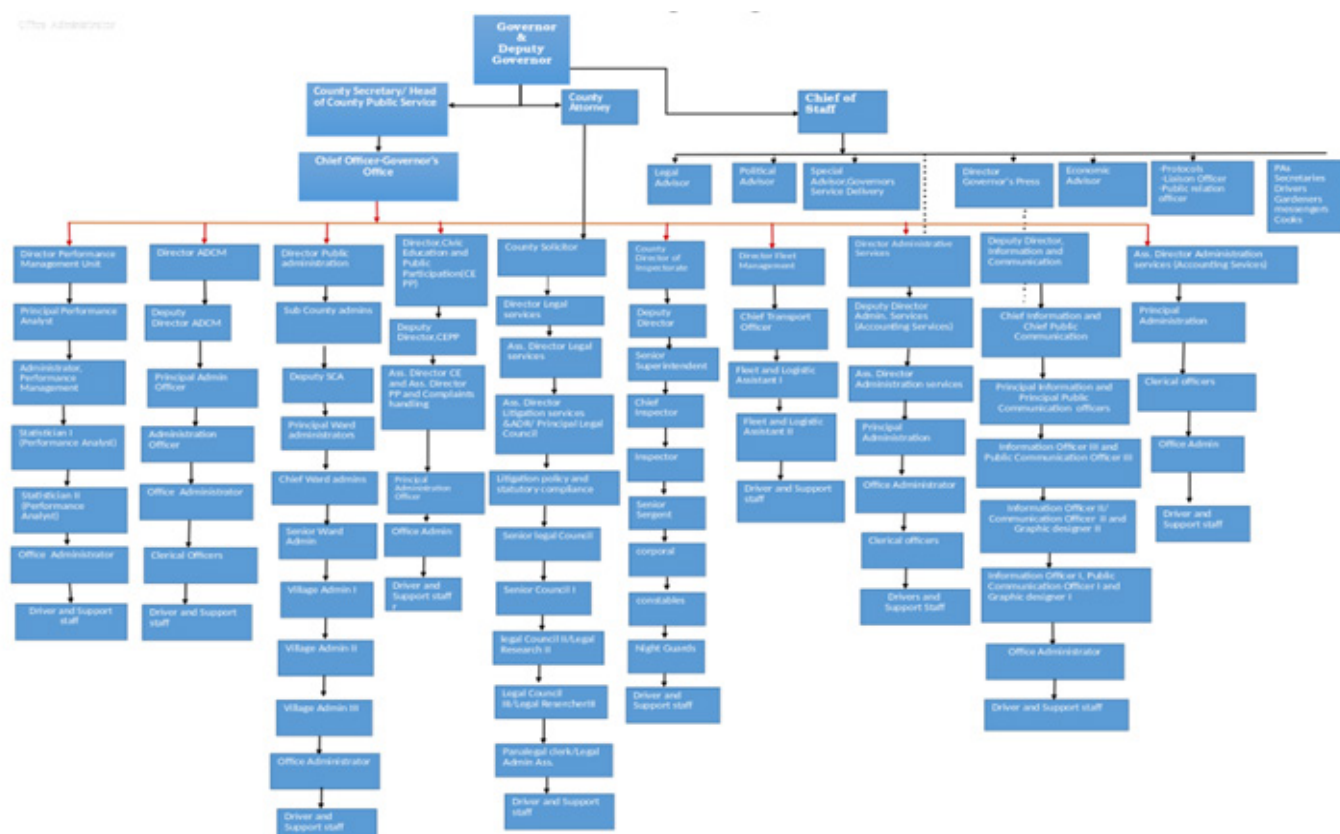


Figure 1: Organogram for the Office of the Governor

2.2.1.7 STAFF ESTABLISHMENT

Table 3: Office of the Governor:

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Governor	5	1	1	0	As provided for in Article 180 of the Constitution of Kenya 2010, and Section 30 of the County Governments Act



DESIGNATION		J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Deputy Governor		6	1	1	0	As provided for in Article 180 of the Constitution of Kenya 2010, and Section 30 of the County Governments Act
APPOINTMENTS BY THE COUNTY GOVERNOR						
Chief of Staff		S	1	1	0	As provided for in Transition Authority circular.
Special Advisor-Governor's Delivery Unit		R	1	1	0	As per Executive Order No.4: Establishment of Governor's Delivery Unit 2020.
Economic Advisor		R	1	1	0	As provided for in Transition Authority circular.
Political Advisor		R	1	1	0	As provided for in Transition Authority circular.
Legal Advisor		R	0	1	1	As provided for in Transition Authority circular.
Director-Governor's Press		R	1	1	0	As provided for in Transition Authority circular.
PERSONAL STAFF TO THE GOVERNOR						
Personal Assistant		M	1	1	0	As provided for in Transition Authority circular.
Executive Secretary		L	1	1	0	As provided for in Transition Authority circular.
Executive Driver		H	1	1	0	As provided for in Transition Authority circular.
Support Staff - Office	Messenger/ Tea-Person	E	1	1	0	As provided for in Transition Authority circular.



DESIGNATION		J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Support staff – Domestic	Cook	E	1	1	0	As provided for in Transition Authority circular.
	Gardener	E	1	1	0	As provided for in Transition Authority circular.
PERSONAL STAFF TO THE DEPUTY GOVERNOR						
Personal Assistant		M	1	1	0	As provided for in Transition Authority circular.
Executive Secretary		L	1	1	0	As provided for in Transition Authority circular.
Executive Driver		H	0	1	1	As provided for in Transition Authority circular.
Support Staff - Office	Messenger/Tea-Person	E	1	1	0	As provided for in Transition Authority circular.
Support staff – Domestic	Cook	E	0	1	1	As provided for in Transition Authority circular.
	Gardener	E	1	1	0	As provided for in Transition Authority circular.
APPOINTMENTS BY THE COUNTY PUBLIC SERVICE BOARD						
OFFICE OF THE GOVERNOR HEADQUARTERS						
ADMINISTRATION OFFICERS						
Director-Administration Services		R	0	1	1	Career progression. Budget implementation To manage, coordinate and supervise general administration services.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director -Administration Services	Q	1	1	0	Budget implementa- tion To manage, coordi- nate and supervise general administra- tion services
PUBLIC RELATIONS OFFICERS					
Chief Public Rela- tions Officer	N	0	1	1	Career Progression
Senior Public Re- lations Officer	M	1	1	0	Managing Gover- nor's protocol mat- ters.
Public Relations Officer I	L	0	1	1	To assist in manag- ing Governor's pro- tocol matters.
Public Relations Officer II	K	0	2	2	To assist in handling Governor's protocol matters.
FLEET & LOGISTICS OFFICERS					
Fleet & Logistics Assistant I	J	0	1	1	Career Progression
Fleet & Logistics Assistant II	H	1	1	0	To manage trans- port matters for the Governor's office.
CLERICAL OFFICERS					
Chief Clerical Of- ficer	J	0	2	2	Career Progression
Senior Clerical Officer	H	0	2	2	Career Progression
Clerical Officer I	G	2	2	0	Compiling statistical records; sorting, fil- ing and dispatching letters; maintaining an efficient filing system.
DRIVERS					
Chief Driver	H	0	2	2	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Driver	G	2	4	2	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. Career Progression
Driver I	F	0	2	2	Career Progression
Driver II	E	2	4	2	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver III	D	1	2	1	Entry Grade-Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.
SUPPORT STAFF					
Senior Support Staff	E	0	3	3	Career Progression
Support Staff I	D	0	3	3	Career Progression
Support Staff II	C	3	8	5	This is the entry grade into the cadre. To offer support, cleaning and messengerial services Officers to be stationed at county headquarters and one officer to be stationed at Performance Management Unit
PERFORMANCE MANAGEMENT UNIT					
ADMINISTRATION OFFICERS					
Director-Performance Management	R	0	1	1	To head Performance Management Unit.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director-Administration Services	P	0	1	1	Career Progression To manage, coordinate and supervise general administration services.
Principal Administration Officer	N	1	1	0	Assigned to Performance Management Unit
Administration Officer I	K	0	1	1	Career Progression
Administration Officer II	J	0	1	1	To be charged with administration and management function.
ECONOMIST/STATISTICIAN					
Economist I/Statistician I	L	0	2	2	Career Progression
Economist II/Statistician II	K	2	3	1	This is the entry grade for Economist /Statistician cadre. To be posted in Performance Management Unit to strengthen the service delivery and performance management function.
Information Communication Technology (ICT) Officers					
Senior Information Communication Technology Officer	L	0	1	1	Career Progression
Information Communication Technology Officer I	K	0	1	1	To be charged with installation and maintenance of computer systems, developing and updating application systems; and carrying out systems analysis.
CLERICAL OFFICERS					



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Clerical Officer	H	0	2	2	Career progression
Clerical Officer I	G	2	4	2	Career Progression Preparation and maintenance of records and ensuring proper maintenance of filing system as well as dispatching documents to various offices.
Clerical Officer II	F	0	2	2	Entry grade for Clerical Officers' cadre To be charged with clerical duties in the Performance Management Unit
COMMUNICATION UNIT					
PUBLIC COMMUNICATIONS OFFICER/INFORMATION OFFICER					
Public Communications Officer I/ Information Officer I	K	0	1	1	Career Progression
Public Communications Officer II/ Information Officer II	J	1	3	2	Career Progression Information gathering on topical issues within the County Editing and dispatching information for dissemination.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Public Communications Officer III/ Information Officer III	H	2	3	1	Entry grade for Public Communications Officer and Information Officer Information gathering on topical issues within the County Editing and dispatching information for dissemination.
GRAPHIC DESIGNER					
Graphic Designer I	L	0	1	1	Career Progression
Graphic Designer II	K	1	1	0	Entry grade for Graphic Designer cadre Developing overall layout and production design for brochures, magazines, reports and advertisements
GRAND TOTAL		39			



2.2.2 OFFICE OF THE COUNTY SECRETARY

2.2.2.1 INTRODUCTION

Article 44 of the County Governments Act, No. 17 of 2012, spells out the functions and responsibilities of the County Secretary, which are as follows:

- Be the head of the County public service
- Be responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the directions of the Executive Committee;
- Convey the decisions of the County Executive Committee to the appropriate persons or authorities;
- Perform any other functions as directed by the County Executive Committee.

2.2.2.2 VISION

To lead the management of a public service able to effectively deliver on the Government objectives.

2.2.2.3 MISSION

To provide the Governor and his Executive Secretaries (cabinet) with sound policy advice and support, and promote a whole-of-government approach resulting in improved governance for the benefit of the County.

2.2.2.4 STRATEGIC OBJECTIVES

- i. To set agenda for both the legislative and executive functions for effective and efficient management and administration of county affairs.
- ii. To coordinate engagement with citizenry, including public communications and decentralization agenda.
- iii. To promote Intergovernmental, Intra-governmental liaison and people representation at national and international levels.
- iv. To ensure compliance with all legal requirements in its pursuit of progressive and sustainable service delivery.
- v. To use ICT infrastructure and systems to improve efficiency in internal operations and service delivery.
- vi. To license and control production, promotion, sale, distribution and use of alcoholic drinks.

The Office of the County Secretary currently has six units under it which are: Public Administration, Alcoholic Drinks Control and Management, Civic Engagement & Public Participation, Inspectorate Unit, ICT and Fleet Management.



2.2.2.5 ORGANIZATIONAL STRUCTURE

The organizational structure for the Office of the County Secretary is as illustrated in the figure below;

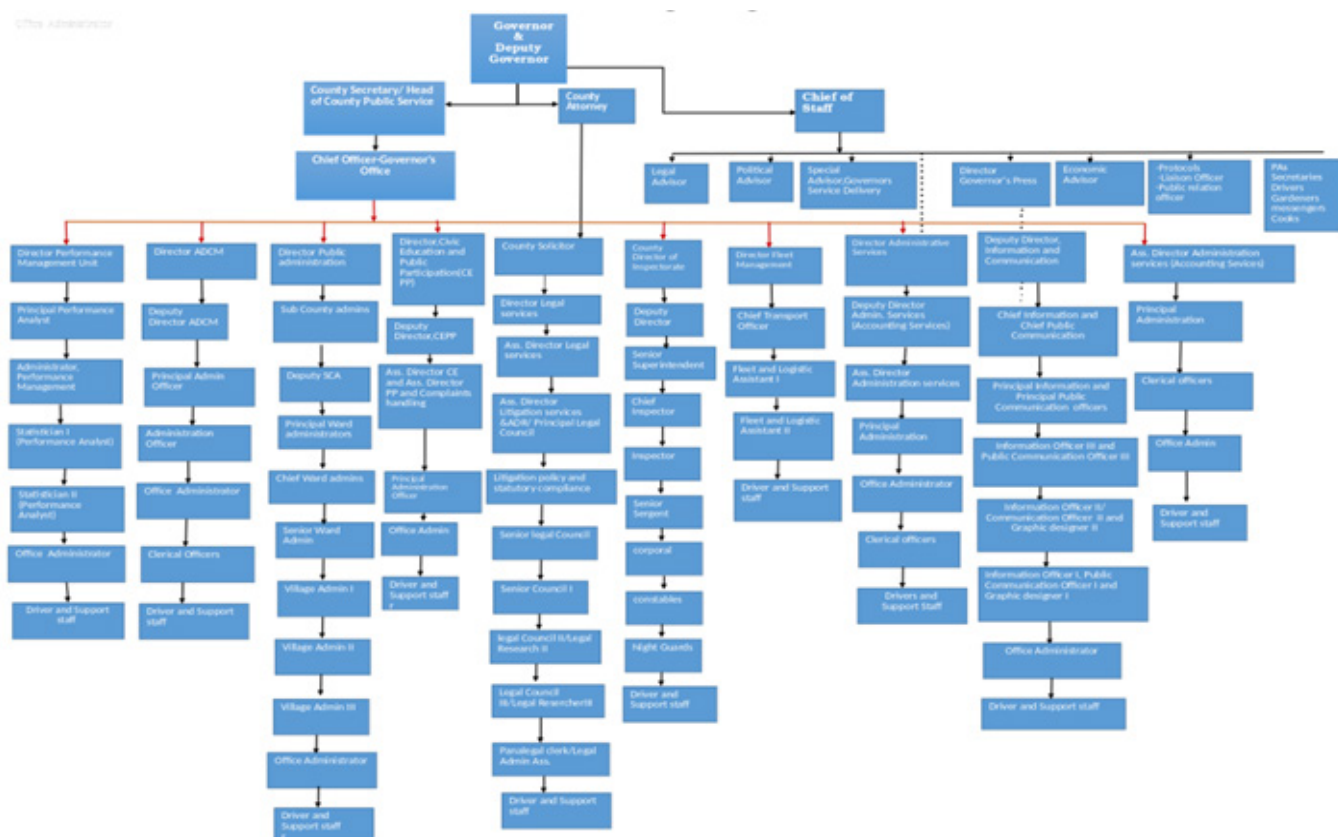


Figure 2: Organogram for the Office of the County Secretary

2.2.2.6 STAFF ESTABLISHMENT

Table 4: Office of the County Secretary

DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
COUNTY HEADQUARTERS					
County Secretary	T	1	1	0	The head of the county public service; Will be responsible for arranging the business and keeping the minutes of the county executive committee ,conveying the decisions of the county executive committee and performing any other functions as directed by the county executive committee. The County Secretary is the overall in-charge of the Office in terms of Policy direction.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy County Secretary / Chief Officer	S	0	1	1	The Deputy County Secretary or Chief Officer will deputize the County Secretary and will assist in coordinating all Units and will undertake Human Resource management duties as delegated by the County Public Service Board.
Director Office Administrative Services	R	0	1	1	Assisting the Deputy County Secretary / Chief Officer in coordinating all units in county secretary's Office and in charge Cabinet Affairs. The Director will also be in charge of general administration, analyzing the utilization of human resource in the department and advising on proper deployment. Making proposals on Human resource management and succession planning.
Deputy Director Office Administrative Services	Q	0	1	1	Deputy Director will assist in cabinet secretarial service, interpreting and implementing administrative policies and procedures in consultation with the Director. Carrying out postings and deployment of office administrative services personnel, coordinating training of personnel and maintaining up to date records, managing office protocols and etiquette. Career progression.
Assistant Director Office Administrative Services	P	1	1	0	Human resource management in the office of the County Secretary, assisting in cabinet secretarial service and preparing up to date records of office administrative services personnel, initiating posting and deployment orders of the staff in this office and collecting, collating, analyzing data and preparing reports.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Office Administrator	N	0	1	1	Provide administrative support services in management of office activities and programs. As well as handling office correspondence and public complaints. Career progression.
Chief Office Administrator	M	1	1	0	Provide administrative support services in management of office activities and programs. Handling office correspondence and public complaints.
TOTAL		4			
ASSISTANT OFFICE ADMINISTRATORS [Secretaries]					
Principal Assistant Office Administrator	N	0	1	1	To handle executive secretarial support services in the County Secretary's Office Duties will include; operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including general cleanliness of the office. Career progression.
Chief Assistant Office Administrator	M	1	3	2	To handle executive secretarial support services. Duties will include; operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including general cleanliness of the office.
Senior Assistant Office Administrator	L	1	3	2	Duties include; secretarial duties, operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness. Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Office Administrator I	K	1	3	2	Duties include; operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Assistant Office Administrator II	J	1	2	1	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Office Administrative Assistant					
Office Administrative Assistant I	J	1	2	1	To undertake administrative support services and secretarial services. Career progression.
Office Administrative Assistant II	H	2	2	0	To undertake administrative support services and secretarial services.
Office Administrative Assistant III	G	1	8	7	To offer administrative support and secretarial services at the sub county offices.
TOTAL		9			
Human Resource Officers					
Human Resource Management officer 1	K	0	1	1	To handle Human Resource support services. Duties include handling human resource management matters within the established policies, rules and regulations, supervision and guiding staff at the facility and human resource information system.
Human Resource Management Officer II	J	0	1	1	This is the entry point of general degree holders.
Human Resource Assistant III	H	0	1	1	Entry for Diploma holders.
TOTAL		0			
Clerical Officers					



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Clerical Officer	J	0	1	1	Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for dispatch.
Senior Clerical Officer	H	0	1	1	Preparation and maintenance of records and ensuring proper maintenance of filing system as well as dispatching documents to various offices.
Clerical Officer I	G	1	1	0	Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Clerical Officer II	F	2	2	0	This is the entry point of clerical officers. Specific duties will include; compiling statistical records, sorting, filing and dispatching letters, maintaining an efficient filing system.
TOTAL		3			
RECORDS OFFICERS					
Records Management Officer II	J	0	1	1	Duties and responsibilities at this level will entail ensuring that letters are filed and marked appropriately to action officers, Controlling and opening of files and updating file indexing. Ensuring security of information/files in the registry.
Records Management Officer III	H	0	1	1	This is the entry point for diploma holders. Duties and responsibilities entails receiving, sorting, opening, filing, and distribution and dispatching of mails and guiding on files disposals.
TOTAL		0			
SUPPORT STAFF					
Senior Support Staff	E	0	1	1	Supervise other support staff in the management of general cleaning services.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Support Staff I	D	0	2	2	Support general cleaning services and other auxiliary duties in public offices.
Support Staff II	C	2	10	8	Supports general cleaning services, documentation and dispatch duties and other auxiliary duties in public offices. The support staff are to undertake general cleaning duties at the sub county offices
Total		2			
DRIVERS					
Chief Driver	H	0	2	2	Career progression.
Senior Driver	G	0	2	2	These are senior drivers and will be required to mentor and supervise drivers working in the Unit. Career progression.
Driver I	F	2	3	1	These drivers will be required to mentor and supervise drivers working in the unit.
Driver II	E	0	3	3	Career progression.
Driver III	D	3	12	9	This grade is the entry level for drivers.
TOTAL		5			
PUBLIC ADMINISTRATION - FIELD SERVICES					
County Director of Administration	R	0	1	1	The County Director of Administration shall be responsible for initiating, interpreting, implementing and reviewing administrative policies, strategies, procedures and programs. Overseeing coordination, management and supervision of the general administrative functions in the County, overseeing public service reforms and service delivery in the county, overseeing developmental programs to empower the community and coordinating citizen participation in the development of policies, plans and delivery of services. Facilitating intra and inter-governmental relations and conflict resolutions.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Sub-County Administrator/ Deputy Director, Administrative Services	Q	1	8	7	An Officer at this level may be deployed at the Headquarters or in the field. Duties and responsibilities include implementing reviewing and interpreting administrative policies, strategies, procedures and programmes and supervising general administrative services, implementing public service reforms and facilitating maintenance of infrastructure and facilities. Field duties will include: co-ordination, management and supervision of the general administrative functions in the area of jurisdiction and ensuring efficient service delivery. Initiating developmental activities to empower the community, facilitation and coordination of citizen participation and disseminating information to the public, providing linkage between the office and the community, facilitating mobilization and ensuring prudent utilization of resources, facilitating citizen participation in the development of policies, plans and delivery of service, facilitating intra and inter-governmental relations and conflict resolutions, overseeing safe custody of government assets in the area of jurisdiction, ensuring compliance with legal, statutory and regulatory requirements and identifying development projects.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Sub-County Administrator/ Assistant Di- rector Admin- istrative Ser- vices	P	0	8	8	An Officer at this level may be deployed at the Headquarters or in the field. Duties and responsibilities include initiating and interpreting administrative policies, strategies, procedures and programmes and supervising general administrative functions, implementing public service reforms and facilitating maintenance of infrastructure and facilities. Field duties will include: co-ordination, management and supervision of the general administrative functions in the area of jurisdiction and ensuring efficient service delivery. Initiating developmental activities to empower the community, facilitation and coordination of citizen participation and disseminating information to the public, providing linkage between the office and the community, facilitating mobilization and ensuring prudent utilization of resources, facilitating citizen participation in the development of policies, plans and delivery of service, facilitating intra and inter-governmental relations and conflict resolutions, overseeing safe custody of government assets in the area of jurisdiction, ensuring compliance with legal, statutory and regulatory requirements and identifying development projects.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Ward Administrator/ Principal Administrative Officer	N	12	30	18	An Officer at this level may be deployed at the Headquarters or in the field. Duties and responsibilities include initiating and implementing administrative policies, strategies, procedures and programmes. Undertaking general administrative functions, implementing public service reforms and facilitating maintenance of infrastructure and facilities. Field duties will include: co-ordination, management and supervision of the general administrative functions in the area of jurisdiction and ensuring efficient service delivery. Initiating developmental activities to empower the community, facilitation and coordination of citizen participation and disseminating information to the public, providing linkage between the office and the community, facilitating mobilization and ensuring prudent utilization of resources, facilitating citizen participation in the development of policies, plans and delivery of service, facilitating inter-governmental relations and conflict resolutions, overseeing safe custody of government assets in the area of jurisdiction, ensuring compliance with legal, statutory and regulatory requirements and identifying development projects.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Ward Administrator/ Chief Administrative Officer	M	0	2	2	An Officer at this level may be deployed at the Headquarters or in the Field. Duties and responsibilities include implementing administrative policies, strategies, procedures and programmes. Undertaking general administrative functions, implementing public service reforms and facilitating maintenance of infrastructure and facilities. Field duties will include: co-ordination, management and supervision of the general administrative functions in the area of jurisdiction and ensuring efficient service delivery. Initiating developmental activities to empower the community, facilitation and coordination of citizen participation and disseminating information to the public, providing linkage between the office and the community, facilitating mobilization and ensuring prudent utilization of resources, facilitating citizen participation in the development of policies, plans and delivery of service, facilitating inter-governmental relations and conflict resolutions, overseeing safe custody of government assets in the area of jurisdiction, ensuring compliance with legal, statutory and regulatory requirements and identifying development projects. Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Ward Administrator/ Senior Administrative Officer	L	0	18	18	An Officer at this level may be deployed at the Headquarters or in the Field. Duties and responsibilities include implementing administrative policies, strategies, procedures and programmes in the area of jurisdiction. Undertaking general administrative functions, implementing public service reforms and facilitating maintenance of infrastructure and facilities. Initiating developmental activities to empower the community, facilitation and coordination of citizen participation and disseminating information to the public, providing linkage between the office and the community, facilitating mobilization and ensuring prudent utilization of resources, facilitating citizen participation in the development of policies, plans and delivery of service, facilitating inter-governmental relations and conflict resolutions, overseeing safe custody of government assets in the area of jurisdiction, ensuring compliance with legal, statutory and regulatory requirements and identifying development projects.
Village Administrator I / Administration Officer I	K	0	2	2	Career progression.
Village Administrator II/ Administration Officer II	J	0	2	2	Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Village Administrator III / Administration Officer III	H	0	257	257	An Officer at this level will work under the guidance and supervision of a Senior Officer. A Village Administrator shall coordinate and manage the general administrative functions in the village including ensuring and coordinating the participation of the village unit in governance and assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level. Facilitating logistics for meetings and other special meetings, collecting and collating data on development activities, providing input in organizing public participation awareness at the local level.
TOTAL		13			
PUBLIC PARTICIPATION AND CIVIC EDUCATION					
County Director Administrative Services (Civic Education and Public Participation)	R	0	1	1	In-charge of the Directorate. Duties include coordinating Civic Education and Public participation in the County.
Deputy Director Administrative Services (Civic Education and Public Participation)	Q	0	1	1	To assist the director in the co-ordination of the directorate. Career progression.
Assistant Director Administrative Services (Civic Education and Public Participation)	P	0	2	2	One Officer will be in-charge of Civic Education and one in-charge of Public Participation. Career progression.
Principal Office Administrative Services (Civic Education and Public Participation)	N	1	1	0	Provide administrative support services in management of office activities and programs. As well as handling office correspondence and public complaints.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Office Administrator (Civic Education and Public Participation)	M	0	1	1	Provide administrative support services in management of office activities and civic education and public participation programs. As well as handling office correspondence and public complaints.
Senior Office Administrator (Civic Education and Public Participation)	L	0	1	1	Provide administrative support services in management of office activities and civic education and public participation programs. As well as handling office correspondence and public complaints. Career progression.
Assistant Office Administrator I (Civic Education and Public Participation)	K	0	1	1	Duties include operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness. Career progression.
Assistant Office Administrator II (Civic Education and Public Participation)	J	0	1	1	To offer administrative support to the department. Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
TOTAL		1			
DIRECTORATE OF ALCOHOLIC DRINKS CONTROL AND MANAGEMENT					
Director Administrative Services (Alcoholic Drinks Control and Management)	R	1	1	0	In-charge of the Directorate of Alcoholic Drinks Control and Management.
Deputy Director Administrative Services (Alcoholic Drinks Control and Management)	Q	0	1	1	Career progression



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Administrative Services (Alcoholic Drinks Control and Management)	P	0	1	1	To assist in administrative duties in the directorate. Career progression.
Principal Office Administrator (Alcoholic Drinks Control and Management)	N	1	1	0	To be in charge of the day to day administrative activities in the directorate.
Chief Office Administrator (Alcoholic Drinks Control and Management)	M	1	1	0	To assist in the day to day administrative activities in the directorate.
Senior Office Administrator (Alcoholic Drinks Control and Management)	L	0	2	2	To provide secretarial duties in the county and sub county alcohol committees.
Office Administrator I (Alcoholic Drinks Control and Management)	K	0	1	1	Duties include managing and processing data, operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including maintaining confidentiality of data and managing office protocol.
Office Administrative Assistant I (Alcoholic Drinks Control and Management)	J	1	2	1	To undertake administrative support services and secretarial services. Career progression.
Office Administrative Assistant II (Alcoholic Drinks Control and Management)	H	0	1	1	To undertake administrative support services and secretarial services as well as undertake clerical duties.
TOTAL		4			
DIRECTORATE OF COUNTY INSPECTORATE UNIT					



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Director - County Inspectorate	R	0	1	1	Officer In-charge of the Inspectorate Unit Duties include planning, coordination and administration of County enforcement regulations, policies, strategies, and programs, ensuring the formulation and implementation of policies, regulations and procedures on enforcement of county laws, ensuring payment of lawfully imposed and prescribed penalties as per the respective laws; overseeing the enforcement of National and County laws and regulations; ensuring the routine patrols and/or guarding of access points and key strategic areas in County institutions and installations; ensuring the execution of orders and warrants lawfully issued to county law breakers; overseeing the preservation of order and sanity in markets, bus parks and other business premises; undertaking command and supervision of all County Inspectorate staff; ensuring performance management, financial control and effective reporting; ensuring County Inspectorate personnel management, development, discipline and welfare; Initiating disciplinary for officers under his/her jurisdiction; Overseeing Records management and inventory control; Ensuring provision of uniform and other necessary working tools to staff; and ensuring coordination and good working relationship with other National and County agencies at the County level in all security and enforcement matters.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director County Inspectorate	Q	0	1	1	Deputizing the Director on administrative and operational activities of the County Inspectorate Unit; Duties include initiating disciplinary for officers under his/her jurisdiction; identifying areas that require enforcement activities within the County; developing security and enforcement programs within the County; monitoring and evaluating program implementation of inspectorate activities; undertaking administrative and operational activities within the County; coordinating good working relationship with other National and County agencies at the County level in all security and enforcement matters and during disasters; coordinating the processing of Inspectorate reports and forwarding the same to the Director; developing frequent inspections programs on regulated activities to ensure compliance within the County; analyzing data for input in the development and review of policies, guidelines, procedures, strategies and research; implementing all policies, guidelines and strategies on matters security and enforcement; and supervising, guiding and mentoring staff in the enforcement cadre in the County. Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director County Inspectorate	P	0	1	1	Career progression. An officer at this level will be in charge of a cluster of Sub-Countries, work under the guidance of the Deputy Director, Inspectorate. Duties and responsibilities at this level will entail undertaking both administrative and operational duties; initiating disciplinary for officers under his/her jurisdiction; identifying areas that require enforcement activities within the Sub-countries; Responsible for developing security and enforcement programs within the clustered Sub-Countries.
Principal Inspectorate Officer	N	0	1	1	Holder will report to the Assistant Director, Administrative Services or to any other designated office in charge of Inspectorate. Duties will include undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction; developing security and enforcement programs within the area of assignment; Identifying areas that require enforcement activities within his area of jurisdiction; Receiving, scrutinizing and signing of charge sheets from investigation officers; Supervision and training of junior officers; executing orders and warrants lawfully issued to county law breakers; preparing and conducting frequent inspection programs on regulated activities to ensure compliance; overall shift supervisor; preparing and forwarding reports on all inspectorate matters at the Sub- county; Ensuring enforcement personnel welfare is catered for at the county. Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Inspectorate Officer	M	0	1	1	The holder will report to the Principal Inspectorate Officer. Duties will include undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction; Ensuring imposed and prescribed penalties are paid as per the law; managing shift register; developing security and enforcement programs within his or her area of assignment; screening people entering county offices, public places and providing VIP protection; ensuring compliance to Values and Principles of the Public Service in area of jurisdiction; responsible for orderly conduct and discipline of junior officers; and executing orders and warrants lawfully issued to county law breakers. Career progression.
Senior Inspectorate Officer	L	0	4	4	Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Inspectorate Officer I	K	0	8	8	The holders will report to the Senior Inspectorate Officer. Ensuring compliance with county laws in conjunction with other law enforcement agencies; conducting preliminary investigations and recording statements, liaising with relevant Government agencies to arrest people breaking the enforced laws; giving evidence in court, marking and preserving exhibits; Performing customer care desk duties such as receiving and directing visitors to the relevant offices; Responding to distress calls from the public; Guarding and securing County Government buildings and vital installations; Screening people entering county offices, public places and providing VIP protection; executing all orders and warrants lawfully issued to county law breakers; Maintaining order and sanity in markets, bus parks and other business premises; Conducting frequent inspections on regulated activities to ensure compliance; Ensuring orderly parking and traffic management in county town centers; apprehending, undertaking investigations and assisting in prosecution of county law breakers; collection of information and reporting on security matters; drawing and Supervision of work schedules and duty rosters; supervision and training of junior officers; developing security, enforcement and inspection programs within his or her area of assignment; Career Progression.





DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Inspectorate Officer II/ Chief Assistant Inspectorate Officer	J	0	10	10	Career progression. An officer at this grade will be deployed at the County premises, Ward level or in any of the established county enforcement units.
Senior Assistant Inspectorate Officer	H	4	10	6	Career progression. An officer at this grade will be deployed at the County premises, Ward level or in any of the established county enforcement units.
Assistant Inspectorate Officer I	G	9	10	4	Career progression. An officer at this grade will be deployed at the County premises, Ward level or in any of the established county enforcement units.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant In- spectorate Offi- cer II	F	88	100	12	This is the entry grade. An officer at this grade, will be deployed at the County prem- ises, Ward level or in any of the established county enforce- ment units. Duties and responsibilities at this level will entail collecting information and reporting on security matters, conducting preliminary investigations and recording statements, Con- trolling traffic flow; Assisting in customer care desk staff in receiving and directing visitors to the relevant offices; Hoisting of flags, Responding to distress calls from the public; Guard- ing and securing County Gov- ernment buildings and vital installations, Screening people and vehicles entering county offices, public places, Ensuring compliance with county laws in conjunction with other law enforcement agencies, Execute all orders and warrants lawfully issued to county law break- ers and giving evidence in court, Maintaining order and sanity in markets, bus parks and other business premises, Conducting frequent inspec- tions on regulated activities to ensure compliance, Enhancing collection of revenue through imposing prescribed penalties as per the law, Any other duty that maybe assigned by the su- periors.
Security Guards					
Senior Security Guard	E	0	5	5	Career progression.
Security Guard I	D	0	10	10	Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Security Guard II	C	26	28	2	This is the entry and training grade. Duties and responsibilities will entail: Guarding access points, County Government buildings and key strategic areas in County institutions and other vital installations; Responding to distress calls from the public; Recording statements; Giving evidence in court; Marking and preserving exhibits; Assisting in preliminary investigations; Assisting in arresting people breaking the enforced law; Undertake routine patrols and or guarding of access points and key strategic areas in County institutions and installations; ; Conducting regular inspections on regulated activities to ensure compliance; Performing customer care desk duties such as receiving and directing visitors to the relevant offices; arresting people breaking the enforced law; Screening people entering public places and Ensuring compliance with county laws in conjunction with other law enforcement agencies.
TOTAL		127			
Information Communication Technology (ICT)					
Director ICT	R	0	1	1	In-charge of the Directorate and all ICT matters in the county.
Deputy Director ICT	Q	0	1	1	Assist in administrative and operational activities of the County ICT Unit
Assistant Director ICT	P	0	1	1	Will assist the Deputy Director and will be the County System Administrator. Duties and responsibilities at this level will entail undertaking both administrative and operational duties. Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal ICT Officer	N	0	2	2	2 Principal ICT officers in-charge of specialized field i.e. Software/Security and Hardware/Networks.
Chief ICT Officer	M	2	4	2	Specialized Officers i.e. System Developer and Networks Engineer.
Senior ICT Officer	L	0	2	2	Webmaster, Security Specialist, Support Specialist, Network Technician. Career progression.
ICT Officer I	K	0	4	4	Technical officers; Webmaster, Security Specialist, Support Specialist, Network Technician.
ICT Officer II	J	1	5	4	ICT Technicians. To support ICT services across County facilities. Career progression.
ICT Officer III	H	1	15	14	ICT Technicians. To support ICT services across County facilities.
TOTAL		4			
FLEET MANAGEMENT UNIT					
Chief Transport Officer	M	0	1	1	In-charge of the county fleet management.
Transport / Fleet/Logistics officer	L	0	2	2	To assist in fleet management, logistics, work tickets, vehicle mechanical inspection, vehicle insurance, accident claims etc.
TOTAL		0			



2.2.3 OFFICE OF THE COUNTY ATTORNEY

2.2.3.1 INTRODUCTION

This office is established pursuant to the Office of the County Attorney's Act, 2020.

It is further provided for in the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020.

2.2.3.2 VISION

To be a benchmark of professional legal excellence for county law offices in Kenya.

2.2.3.3 MISSION

To provide timely, objective and reliable legal support to the County Government and all its departments on all legal matters that may arise in the execution of its Constitutional and Statutory mandate.

2.2.3.4 STRATEGIC OBJECTIVES

- i. To continuously review and develop internal policies in order to keep pace with changing legal and regulatory requirements.
- ii. Promote preservation of ethical legal standards through biannual training of the Department's staff on professional legal ethics.
- iii. To continually improve on customer relations.
- iv. Ensure that any legal queries are dealt with in the highest attainable standard of professionalism and urgency.

2.2.3.5 CORE FUNCTIONS

The Office of the County Attorney was established through an Act of Parliament being The Office of the County Attorney Act, 2020 which came to effect on 27th July 2020.

The Act provides for the functions of the office as follows;

- i. As the principal legal adviser to the county government;
- ii. Attending the meetings of the county executive committee as an ex-officio member of the executive committee;
- iii. On the instructions of the county government, represent the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- iv. Advising departments in the county executive on legislative and other legal matters;
- v. Negotiating, drafting, vetting and interpreting documents and agreements for and

on behalf of the county executive and its agencies;

- vi. Revision of county laws;
- vii. May liaise with the Office of the Attorney General when need arises.
- viii. Perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney.

2.2.3.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the Office of the County Attorney is as illustrated in the figure below;

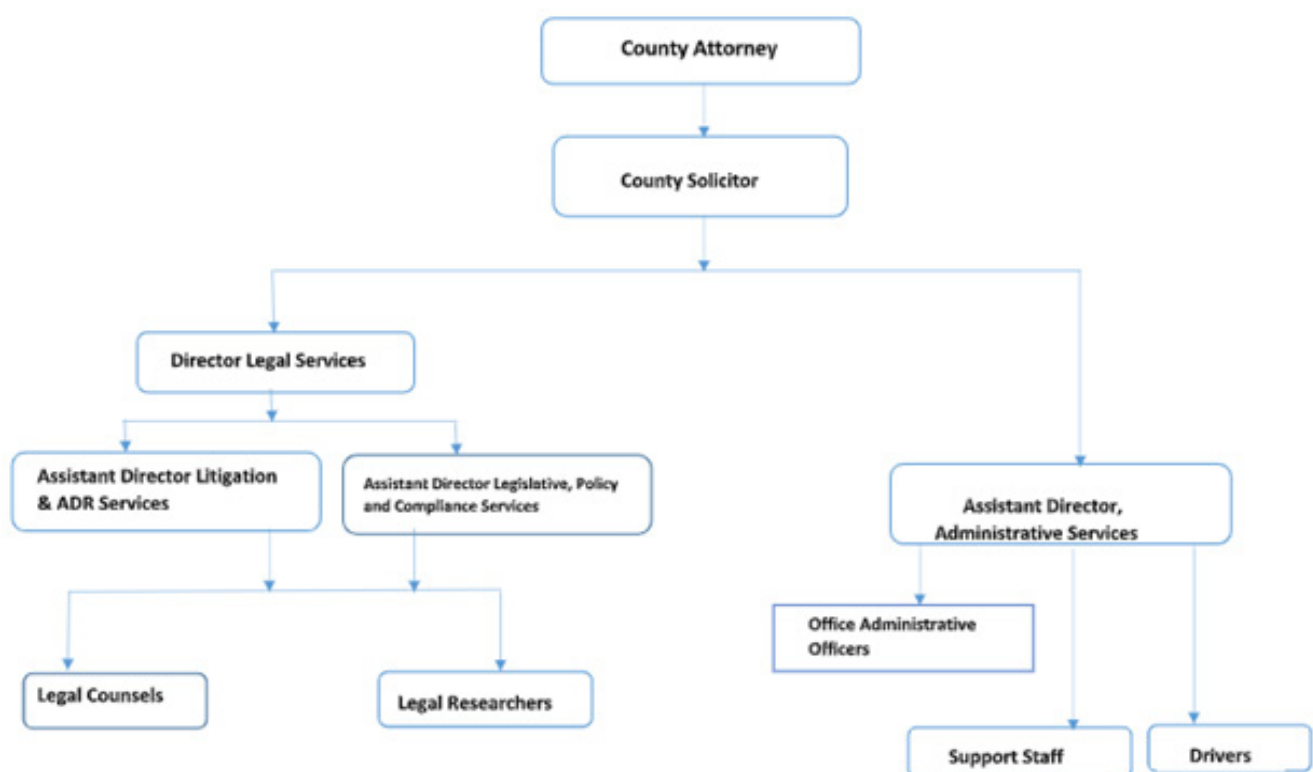


Figure 3: Organogram for the Office of the County Attorney



2.2.3.7 STAFF ESTABLISHMENT

Table 5: Office of the County Attorney

DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Attorney	Stat - tus of CECM	1	1	0	Section 6, 7, 8 & 9 of the Office of County Attorney Act, 2020 The principal legal adviser to the county government Has the status and rank of a member of the county executive committee <i>Ex officio</i> member of the county executive committee Shall be the depository of all County laws and legal documents and agreements signed for or on behalf of the county executive.
County Solicitor	S	0	1	1	Section 17 of the Office of County Attorney Act, 2020 The principal assistant of the County Attorney in the execution of the functions of the County Attorney under the Act and any other written law.
LEGAL SERVICES					
Director Legal Services	R	0	1	1	Section 18 & 22 of the Office of County Attorney Act, 2020 Assisting the County Attorney and County Solicitor in discharge of functions of the office. Coordinate and manage all technical units in the office.



DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Assistant Director	Q	0	3	3	Career progression Section 18 & 22 of the Office of County Attorney Act, 2020 (head of unit)
Principal Legal Counsel / (Assistant Director Litigation & ADR services and Legislation, Policy and Statutory Compliance)	P	0	2	2	Section 18 & 22 of the Office of County Attorney Act, 2020 Head of litigation and ADR unit Support in managing all litigation and ADR in the office. Support in monitoring and advising on potential litigation and efficient resolution of dispute involving the County Government. Support in legislative drafting and policy development Support in advice on policy proposals in consultation with departments for efficient running of county government.
Senior Legal Counsel	N	0	3	3	Career progression Section 18 & 22 of the Office of County Attorney Act, 2020 Support the County Attorney in discharge of duties as assigned in respective technical units.





DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
Legal Counsel I	M	0	3	3	Career progression Section 18 & 22 of the Office of County Attorney Act, 2020 Support the County Attorney in discharge of duties as assigned in respective technical unit.
Legal Counsel II	L	0	4	4	Section 18 & 22 of the Office of County Attorney Act, 2020 Support the County Attorney in discharge of duties as assigned in respective technical unit.
Legal Counsel III	K	2	4	2	Section 18 & 22 of the Office of County Attorney Act, 2020 Support the County Attorney in discharge of duties as assigned in respective technical unit.
LEGAL RESEARCHERS					
Legal Researcher II	L	0	0	0	Career Progression Section 22 of the Office of County Attorney Act, 2020. Support the County Attorney in discharge of duties as assigned in respective technical unit.



DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
Legal Re-searcher III	K	0	2	2	Section 22 of the Office of County Attorney Act, 2020 Support the County Attorney in discharge of duties as assigned in respective technical unit To offer legislative research support on various county functions.
CLERICAL OFFICER (LEGAL)					
Chief Clerical Officer	J	1	1	1	Section 22 of the Office of County Attorney Act, 2020 To offer legal clerical duties and process service. (To be harmonized).
COUNTY ADMINISTRATION STAFF					
Assistant Director Administration Services	P	0	1	1	Career progression.
Principal Administration Officer	N	0	1	1	Career progression.
Chief Administration Officer	M	0	1	1	Manage and supervise the general administrative functions in the Office of the County Attorney. Managing premises, assets and insurance policies, planning and coordinating office accommodation and other administrative functions.
OFFICE ADMINISTRATIVE STAFF					



DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Office Administrator	K	0	1	1	Section 18 & 22 of the Office of County Attorney Act, 2020 Head of Administrative unit Accounting officer for the Department. Support in administrative duties
Office Administrative Assistant I	J	0	0	0	Career progression
Office Administrative Assistant II	H	0	0	0	Career progression
Office Administrative Assistant III	G	0	2	2	Operating office equipment, word and data processing, handling telephone calls and equipment, attending to visitors/clients.
DRIVERS					
Chief Driver	H	0	0	0	Career progression
Senior Driver	G	1	1	0	For the County Attorney. Driving assigned vehicle, routine checks and maintenance of vehicle, maintenance of work tickets, carrying authorized passengers and /or goods.
Driver I	F	0	0	0	Career progression
Driver II	E	0	0	0	Career progression
Driver III	D	0	1	1	Entry level. Driving assigned vehicles, routine checks and maintenance of vehicle, maintenance of work tickets, carrying authorized passengers and /or goods.
SUPPORT STAFF					



DESIGNATION	J/G	I N POST	OPTIMAL	VARIANCE	JUSTIFICATION
Support Staff I	D	0	0	0	Career Progression
Support Staff II	C	0	1	1	Undertaking cleaning duties in the area of deployment; performing office messengerial duties; preparing tea and washing utensils; and undertaking any other related duties.
TOTAL		5			

2.2.4 COUNTY PUBLIC SERVICE BOARD

2.2.4.1 INTRODUCTION

The County Public Service Board is established under section 57 of the County Governments Act, 2012. It is stipulated to be;

- A body corporate with perpetual succession and a seal; and
- Capable of suing and being sued in its corporate name.

In undertaking its functions, the County Governments (Amendments) Act, 2020 states that the county public service board shall—

- Be independent and shall not be subject to the direction or control of any other person or authority; and
- Adhere to the Constitution, this Act and any other relevant law.

2.2.4.2 VISION

To be a trend setting, ethical and dynamic institution that enables delivery of quality public services.

2.2.4.3 MISSION

To support and enable the County Government of Nyeri deliver professional, ethical and efficient services through a transformed public service.

2.2.4.4 STRATEGIC OBJECTIVES

- To provide staffing for and functioning of the County Public Service for effective, efficient and quality delivery of services through an equitable and fair process.
- Build the CPSB capacity to deliver on its mandate.
- Ensure the sustainability of the County Public Service by improving the utilization of human resources.



- iv. Address human resource requirements of the Nyeri public service for delivery of services.
- v. Improve the governance index in the public service by promoting National Values and Principles of Governance and Values and Principles of Public Service in the County public service.

2.2.4.5 COMPOSITION

The County Public Service Board generally composes of the following:

- a) County Public Service Board as constituted by section 58 of the County Governments Act, 2012;
- b) The Secretariat that offers technical support to the Board.

2.2.4.6 MANDATE

Section 59 of the County Governments Act mandates the County Public Service Board to perform the following:

- i. Establish and abolish offices in the County Public Service;
- ii. Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the county and to confirm appointments;
- iii. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- iv. Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- v. Promote in the County Public Service the Values and Principles referred to in Articles 10 and 232 of the Constitution;
- vi. Evaluate and report to the County Assembly on the extent to which the Values and Principles referred to in Articles 10 and 232 are complied with in the County Public Service;
- vii. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- viii. Advise the County Government on human resource management and development;
- ix. Advise the County Government on implementation and monitoring of the national performance management system in the county;
- x. Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for county public service employees.

2.2.4.7 ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT

The County Public Service Board shall have a Secretariat that will mainly constitute of the following:

- a) Human Resource and Administration unit
- b) Legal and compliance unit

2.2.4.8 ORGANIZATIONAL STRUCTURE

The organizational structure of the CPSB is as illustrated in the figure below;

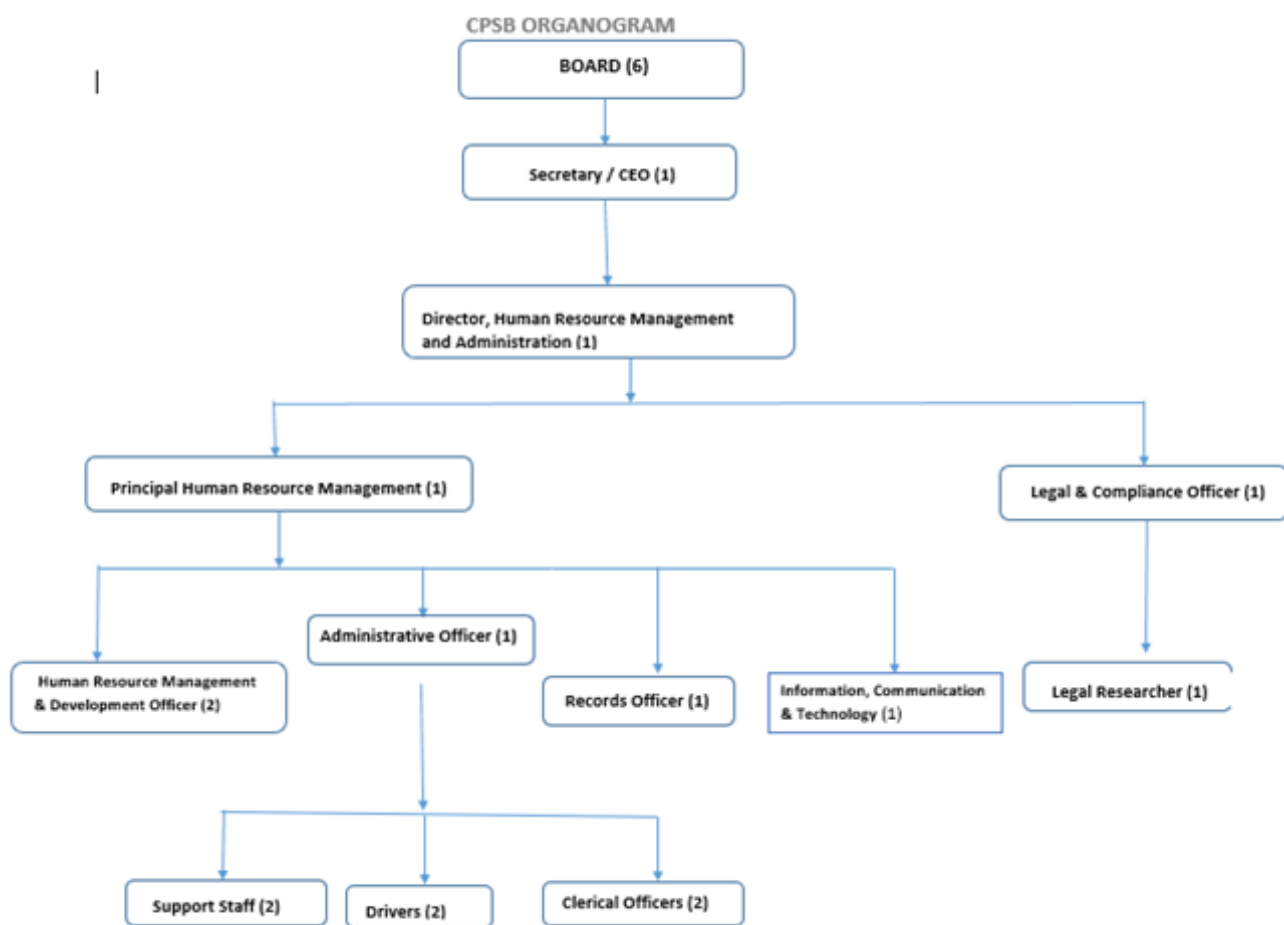


Figure 4: Organogram for the County Public Service Board



2.2.4.9 STAFF ESTABLISHMENT

Table 6: County Public Service Board

DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chairperson, Board	T	1	1	0	As provided for by Section 58 of the County Governments Act.
Board Members	S	5	5	0	As provided for by Section 58 of the County Governments Act.
Secretary/CEO	S	1	1	0	As provided for by Section 58 of the County Governments Act.
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT					
Director Human Resource Management & Development	R	1	1	0	Assist in the human resource function in the Board, including preparation of specific technical papers on HR matters.
Senior Assistant Director, Human Resource Management & Development	Q	0	0	0	Career progression
Assistant Director, Human Resource Management & Development	P	0	0	0	Career progression
Principal Human Resource Management	N	0	1	1	In charge of HR function at the Secretariat.
Chief Human Resource Management & Development	M	0	0	0	Career progression



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Human Resource Management & Development Officer	L	0	2	2	Career progression
Human Resource Management and Development Officer I	K	2	2	0	Assist in the HR Management function. Provision of technical support on specific HR Matters (to be the entry for HR Officers due to the nature of work at the board)
OFFICE ADMINISTRATIVE SERVICES					
Principal Office Administrator	N	0	0	0	Career progression
Chief Office Administrator	M	0	1	1	Career progression
Senior Office Administrator	L	1	1	0	In charge of customer care and public relations of the Secretariat.
Office Administrator I	K	0	0	0	Receptionist
Office Administrator II	J	0	0	0	Receptionist
LEGAL OFFICERS					
Deputy Chief Legal Officer	P	1	1	0	Head a unit in the sub-directorate of Legal and compliance
Assistant Deputy Chief Legal Officer	L	0	0	0	Prepare technical legal advices and carry out research
Principal Legal Officer	N	0	0	0	Provide legal support and advice to the Board.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Legal Officer	M	0	0	0	Provide clerical support in legal matters
Legal Officer I	L	0	1	1	Provide clerical support in legal matters
Legal Officer II	K	1	1	0	Provide clerical support in legal matters
RECORDS OFFICERS					
Senior Records Management Officer	L	0	0	0	Career progression
Records Management Officer I	K	0	1	1	Career progression
Records Management Officer II	J	1	1	0	Custodian of the Secretariat records.
INFORMATION AND COMMUNICATION TECHNOLOGY					
Information and Communication Technology officer I	M	0	0	0	Career progression
Information and Communication Technology officer II	L	0	0	0	Career progression
Information and Communication Technology officer III	K	1	1	0	Entry for the officer in charge of the E-Systems
SUPPORT STAFF- DRIVERS, MESSENGER/CLERICAL OFFICERS					
Senior Clerical Officer	H	0	0	0	Career progression
Clerical Officer I	G	0	1	1	Career progression



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officer II	F	1	2	1	This is the entry of the clerical officers. They will perform general clerical tasks.
DRIVERS					
Driver I	F	0	0	0	Career progression
Driver II	E	0	2	2	Career progression
Driver III	D	2	3	1	Custodian of the Board's vehicles.
SUPPORT STAFF					
Senior Support Staff	E	0	0	0	Career progression
Support Staff I	D	0	0	0	Career progression
Support Staff II	C	2	2	0	Carry out support work including messengerial, cleaning and kitchen duties.
Total		20			

2.2.5 HEALTH SERVICES

2.2.5.1 INTRODUCTION

This Department is established by Executive Order No.7 vide Gazette No. 9011 of 2020 to handle all matters related to health services in the County, except regulation of professionals.

2.2.5.2 VISION

An efficient and high-quality health care system that is accessible, equitable and affordable for all.

2.2.5.3 MISSION

To promote and provide quality integrated preventive, promotive, curative, rehabilitative and palliative services to all Nyeri county residents.

2.2.5.4 STRATEGIC OBJECTIVES

- To strengthen administrative, general logistical and other support for efficient service delivery.
- To reduce incidence of preventable illnesses and mortality in Nyeri County.

- iii. To provide equitable clinical services emergency and referrals.
- iv. To improve quality, access and affordability of hospital services.
- v. To foster partnership and improve financing of medical services in the hospitals.
- vi. To build capacity of health care workers to achieve their mandate.

2.2.5.5 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

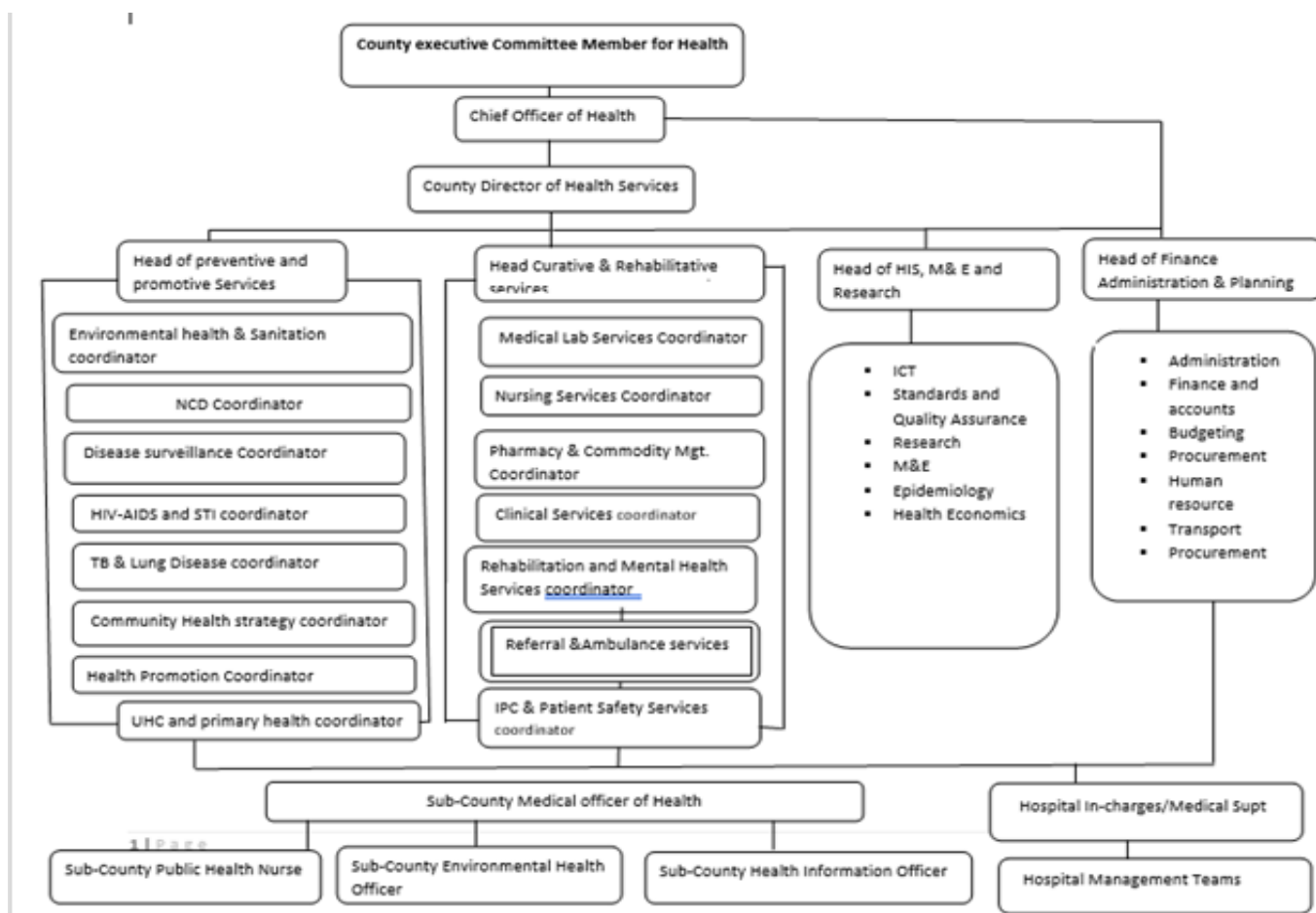


Figure 5: Health Services



2.2.5.6 STAFF ESTABLISHMENT

Table 7: Health Services

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
Director, Health Services	R	1	1	0	Overall in-charge of administration in the department. Formulate and implement policies, strategies and projects relating to health.
HEALTH PERSONNEL					
NURSES					
Degree/Diploma Holders					
Deputy Director Nursing Services	R	0	1	1	The Deputy Director Nursing will be the overall in charge of all Nurses in the County.
Senior Assistant Director Nursing Services/nurse specialist	Q	2	10	8	Deputize the County Nursing and the others will be in charge of the county referral hospital and county specialized programs and specialists.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Nursing Services/Senior Principal Registered Nurse	P	4	30	26	Provide Technical advice in Nursing services to the top level management in the Department of Health services. Coordinate provision of appropriate Nursing care services and adherence to standard operating procedures ;holding inventory of commodities and equipment, coordinating and auditing nursing care to patients,, supervising nurses in the units comprising the department or commodities and logistics and ensuring delivery of quality nursing services.
Principal Nursing Officer/ Principal Registered Nurse	N	1	60	59	Planning, implementing and evaluating nursing care at the community level, or hospital unit or out-post unit. Teaching students and updating staff on new trends in patient and client care. Coordinate continuing education activities or be an assistant to a nurse-researcher.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Nursing Officer/Chief Registered Nurse	M	55	135	80	Assessing, planning and implementing nursing interventions, evaluating patients, provide health care services, monitoring health care outcomes.
Senior Nursing Officer/ Senior Registered Nurse	L	132	177	45	Mentor paramedical trainees. Assist in clinical guided practices.
Nursing Officer Interns/Registered Nurse[1]	K	65	207	142	Entry level. Career Progression.
Registered Nurse[2]	J	178	359	181	Serve in wards and clinics in hospitals, outpatient and Maternal Child Health Clinics.
Registered Nurse[3]	H	190	400	210	Entry level. To be deployed across all county health facilities.
Sub Total		627			

CERTIFICATE NURSES

Senior Enrolled Nurse [1]	L	110	160	50	Serve in reproductive health units especially maternity.
Senior Enrolled Nurse[2]	K	21	70	49	Career progression.
Enrolled Nurse[1]	J	8	100	92	Career progression.
Enrolled Nurse[2]	H	49	150	101	Career progression.
Enrolled Nurse [3]	G	4	200	196	Entry level. To be deployed across all county health facilities.
Sub Total		192			



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Total Nurses		819			

RADIOGRAPHERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director Radiography	R	0	1	1	Overall management of radiography services. Overall county quality assurance officer in radiation protection, maintain personnel and departmental radiation dose readings. Assist in planning for county radiography services, maintenance of equipment, and appraisal of medical imaging personnel and deployment.
Senior assistant Director Radiography	Q	0	1	1	Overall management of radiography services. Overall hospital quality assurance officer in radiation protection, maintain personnel and departmental radiation dose readings. Assist in planning for hospital radiography services, maintenance of equipment, appraisal of medical imaging personnel and deployment. Coordination of training of students.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Radiography	P	0	2	2	Management of specialized areas within County health facilities. Provision of radiographic services. Coordinating and supervising implementation of policies, guidelines and regulations on medical imaging/radiography services; maintaining radiation safety standards, ensuring safe storage of X-ray supplies and use; training and mentoring students.
Principal Radiographer	N	0	3		Responsible for MRI specialized equipment (CT scans, Ultrasounds, theatre fluoroscopy and ward radiography). Provision of county policy and guidelines in the use of medical imaging services including use of ionizing radiation, ensuring safety and maintenance of medical imaging equipment in the County. In-charge of the radiation safety, quality of care and diagnostic imaging services. Implementing radiation quality assurance programs for both staff and general public.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
					Maintain radiation safety standards. Initiating procurement and safe storage of medical imaging supplies. Training and mentoring staff and students, moderating clinical guided experiences and examinations for imaging students.
Chief Radiographers	M	0	3	3	Overall in-charge of clinical guided experience. Provision of medical imaging services, ensuring safety and maintenance of medical imaging equipment in the facility, implementing radiation quality assurance programs, maintain radiation safety standards and initiating procurement and safe storage of medical imaging supplies, supervising and mentoring junior staff and students on attachment.
Senior Radiographers	L	0	2	2	Implementing policies and regulations on medical imaging services in the hospital. Undertaking basic maintenance and ensuring safety of radiography equipment. Establishing and coordinating procurement and ensuring safety of the commodities, organizing and supervising staff and students on attachment.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Radiographer I	K	3	5	2	Providing medical imaging services Processing, verifying and maintaining information related to patients. Providing care and counseling patients and their relatives before, during and after examination, safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital; establishing and maintaining Quality Assurance Protocols in the department; coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities. Ensuring infection prevention in the department
Radiographer II	J	5	11	6	They will serve all diagnostic imaging centres in the County. Provision of medical imaging services, carrying out imaging examinations, processing, verifying and maintain information relating to clients, caring for and counseling patients and their relatives before, during and after examination, ensuring radiation safety of medical imaging/therapeutic equipment and accessories, establish



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
					ing and maintaining quality assurances programs, requisition and maintaining records of radiographic and other imaging materials, ensuring radiation safety within the facilities.
Radiographer III	H	6	12	6	Entry level. Provision of medical imaging services, carrying out imaging examinations, processing, verifying and maintain information relating to clients, caring for and counseling patients and their relatives before, during and after examination, ensuring radiation safety of medical imaging/therapeutic equipment and accessories, establishing and maintaining quality assurances programs, requisition and maintaining records of radiographic and other imaging materials, ensuring radiation safety within the facilities.
Totals		14			



CLINICAL OFFICERS

Degree Holders - CLINICAL OFFICERS					
DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director Clinical Services	R	0	1	1	Overall in-charge of all clinical officers in the County. Administering and enforcing clinical officers' registration and licensing. Developing and implementing county Health policy, county Health strategic plan and Annual work plans and budget. Implementing clinical services policies and guidelines Maintaining standards and quality assurance systems in the provision of clinical services, providing clinical services and family health care in health institutions and communities.
Senior Assistant Director Clinical Services	Q	0	2	2	Provide coordination of clinical services and programs in County health facilities.
Assistant Director Clinical services	P	0	5	5	Will provide specialized clinical care in county Hospitals, in-charge of Clinical Officers at the health facilities and offering mentorship.



Principal Clinical Officer	N	0	6	6	Provide clinical care and provide supervisory role to serve at hospital specialized clinic such as and not limited to ENT/Audiology. Clinical Officer Lung and Skin, Pediatrics, Ophthalmology/Audiology, Clinical officer Reproductive Health, Dermatology/venorogy, Orthopedics', Clinical Officer Anesthetics, Clinical Officer psychiatrist/Mental, Clinical Officers Oncology / palliative care.
Chief Clinical Officer	M	0	10	10	Chief clinical Officer will serve in providing clinical care at Out Patient Department.
Senior Clinical Officer	L	0	20	20	Provide high level and standard of Health Care to cater for steady increase in workload in County Hospitals. Career progression.
Clinical Officer	K	0	20	20	Entry level. Serve in county health facilities.
Total		64			

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Diploma Holders					
Principal Registered Clinical Officer I	P	1	5	4	Provide specialized clinical care in high volume health centres.
Principal Registered Clinical Officer II	N	0	18	18	Provide clinical care in health facilities.



Chief Registered Clinical Officer	M	25	30	5	Provide clinical services in the county health centres.
Senior Registered Clinical Officer	L	7	40	33	Providing clinical services in county hospitals and health centres. Career progression.
Registered Clinical Officer I	K	41	80	39	Providing clinical services in the County health facilities. Career Progression.
Registered Clinical Officer II	J	44	120	76	Serves in outpatient departments of county hospitals and health centers.
Registered Clinical Officer III	H	44	130	86	Entry level. Provides clinical services in the outpatient county hospitals and county health centers and dispensaries.
Total		162			



MEDICAL LABORATORY OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director Medical Laboratory Services	R	0	1	1	Overall in charge of all Medical Laboratory Technical staff in the county. Provide technical advice in laboratory services to the top level management in the Department of Health Services. Implementing laboratory policies, guidelines, strategies and programs. Planning, directing and coordinating multidisciplinary activities. Mobilize resources, procure and distribute supplies.
Senior Assistant Director of Medical Laboratory Services	Q	0	2	2	Overall in charge of all Medical Laboratory Technical staff in the county. Provide technical advice in laboratory services to the Top level management in the Department of Health Services. Implementing laboratory policies, guidelines, strategies and programs. Planning, directing and coordinating multidisciplinary activities. Mobilize resources, procure and distribute supplies.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director of Medical Laboratory Services	P	0	4	4	Head laboratory services in county health facilities.
Principal Medical Laboratory Services Officer	N	0	5	5	Implementing laboratory policies, guidelines, strategies and programs, carrying out laboratory operational research, planning for supplies and preparing procurement plans for laboratory equipment, validating and calibrating equipment and preparing reports.
Chief Medical Laboratory Officer	M	0	7	7	Oversee smooth running of all sections (Hematology, Parasitology, Biochemistry, and Blood Transfusion) in the laboratories at the County Hospitals and health facilities.
Senior Medical Laboratory Officer	L	0	8	8	Responsible for the running of all sections (Hematology, Parasitology, Biochemistry, and Blood Transfusion) in the laboratories at the County health facilities.
Medical Laboratory Officer	K	0	12	12	Entry level. Specimen collection, receiving, processing, and examination and reporting. Coordinate sample transport to higher level. Preparation of reagents and media.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS					
Principal Medical Laboratory Technologist 1	P	0	1	1	Career Progression. Implementing laboratory policies, guidelines, strategies and programs, carrying out laboratory operational research.
Principal Medical Laboratory Technologist 2	N	1	8	7	Planning for supplies and preparing procurement plans for laboratory equipment, validating and calibrating equipment and preparing reports.
Chief Medical Laboratory Officer/ Chief Medical Laboratory Technologist	M	9	12	3	Oversee smooth running of all sections (Hematology, Parasitology, Biochemistry, and Blood Transfusion) in the laboratories all county health facilities.
Senior Medical Laboratory Technologist	L	15	20	5	Responsible for the running of all sections (Hematology, Parasitology, Biochemistry, and Blood Transfusion) in the laboratories at the County Hospitals, health centres and dispensaries.
Medical Laboratory Technologist I	K	6	30	24	Responsible for specimen collection, receiving, processing, examination and reporting. Coordinate sample transport to higher level. Preparation of reagents and media.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Medical Laboratory Technologist II	J	20	60	40	To be responsible for taking specimen, processing, analyzing and reporting. Preparation of reagent, media and Reports.
Medical Laboratory Technologist III	H	12	62	50	To be responsible for taking specimen, processing, analyzing and scrutinizing. Preparation of reagent and media, laboratory analysis and reporting.
TOTAL		63			
Certificate Holders					
Senior Medical Laboratory Technician I	L	11	15	4	They will be responsible of specimen collection, receiving, processing, and examination and reporting. Coordinate sample transport to higher level. Preparation of reagents and media.
Senior Medical Laboratory Technician II	K	6	8	2	They will be responsible of specimen collection, receiving, processing, and examination and reporting. Coordinate sample transport to higher level. Preparation of reagents and media.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Medical Laboratory Technician I	J	4	4	0	To be responsible for taking specimen, processing, analyzing and reporting. Preparation of reagent, media and reports.
Medical Laboratory Technician II	H	6	6	0	To be responsible for taking specimen, processing, analyzing and scrutinizing. Preparation of reagent and media, laboratory analysis and reporting.
TOTAL		27			

PUBLIC HEALTH OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE HOLDERS					
Deputy Director Public Health	R	0	1	1	Coordinating implementation of statutory provisions and other relevant legislations on public health; developing and implementing public health policies, guidelines, standards and procedures; coordinating the implementation of promotive and preventive health programs.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Assistant Director Public Health.	Q	0	2	2	provisions and other relevant legislations on public health county wide; implementing public health policies, guidelines, standards and procedures and programmes; monitoring the implementation of public health projects and programmes, overseeing enforcement of international health regulations and rules, preparing research proposals on public health needs.
Assistant Director Public Health	P	0	3	3	Carrying out research on public health needs; monitoring the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; planning and budgeting.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Public Health Officer	N	0	7	7	Monitor and evaluate environmental health risks, implementing promotive and preventive health programmes. In-charge of environmental health & sanitation services. Coordinating the management of solid/liquid and other hazardous wastes, ensuring safety and quality of food and water for both domestic and industrial use, ensuring abatement of sanitary nuisances, carrying out surveillance on environmental health pollutants, promoting hygiene, education including school health programmes, international health regulations, approving building plans, issuing occupancy certificates of new buildings, inspecting of commercial and trading premises for maintenance of set standards, overseeing exhumation process and authorizing of disposal of unclaimed bodies, prevention and control of diseases, outbreaks including disasters.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Public Health Officer	M	3	12	9	Will coordinate environmental health activities in the County, implementing promotive and preventive health programs, ensuring safety and quality of food and water for domestic and industrial use, ensuring abatement of sanitary nuisances, carrying out surveillance on environmental health pollutants, promoting hygiene, education including school health programmes, international health regulations, approving building plans, issuing occupancy certificates of new buildings, inspecting of commercial and trading premises for maintenance of set standards, overseeing exhumation process and authorizing of disposal of unclaimed bodies, prevention and control of diseases, outbreaks including disasters.
Senior Public Health Officers	L	1	15	14	Will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental Health issues at community level; implementing vector, vermin and, rodent control measures.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Public Health Officer	K	0	20	20	Entry level. Will provide Environmental Health extension services in area of deployment in the County.
Total		4			
DIPLOMA HOLDERS					
Principal Assistant Public Health officer	N	0	25	25	Will monitor and evaluate environmental health risks implementing promotive and preventive health programmes. In-charge of environmental health & sanitation services. Coordinating the management of solid/liquid and other hazardous wastes, ensuring safety and quality of food and water for both domestic and industrial use, ensuring abatement of sanitary nuisances, carrying out surveillance on environmental health pollutants, promoting hygiene, education including school health programmes, international health regulations, approving building plans, issuing occupancy certificates of new buildings, inspecting of commercial and trading premises for maintenance of set standards, overseeing exhumation process and authorizing of disposal of unclaimed bodies, prevention and control of diseases, outbreaks including disasters.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Assistant Public Health officer	M	32	40	8	Will coordinate environmental health activities in the area of deployment. implementing promotive and preventive health programs, ensuring safety and quality of food and water for domestic and industrial use, ensuring abatement of sanitary nuisances, carrying out surveillance on environmental health pollutants, promoting hygiene, education including school health programmes, international health regulations, approving building plans, issuing occupancy certificates of new buildings, inspecting of commercial and trading premises for maintenance of set standards, overseeing exhumation process and authorizing of disposal of unclaimed bodies, prevention and control of diseases, outbreaks including disasters.
Senior Assistant Public Health Officer	L	26	40	14	Will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; implementing vector, vermin and, rodent control measures.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Public Health Officer I	K	5	60	55	Collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing integrated mosquito control strategies; sitting of homesteads. Carrying out immunization.
Assistant Public Health Officer II	J	31	70	39	Career Progression. Assist in collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing integrated mosquito control strategies; sitting of homesteads.
Assistant Public Health Officer III	H	1	80	79	Entry level. To offer environmental health extension services across the County.
	Total	95			

CERTIFICATE HOLDERS

Senior Public Health Assistant	K	40	18	-22	To strengthen service delivery; M&E at selected Sub Counties. Provide Environmental Health Extension services in the area of deployment. -Identifying environmental health issues at community level, implementing vector, vermin and, rodent control measures.
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DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Public Health Assistant I	J	0	8	8	To strengthen service delivery and M&E in the County. Provide environmental health extension services in the area of deployment. Identifying environmental Health issues at community level; implementing vector, vermin and, rodent control measures;
Public Health Assistant II	H	2	10	8	To strengthen service delivery and M&E in the County. Provide environmental health extension services in the area of deployment. Identifying environmental health issues at community level, implementing vector, vermin and, rodent control measures.
Public Health Assistant III	G	0	10	10	Entry level. Provide environmental health extension services in the area of deployment.
Total		42			



PHYSIOTHERAPISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE HOLDERS					
Deputy Director Physiotherapy services	R	0	1	1	Offering technical advice on matters relating to Physiotherapy services at the county. Coordinating Physiotherapy services, planning, controlling, budgeting and performance appraisal of the staff.
Senior Assistant Director Physiotherapy Services	Q	0	2	2	Technical advice on matters relating to Physiotherapy services in the hospital. Coordinating Physiotherapy services, planning, controlling, and budgeting and performance appraisal of the staff and also coordinating disability mainstreaming services in the County.
Assistant Director Physiotherapy Services	P	0	2	2	Coordination of Physiotherapy services at the hospitals, oversee implementation of the policies and guidelines relating to Physiotherapy. Monitoring and evaluation of physiotherapy services at hospitals, mentoring students and other junior staffs.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Physiotherapist	N	0	3	3	Offer technical advice on matters relating to Physiotherapy services at the county. Coordinating Physiotherapy services and disability mainstreaming, planning, controlling, budgeting and performance appraisal of the staff
Chief Physiotherapist	M	0	5	5	Offer specialized physiotherapy services, mentorship for the students and junior officers and home based care at the community and mentorship of students on practical.
Senior Physiotherapist	L	0	5	5	Screening, assessing and providing physiotherapy services in outpatient and in-patient departments, disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research.
Physiotherapist I	K	0	7	7	Duties will include screening, assessing and providing physiotherapy services, disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research.
Total		0	25	25	



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS - ASSISTANT PHYSIOTHERAPISTS					
Senior Principal Assistant Physiotherapist	P	0	2	2	Duties will include coordination of physiotherapy services at the hospital, oversee implementation of the policies and guidelines relating to Physiotherapy. Monitoring and evaluation of physiotherapy services at hospitals, mentoring students and other junior staffs.
Principal Assistant Physiotherapist	N	0	10	10	Offer technical advice on matters relating to physiotherapy services at the county. Coordinating Physiotherapy services and disability mainstreaming, planning, controlling, budgeting and performance appraisal of the staff
Chief Physiotherapist/ Chief Assistant Physiotherapist	M	14	17	3	Offer specialized physiotherapy services, mentorship for the students and junior officers and home based care at the community.
Senior Assistant Physiotherapist	L	2	5	3	Duties will include screening, assessing and providing physiotherapy services in out-patient and in-patient departments. Disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Physiotherapist I	K	1	8	7	Duties will include screening, assessing and providing physiotherapy services in out-patient & in-patient departments. Disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research
Assistant Physiotherapist II	J	4	10	6	Duties include screening, assessing and providing physiotherapy services in out-patient & in-patient departments. Disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research.
Assistant Physiotherapist III	H	0	12	12	Entry level. Screening, assessing and providing physiotherapy services in out-patient & in-patient departments. Disability assessment for classification and registration, carrying home visits and follow-up of patients, report writing and compiling data for research.
Total		21			





PHARMACEUTICAL TECHNOLOGISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Pharmaceutical Technologist	N	0	4	4	Provide pharmaceutical technology services at the county hospitals Offering pharmaceutical services. Planning, coordination and evaluation of pharmaceutical services in the area under his jurisdiction.
Chief Pharmaceutical Technologist	M	1	8	7	Provide pharmaceutical technology services at the county hospitals Offering pharmaceutical services. Planning, coordination and evaluation of pharmaceutical services in the area under his jurisdiction.
Senior Pharmaceutical Technologist	L	3	15	12	Provide pharmaceutical technology services at the county hospitals Offering pharmaceutical services. Planning, coordination and evaluation of pharmaceutical services in the area under his jurisdiction. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Pharmaceutical Technologist I	K	1	30	29	Provide pharmaceutical technology services. Career progression.
Pharmaceutical Technologist II	J	21	50	29	Provide Pharmaceutical technology in hospitals & health centres
Pharmaceutical Technologist III	H	2	60	58	Entry level. Provide pharmaceutical technology services across all county health facilities.
Total		28			

OCCUPATIONAL THERAPISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE HOLDERS					
Deputy Director Occupational Therapy	R	0	1	1	Providing technical advice on issues pertaining to occupational therapy profession. Managing and coordinating Occupational therapy services at all levels in the County.
Senior Assistant Director Occupational Therapy	Q	0	2	2	Providing technical advice on issues pertaining to occupational therapy profession. Managing and coordinating Occupational therapy services at all levels in the County.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Occupational Therapist	P	0	2	2	Supervision and coordination of occupational therapy services. Ensuring provision of holistic preventative, promotive rehabilitative and psychosocial services using occupational therapy process.
Principal Occupational Therapist	N	0	3	3	Provision and coordination of highly specialized occupational therapy services in the hospitals. Coordination of referral system, outreach services, integration of rehabilitated clients and compilation of periodic reports.
Chief Occupational Therapist	M	0	3	3	Guide students and interns on practical experience including provision of highly specialized occupational therapy services in the hospitals and coordination of community integration of rehabilitated clients.
Senior Occupational Therapist	L	0	5	5	Provide occupational therapy services in the wards, carry out scheduled disability assessments and school placements for children with special needs at the Education Assessment and Resource Centre and coordinate community integration to rehabilitated clients.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Occupational Therapist	K	0	5	5	Provide occupational therapy services at the hospital, carry-out disability assessment and classifications of disabilities for persons with disabilities, organize and implement Community Based Rehabilitation outreaches in the community for Persons with Disabilities.
Sub Total		0			
DIPLOMA HOLDERS - OCCUPATIONAL THERAPIST					
Senior Principal Assistant Occupational Therapist/Assistant Director Occupational Therapist	P	1	1	0	Supervision and coordination of occupational therapy services, ensuring provision of holistic preventative, promotive rehabilitative and psychosocial services using occupational therapy process.
Principal Assistant Occupational Therapist	N	0	3	3	Provision and coordination of highly specialized occupational therapy services in the hospitals. Coordination of referral system, outreach services at this level, community integration of rehabilitated clients and compilation of periodic reports.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Assistant Occupational Therapist	M	7	8	1	To mentor and guide students and interns on practical experience including provision of highly specialized occupational therapy services in the hospitals and coordination of community integration of rehabilitated clients.
Senior Assistant Occupational Therapist	L	1	4	3	Provide occupational therapy services in the wards, carry out scheduled disability assessments and school placements for children with special needs at the Education Assessment and Resource Centre. Coordinate Community integration of rehabilitated clients.
Occupational Therapist I/ Assistant Occupational Therapist I	K	3	5	2	Provide occupational therapy services in the wards, carry out scheduled disability assessments and school placements for children with special needs at the Education Assessment and Resource Centre. Coordinate community integration of rehabilitated clients.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Occupational Therapist II	J	2	8	6	Assessment and screening of referred clients in the department and clinics, formulating and implementing treatment plans using occupational therapy process, maintaining records and formulation of home programmes for clients.
Assistant Occupational Therapist III	H	0	10	10	Entry level. Assessing, screening clients referred to the department. Formulating treatment plan and implementing them using occupational therapy models of interventions, and maintaining quality data sets
Sub Total		14			

ORTHOPEDIC TECHNOLOGISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS					
Chief Orthopedic Technologist	N	0	1	1	Overall in-charge of the orthopedic technology services in the county. Career progression.
Deputy Chief Orthopedic Technologist	M	1	2	1	Managing orthopedic support services, organizing, planning for orthopedic support services.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Orthopedic Technologist	L	0	2	2	Will attend clients requiring Orthopedic appliances, take measurements, fabricate and fit the appliances and oversee smooth running of the departments, planning, supervising and mentoring junior officers and students.
Orthopedic Technologist I	K	2	4	2	Will be placed in hospitals, to attend clients requiring orthopedic appliances, take measurements, fabricate and fit the appliances and oversee smooth running of the departments, planning, supervising and mentoring junior officers and students.
Orthopedic Technologist II	J	3	6	3	Will attend clients requiring orthopedic appliances, Take measurements, fabricate and fit the appliances. Will also train the clients on use and maintenance of the appliances.
Orthopedic Technologist III	H	0	5	5	Entry level. Will be placed at all the facilities with a high annual workload. Will attend clients requiring Orthopedic appliances. Take measurements, fabricate and fit the appliances. They will also train the clients on use and maintenance of the appliances.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Total		6			

NUTRITION OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Degree Holders					
Deputy Director Nutrition and Dietetics	R	0	1	1	Duties include implementing policies, guidelines and overseeing nutrition planning and budgeting.
Senior assistant director nutrition and dietetics	Q	0	1	1	Coordinating and planning projects, programs and research.
Assistant Director Nutrition and Dietetics	P	0	2	2	Will be the overall in charge of nutrition services at that level, and mentor students.
Principal Nutrition and Dietetics Officers	N	1	3	2	Duties include providing guidelines on supplemental and therapeutic diets for existing and emerging diseases.
Chief Nutrition and Dietetics Officer/Chief Nutrition and Dietetics Technologist	M	0	6	6	Will conduct nutrition advocacy, nutrition assessment and review in health care facilities, providing nutrition therapeutic support in disease management, management of inpatient feeding programmes, initiating nutrition projects operational research and preparing reports for county, providing specifications for procurement of nutritional supplies and products, facilitating nutrition health and inter-sectorial teams.
Senior Nutrition & Dietetics Officer/ Senior Nutrition & Dietetics Technologist	L	0	10	10	Provide nutrition services in specialized clinics (renal unit, pediatrics, medical and surgical clinics, malnutrition clinics, CCC and Gynecology clinic), provide therapeutic support in disease management, nutrition care for preterm babies, supervising and implementing baby friendly initiatives





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Nutrition & Dietetics Officer	K	0	11	11	Offer nutrition services at the health facilities, monitoring out and inpatient supplementary and therapeutic feeding programmes. Entry point for degree holders who are critical in mentorship of students, nutritional counseling in special clinics and wards.
Total		1			
Diploma Holders					
Principal Nutrition and Dietetics Technologists	N	0	3	3	Providing education and creating nutrition awareness in training institutions, providing nutrition consultancy in patients' health care in hospitals. Conducting nutrition assessment, collecting and compiling nutrition data & counselling
Chief Nutrition and Dietetics Technologist	M	0	5	5	Providing specification for procurement of nutrition equipment and reviewing nutrition health programmes, in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data & counselling
Senior Nutrition & Dietetics I	L	3	15	12	Supervising and preparing monthly reports in the health facility, providing nutrition services in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data & counselling
Nutrition Officer I	K	5	20	15	Supervising administration of patients feeding and supplementing therapeutic feeding programme, providing nutrition services in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data & counselling



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Nutrition Officer II	J	0	30	30	Providing nutrition services in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data & counselling
Nutrition & Dietetics Technologist III	H	0	30	30	Providing nutrition services in health care facilities, conducting nutrition assessment, collecting and compiling nutrition data.
Total		8			
Certificate Holders					
Senior Nutrition & Dietetic Technician I	K	0	6	6	Implementing and monitoring nutrition programmes in outpatient, MCH, inpatient and special clinics. Providing clinical nutrition and dietetics services in hospitals
Nutrition & Dietetic Technician I	J	5	15	10	Carry out nutrition activities in at all levels i.e. community units, high volume dispensaries, health centres and hospitals. Career Progression
Nutrition & Dietetic Technician II	H	2	20	18	Carry out nutrition activities, assessments, screening and referrals at all levels
Nutrition & Dietetic Technician III	G	0	22	22	Entry level Carry out nutrition activities under the guidance of a senior officer. Duties include assessing nutrition assessment needs and follow-up of discharges from hospitals, screening for chronic diseases in a community setting and referrals
Total		7			



MEDICAL SOCIAL WORKERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Principal Medical Social Worker	Q	0	1	1	Will head the unit and will involve in formulation, implementation coordination and supervision medical social services.
Senior Assistant Principal Medical Social Worker	P	0	1	1	Implement government policies on rehabilitation and treatment of patients and coordinating policy on psychosocial programmes in hospitals and communities. Co-ordinate and participate in formal and informal teaching.
Assistant Principal Medical Social Worker	N	0	2	2	Implement government policies on rehabilitation and treatment of patients and coordinating policy on psychosocial programmes in hospitals and communities.
Chief Medical Social Worker	M	0	2	2	Duties includes-; Advising \medical officers on all aspects of medical social worker programmes ,social work activities in hospitals, mentoring junior officers and students in clinical guided practices, planning and directing social work programs, general administration and execution of medical social work services, counseling, placement, home-based care, rehabilitation and follow-up of clients
Senior Medical Social Worker	L	1	4	3	Duties include social work activities in hospitals, mentoring junior officers and students in clinical guided practices, planning and directing social work programs, counseling, placement, home-based care, habilitation and follow-up of clients. Placed at County Referral and Karatina Sub county hospital



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Medical Social Worker I	K	0	8	8	Duties include social work activities in hospitals, planning and directing social work programs, counseling, placement, home-based care, habilitation and follow-up of clients.
Medical Social Worker II	J	7	10	3	Duties include addressing psychosocial effects related to clients, relatives and community, future reintegration to the community, counseling and psychosocial support; implementation of clients treatment programs discharge plan and defaulter tracing.
Medical Social Worker III	H	3	13	10	Entry point Duties include addressing psychosocial effects related to clients, relatives and community, future reintegration to the community, counseling and psychosocial support.
Total		11			



HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREEE HOLDERS					
Senior Assistant Director Health Records and information management	Q	0	1	1	Duties and responsibilities entail:- formulating health records and information and information policies and procedures; formulating and interpreting medico legal rules; Providing advice on policy issues and procedures that affect the health records communicating policy issues and procedures on health records and information management; Developing health records standard operating procedures; Providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information. Coordinating the designing, printing and distribution of the medical forms; coordinating training and development of health records ,and information personnel in collaboration with relevant government departments and agencies; Coordinating performance management in health records and information management; Instructing/lecturing on health records and information in medical training institutions and collaborating with other health workers in the provision of health records services at county level.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director, Health Records and Information Management Officer	P	0	2	2	Duties include: Implementing health records and information policies and guidelines, providing advice on disclosure, confidentiality, security and exchange of health records and information, analyzing medical records data, carrying out health records and information system reviews, designing medical and surgical indices, developing data quality audit tools, maintain patient master index, disease coding, indexing diseases, medical and surgical procedures.
Principal Health Records and Information Management Officer	N	0	2	2	Duties include: implementing health records and information policies and guidelines, providing advice on disclosure, confidentiality, security and exchange of health records and information, analyzing medical records data, carrying out health records and information system reviews, designing medical and surgical indices, developing data quality audit tools, maintain patient master index, disease coding, indexing diseases, medical and surgical procedures.
Chief Health Records and Information Management Officer	M	0	4	4	Duties include: implementing health records and information policies and guidelines, providing advice on disclosure, confidentiality, security and exchange of health records and information, analyzing medical records data, carrying out health records and information system reviews, designing medical and surgical indices, developing data quality audit tools, maintain patient master index, disease coding, indexing diseases, medical and surgical procedures.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Health Records and Information Management Officer	L	0	6	6	Developing Health records and information quality systems- EMRs, hold monthly, quarterly and annual data review meetings in hospitals
Health Records and Information Management Officer	K	0	6	6	Entry point. Duties includes-: Collecting, analyzing, interpreting and disseminating medical data, conducting regular Data Quality Audits, conduct scheduled support supervision, upload data in the DHIS, Collecting, analyzing, interpreting and disseminating medical data, conducting regular Data Quality Audits, conduct scheduled support supervision, upload data in the DHIS, Collecting, analyzing, interpreting and disseminating medical data, conducting regular Data Quality Audits, conduct scheduled support supervision, upload data in the DHIS in hospitals
Total		0			
DIPLOMA HOLDERS - ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS					
Assistant Principal Health Records and Information Management Officer	N	0	1	1	Duties include: implementing health records and information policies and guidelines, providing advice on disclosure, confidentiality, security and exchange of health records and information, analyzing medical records data, carrying out health records and information system reviews, designing medical and surgical indices, developing data quality audit tools, maintain patient master index, disease coding, indexing diseases, medical and surgical procedures in hospitals.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Chief Health Records and Information Management Officer	M	0	5	5	Duties include: implementing health records and information policies and guidelines, providing advice on disclosure, confidentiality, security and exchange of health records and information, analyzing medical records data, carrying out health records and information system reviews, designing medical and surgical indices, developing data quality audit tools, maintain patient master index, disease coding, indexing diseases, medical and surgical procedures in hospitals.
Assistant senior Health Records and information management officer	L	7	10	3	Duties and responsibilities entail: Implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; capturing data from service points; disseminating health information; preparing medical records and reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures in hospitals.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Records and Information Management officer I	K	4	12	8	Duties and responsibilities at this level will entail:- editing patient cases; analyzing medical records data; updating bed bureau; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining Patient Master Index; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; sharing of health information with other stakeholders; analyzing data; compiling patients bio data; and preparing medical records and reports.
Assistant Health Records and Information Management Officer II	J	4	15	11	Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to speciality clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed bureau; editing of patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining Patient Master Index; creating and updating of Patient Master Index; directing patients to relevant clinics; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and compiling medical records reports.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Health Records and information management officer 3	H	3	18	15	Entry level. -Editing patient's case notes, data compilation from various sources, compiling medical reports, sharing health information with other stakeholders, analyzing medical data and preparing health information reports.
Total		18			

CERTIFICATE HOLDERS - HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS

Senior Health Records and Information Management Assistant	K	2	4	2	Storing and retrieving medical records and documents; preparing clinics; updating bed bureau; editing of patient case records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns, maintaining patient, master index; scheduling of patients to the consultants and speciality clinics, assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and procedures in medicine; compiling I medical reports; providing, where necessary, health information with other stakeholders; compiling bio data; analyzing medical data and preparing Health Records and Information reports.
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DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Health Records and Information assistant 1	J	4	8	4	Duties and responsibilities at this level entail:- Receiving and registering patients; booking appointment for patients to speciality clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed bureau; editing patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining patient master index; creating and updating patient master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and compiling medical records and reports.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Health Records and Information assistant II	H	3	10	7	Duties and responsibilities at this level entail:- receiving patients at hospital reception;-registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records and, documents; preparing clinics; updating bed bureaus; editing patient cases records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; creating and maintaining- master index; updating patient master index; directing patients to relevant clinics; scheduling patients the consultants and specialty clinics: assigning codes to diseases and surgical procedures according to the International Statistical classification of diseases and` procedures in medicine;- preparing medical records and reports.
Health Records and Information Management Assistant III	G	0	13	13	To receive and register patients, store, retrieve patients records, admitting patients to the wards, Booking patients appointments, clinic preparation, capturing data from service points, updating bed bureaus, maintain record safety and confidentiality.
Total		9			



HEALTH ADMINISTRATIVE OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Chief Health Administrative Officer	R	0	1	1	In-charge of finance, planning and administrative function at the county headquarters. Overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Senior Deputy Chief Health Administrative Officer	Q	0	2	2	Head of health administrative cadre, supervise Health Administrative Officers and promote discipline and professionalism in the cadre within the county. His/her duties and responsibilities will include: asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Deputy chief Health Administrative Officer	P	0	2	2	Head of health administrative Cadre supervise Health Administrative Officers and promote discipline and professionalism in the cadre within the county. Asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Senior Assistant Chief Health Administrative Officer	N	2	2	0	An officer at this level will coordinate and oversee provision of health administrative services in hospitals.



Assistant Chief Health Administrative Officer	M	0	3	3	Career progression.
Senior Health Administrative Officer	L	2	4	2	Assist in asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Health Administrative Officer I	K	2	4	2	Assist in asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development. .
Health Administrative Officer II	J	3	5	2	Assist in asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Health Administrative Officer III	H	0	8	8	Entry level. Assist in asset and inventory management, development and quantification of infrastructure needs, preparation of project proposals and overseeing implementation of projects, support supervision, overseeing the implementation of the cost sharing programme, membership of various management committees and staff development.
Total		9			



DENTAL TECHNOLOGISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE HOLDERS					
Assistant Director Principal Dental Technology	P	0	1	1	Responsible of developing and implementing dental technology strategies and programmes.
Principal Dental Technology Officer	N	0	1	1	Responsible for fabricating speech anti-snoring devices, managing dental laboratory.
Chief Dental Technology Officer	M	0	2	2	Constructing maxillofacial prosthesis, fabricating all ceramic systems veneers, crowns and bridges.
Senior Dental Technology Officer	L	0	3	3	Design and fabricate metallic complete /partial dentures, planning and contriving fixed orthodontic appliances bleaching trays and mouth guards.
Dental Technology Officer	K	0	3	3	Provide dental technology services.
Total		0			
DIPLOMA HOLDERS - DENTAL TECHNOLOGIST					
Assistant Director Dental Technologist	P	0	1	1	Managing dental lab services, developing and implementing policies
Principal Dental Technologist	N	0	1	1	Overall in charge of all Dental Technical activities. The officer will provide technical advice in dental services Duties and Responsibilities at this level will entail - implementing dental technology policies, guidelines, strategies and programs. Planning, directing and coordinating multidisciplinary activities. Mobilize resources, procure and distribute supplies.
Assistant principal Dental Technologist	M	1	2	1	Provide dental technology services at the County hospitals.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Dental Technologist	L	2	3	1	Provide dental technology services at the hospitals in the county.
Dental Technologist I	K	1	4	3	Provide dental technology services the County hospitals.
Dental Technologist II	J	3	6	3	Will provide dental technology services.
Dental Technologist III	H	0	4	4	Will provide dental technology services at the county hospitals.
Total		7			

DENTAL OFFICERS AND SPECIALISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Deputy Director of Dental Services I / Chief Dental Specialist I	T	0	1	1	Coordinating the formulation, implementation, interpretation & review of Dental health policies, guidelines, strategies & programmes. guiding training, mentoring and coaching of staff in dental health services and other staff in community health management, ensuring implementation of QM in dental health services.
Senior Deputy Director of Dental Services II / Chief Dental Specialist II	S	0	2	0	Providing clinical services in the following areas of specialities, pediatric dentistry, periodontology, maxillofacial surgery, prosthodontics, oral medicine/ oral pathology, dentistry and others.



Deputy Director Dental Services/Senior Dental Specialist 11	R	0	3	3	Career progression. -Providing clinical services, implementing dental health guidelines , strategies, implementing programmes , providing consultancy services in dental health at health facilities , identifying areas of research and carrying out research in dental health, providing guidance, training and coaching dental staff and other healthy workers, initiating development of dental health information system, coordinating dental reporting and ensuring the hospital units are functioning and managing staff performance reports in dental health services.
Senior Assistant Director Dental Services/Dental Specialist I	Q	3	4	1	Performing specific dental procedures including restorative procedures, undertaking medical legal duties, age assessment, reporting, coordinating outreach community oral health services, supervising and training of dental interns and students, preparation of annual work plans including capacity building of existing dental staff
Assistant Director Dental Services/Dental Specialist II	P	3	7	4	Managing dental conditions in a health facility, provide formal and informal dental health education, organizing community dental health outreach services and disseminating information for dental health planning.
Senior Dental Officer	N	6	10	4	To provide dental services in hospitals.
Dental Officer	M	0	10	10	To provide dental services in hospitals.
Total		12			



COMMUNITY HEALTH ASSISTANT

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS					
Community Health Assistant I	K	0	3	3	Career Progression
Community Health Assistant II	J	1	7	6	Career Progression
Community Health Assistant III	H	0	8	8	Entry level.
Total		1			

COMMUNITY ORAL HEALTH OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS					
Chief Community Oral Health Officer	N	0	2	1	Will head COHO services at the county. Implementing Community Oral Health services policies, guidelines, strategies and programs. Planning, directing and coordinating multidisciplinary activities. Mobilize resources, procure and distribute supplies
Deputy Chief Community Oral Health Officer	M	0	3	3	Overall in charge of all Community Oral Health Technical staff in the county. Provide technical advice in these services. Duties and responsibilities entail; Implementing Community Oral Health services policies, guidelines, strategies and programs. Planning, directing and coordinating multidisciplinary activities. Mobilize resources, procure and distribute supplies



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Community Oral Health Officers	L	2	5	3	Provide services at the County health facilities. Duties and Responsibilities entail: Implementing Community Oral Health services strategies and programs. Multi-disciplinary activities. Mobilize resources, preparing commodity list.
Community Oral Health Officers I	K	1	9	8	Duties and Responsibilities entail; Implementing Community Oral Health services strategies and programs. Multi-disciplinary activities. Mobilize resources, preparing commodity list.
Community Oral Health Officers II	J	2	13	11	Community Oral Health Officer II will provide services at the Health Centres. Duties and Responsibilities at this level will entail; Implementing Community Oral Health services strategies and programs. Multi-disciplinary activities. Mobilize resources, preparing commodity list.
Community Oral Health Officers III	H	2	15	13	Provide services in hospital and busy health centres -Duties and Responsibilities at this level will entail; Implementing Community Oral Health services strategies and programs. Multi-disciplinary activities. Mobilize resources, preparing commodity list.
Total	7				



BIO MEDICAL ENGINEERING

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/ DIPLOMA HOLDERS					
Deputy Director Medical Engineering Services	R	0	1	1	Duties include; Customizing policies, County Medical Engineer Services in the county, planning management coordination and supervision of medical engineering in the county; undertaking health technology within the county, designing and installation of engineering works/ equipment; preparation for technical specifications for new equipment/ works; certification of works by consultants/ contractors, coordinating research and giving technical advice to the Director of Health services.
Senior Assistant Director Medical Engineering Services	Q	0	2	2	Planning, management coordination and supervision of medical engineering in the county; undertaking health technology within the county, designing and installation of engineering works/ equipment; preparation for technical specifications for new equipment/ works; certification of works by consultants/ contractors, coordinating research and giving technical advice to the director of Health services



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Medical Engineering Services/ Principal Medical Engineering Technologist I	P	0	3	3	Duties include coordination of Medical Engineer Services in county hospitals. Management, coordination and supervision of medical engineering in referral hospital undertaking health technology , designing and installation of engineering works/ equipment; preparation for technical specifications for new equipment/ works; certification of works by consultants/contractors, coordinating Planning and supervision ; Mentoring junior officers and coordinating training for students, and giving technical advice.
Principal Medical Engineer/ Principal Medical Engineering Technologist II	N	1	5	4	Duties include coordination of Medical Engineer Services in county hospitals. Planning, management, coordination and supervision of medical engineering in referral hospital undertaking health technology , designing and installation of engineering works/ equipment; preparation for technical specifications for new equipment/ works; certification of works by consultants/contractors, coordinating Planning and supervision ; Mentoring junior officers and coordinating training for students, and giving technical advice.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Medical Engineer/ Chief Medical Engineering Technologist	M	1	7	6	Duties include coordination of Medical Engineer Services in county hospitals. Planning, management, co-ordination and supervision of medical engineering in referral hospital undertaking health technology , designing and installation of engineering works/ equipment; preparation for technical specifications for new equipment/ works; certification of works by consultants/contractors, coordinating Planning and supervision ; Mentoring junior officers and coordinating training for students, and giving technical advice
Senior Medical Engineer/ Senior Medical Engineering Technologist / Senior Medical Engineering Technician I	L	7	8	1	Installation training, maintenance, repairs and safe disposal of medical equipment, maintenance and general repair of general and medical plants, instruments, limited physical facilities and utilities, planning for planned preventive maintenance in hospitals and rural facilities, training and mentoring students and supporting rural health facilities in engineering services
Medical Engineer / Medical Engineering Technologist I/ Senior Medical Engineering Technician II	K	1	10	9	Undertaking installation training, maintenance, repairs and safe disposal of medical equipment, maintenance and general repair of general and medical plants, instruments, limited physical facilities and utilities, planning for planned preventive maintenance in hospitals and rural facilities, training and mentoring students and supporting rural health facilities in engineering services





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Medical Engineering Technologist II/ Medical Engineering Technician I	J	5	12	7	Undertaking maintenance and repairs of complex medical equipment, general and medical plants, instruments, limited physical facilities and utilities, operation of general and medical plants, and basic user & technical training.
Medical Engineering Technologist III/ Medical Engineering Technician II	H	3	10	7	Entry level for Diploma holders. Undertaking maintenance and repairs of basic Medical equipment, general and medical plants, instruments, limited physical facilities, utilities, and operation of plants under the guidance of an experienced medical engineering officer.
Medical Engineering Technician III	G	0	5	5	Entry level for certificate holders. Undertaking maintenance and repairs of basic Medical equipment, general and medical plants, instruments, limited physical facilities, utilities, and operation of plants under the guidance of an experienced medical engineering officer.
Total		18			



ORTHOPEDIC TRAUMA TECHNOLOGIST

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DIPLOMA HOLDERS					
Principal Orthopedic Trauma Technologist	N	0	1	1	Career progression.
Chief Orthopedic Trauma Technologist	M	0	1	1	Career progression.
Senior Orthopedic Trauma Technologist	L	0	1	1	Career progression.
Orthopedic Trauma Technologist/senior Orthopedic Trauma Technician	K	0	2	2	Provide orthopedic services at the designated hospital.
Orthopedic trauma technologist II/Orthopedic trauma technician I	J	0	3	3	Provide orthopedic services at the designated hospital.
Orthopedic Trauma Technologist III/Orthopedic Trauma Technician II	H	0	3	3	Provide orthopedic services at the designated hospital. Entry level.
Total		0			
CERTIFICATE HOLDERS - ORTHOPEDIC TRAUMA TECHNOLOGIST					
Orthopedic Trauma Technologist/ Senior Orthopedic Trauma Technician	K	0	1	1	Coordinate Orthopedic Trauma services in the county hospitals.
Orthopedic Trauma Technologist II/Orthopedic Trauma Technician I	J	0	2	2	Provide orthopedic services at the designated hospital.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Orthopedic Trauma Technologist III/ Orthopedic Trauma Technician II	H	3	3	0	Provide orthopedic services at the designated hospital.
Orthopedic Trauma Technician III	G	3	3	0	Provide orthopedic services at the designated hospital.
Total		6			

MEDICAL OFFICERS AND SPECIALISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Deputy Director Medical Services II/ Chief Medical specialist II	S	4	5	1	Provision of specialist opinion in relevant areas of specialization.
Assistant Deputy Director Medical Services/ Senior medical specialist	R	8	15	7	These are specialist consultants Specialists required are : ENT surgeon, Ophthalmologist; Obs/Gynaecologist; General surgeon; Radiologist; Physician; Anaesthetologist; Pediatricians; Nephrologist; Psychiatrist; Orthopedic
Deputy Director Medical Services/ Senior medical specialist	Q	12	38	26	These are specialist consultants. Specialists required are : ENT surgeon, Ophthalmologist ;Obs/Gynaecologist; General surgeon; Radiologist;Physician;Anaesthetologist;Paediatrician; Nephrologist;Psychiatrist;Orthopaedic Surgeon; Cardiothoracic Surgeon, Pathologist; Urologist; Oncologist; Plastic Surgeon; Dermatologist; Neurosurgeon etc.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Medical Services/ Medical specialist II	P	10	55	45	These are specialist consultants. ENT surgeon, Ophthalmologist; Obs/Gynaecologist; General surgeon; Radiologist; Physician; Anesthesiologist; Paediatrician; Nephrologist; Psychiatrist; Orthopedic etc.
Senior Medical Officer	N	52	89	37	Career progression.
Medical Officer	M	11	89	78	Cover specific units and clinics in hospital & also oversee and mentor medical interns including all other cadres undergoing clinical guided practice; coordinate continuous medical education.
Total		98			

PHARMACISTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Deputy Director of Pharmaceutical services II/Senior Pharmaceutical Specialist I	S	0	1	1	Provision of specialist opinion in relevant areas of specialization.
Deputy Director of Pharmaceutical services/Senior Pharmaceutical Specialist II	R	0	3	3	Career Progression
Senior Assistant Director of Pharmaceutical services/ Pharmaceutical Specialist I	Q	3	5	2	Formulation of policy and legislation on drugs control, planning and implementation of pharmaceutical services, liaison with other disciplines, and staff development.
Assistant Director of Pharmaceutical services/ Pharmaceutical Specialist II	P	9	15	6	Formulation of policy and legislation on drugs on drugs, control of drugs, planning and implementation of pharmaceutical services, liaison with other disciplines



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Pharmacist	N	8	10	0	Career Progression. Formulation of policy and legislation on drugs on drugs, control of drugs, planning and implementation of pharmaceutical services, liaison with other disciplines
Pharmacist	M	1	10	9	Formulation of policy and legislation on drugs on drugs, control of drugs, planning and implementation of pharmaceutical services, liaison with other disciplines
Total		21			

STAFF OFFERING COMMON SERVICES

CLERICAL OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Clerical Officer	K	0	10	10	Career Progression
Chief Clerical Officer	J	7	10	3	Overall in charge of this cadre. Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue, of licenses or certificate under relevant Acts. In addition, the officer will induct, new Clerical Officers, and supervise staff.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Clerical Officer	H	4	18	14	Preparation of agenda for departmental Human Resource Management Advisory Committee and Departmental Training Committee meetings; maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services; assisting in planning office accommodation and layout; preparation of estimates of expenditure on general office services; safe custody of invoices, receipts and other records; processing of documents for issue of licenses or certificates under relevant Acts; preparation and maintenance of records and ensuring proper maintenance of filing system.
Clerical Officer I	G	18	30	12	Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system; processing staff returns updating IHRIS system, discipline, transfers and other related duties in human resource management; computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers; compiling data.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officer II	F	7	60	53	-Entry level. Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers; compiling data.
Total		36			

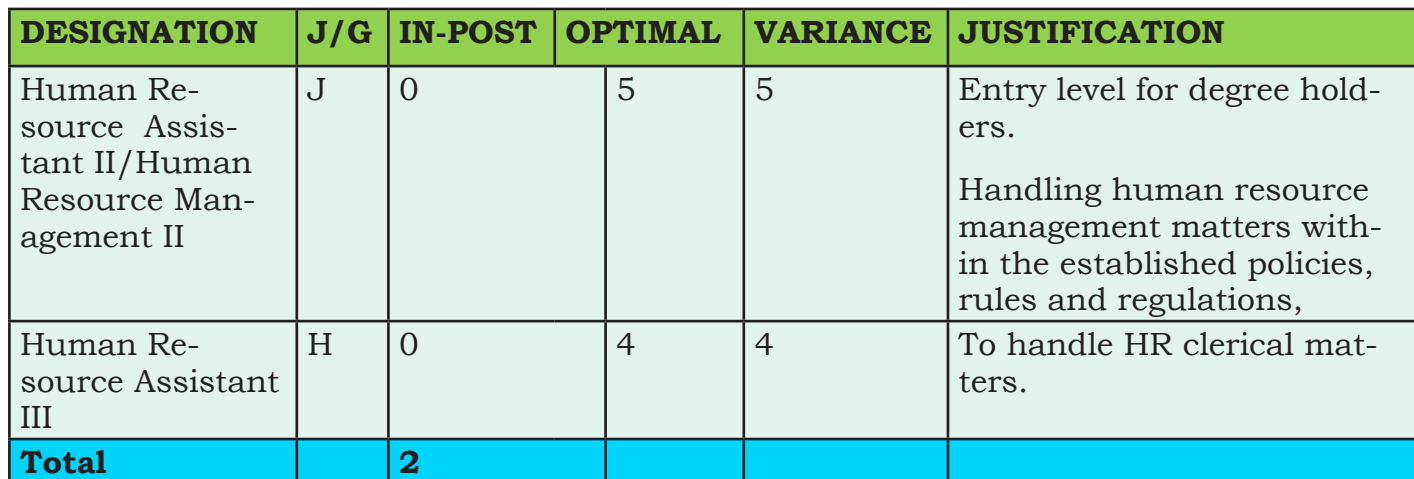
DRIVERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Driver	H	2	10	8	Career Progression.
Senior Driver	G	1	14	13	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver I	F	3	20	17	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers. Career progression.
Driver II	E	27	21	-6	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver III	D	1	1	1	Entry point for drivers. Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Total		34			



HUMAN RESOURCE MANAGEMENT OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/DIPLOMA HOLDERS					
Assistant Director of Human Resource Management/ Assistant Director Human Resource Development	P	0	1	1	Duties include planning, controlling and coordinating human resource management activities, analyzing staff performance and career progression and making appropriate recommendations to the Director, Human Resource Management at the County.
Chief Human Resource Management Officer II/Chief Human Resource Management Assistant	M	1	2	1	Planning, controlling and coordinating human resource management activities, analyzing staff performance and career progression and making appropriate recommendations. Assistant Director, Human Resource Management Officer
Senior Human management Officer /Senior Human Resource Management Assistant	L	1	2	1	Duties will include handling all human resource management matters within established policies, rules and regulations, supervision and guidance of staff working under him/her.
Human Resource Management officer I/Human Resource Management Assistant I	K	0	3	3	Duties include handling human resource management matters within the established policies, rules and regulations, supervision and guiding staff under him /her at the facility.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Telephone Supervisor	L	0	0	0	Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Telephone Supervisor I	K	0	0	0	In-charge of a telephone exchange of seven to ten (7-10) switchboard positions, with a maximum capacity of one hundred (100) exchange lines and approximately one thousand (1000) extension lines. The officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for telephone personnel; collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills and Supplies Section on procurement of telephone facilities/spare parts and stationery.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Telephone Supervisor 2	J	1	0	-1	In-charge of a telephone exchange of seven to ten (7-10) switchboard positions, with a maximum capacity of one hundred (100) exchange lines and approximately one thousand (1000) extension lines. The officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for telephone personnel; collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills and Supplies Section on procurement of telephone facilities/spare parts and stationery.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Telephone Operator	H	4	0	-4	Telephone operation duties; routine testing of exchange lines and switchboard facilities; and telephone exchange clerical work. An officer at this level may also be deployed as in-charge of a telephone exchange of one to two (1-2) switchboard positions with a maximum capacity of twenty (20) exchange lines and approximately two hundred (200) extension lines. At the Exchange, the officer will be responsible for carrying out Head Set Coaching to new entrants; liaising with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities, with Accounts Section on settlement of telephone bills and with Supplies Section





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Telephone Operator I	G	1	0	-1	Telephone operation duties; routine testing of exchange lines and switchboard facilities; and telephone exchange clerical work. An officer at this level may also be deployed as in-charge of a telephone exchange of one to two (1-2) switchboard positions with a maximum capacity of twenty (20) exchange lines and approximately two hundred (200) extension lines. At the Exchange, the officer will be responsible for carrying out Head Set Coaching to new entrants; liaising with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities, with Accounts Section on settlement of telephone bills and with Supplies Section



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Telephone Operator II	F	1	0	0	Telephone operation duties; routine testing of exchange lines and switchboard facilities; and telephone exchange clerical work. An officer at this level may also be deployed as in-charge of a telephone exchange of one to two (1-2) switchboard positions with a maximum capacity of twenty (20) exchange lines and approximately two hundred (200) extension lines. At the Exchange, the officer will be responsible for carrying out Head Set Coaching to new entrants; liaising with Telephone Engineers/Technicians on maintenance of telephone equipment/facilities, with Accounts Section on settlement of telephone bills and with Supplies Section
Total		7	0		



OFFICE ADMINISTRATORS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/DIPLOMA/CERTIFICATE HOLDERS					
Senior Assistant Director, Office Administrative Services	Q	0	1	1	Interpreting and implementing of-office administrative services and policies, procedures in consultation with the secretary Human Resource Services. Carrying out postings and deployment of of-office administrative services personnel, coordinating of training of personnel and maintain up to date records, Managing office protocols and etiquette.
Assistant Director Office Administrative Services	P	0	2	2	Preparing up to date records of of-office administrative services personnel, initiating posting and deployment orders of the staff under this cadre. Collecting and collating analyzing data and preparing reports.
Principal Assistant Office Administrator	N	0	3	3	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Assistant Office Administrator	M	1	4	3	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Senior Assistant Office Administrator	L	0	4	4	Career progression.
Office Administrator II/Assistant Office Administrator I	K	1	4	3	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Office Administrator I/Assistant Office Administrator II/Office Administrator I	J	2	7	5	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Assistant Office Administrator III/Office Administrator II	H	5	7	2	Operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Total		9		17	





MORTUARY ATTENDANTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Mortuary Attendant	G	0	4	4	In-charge of the hospital mortuary and supervise staff working under them
Mortuary Attendant IB	F	0	7	7	Career progression.
Mortuary Attendant II B	E	8	10	2	To conduct embalming services.
TOTAL		8			

SUPPLY CHAIN MANAGEMENT OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/DIPLOMA/CERTIFICATE HOLDERS					
Chief supply chain management Officer/ Chief Supply Chain Management Assistant	M	0	2	2	Coordinating and controlling activities in the hospital. Monitoring supply implementation of supply chain management policies and guidelines.
Senior supply chain management Officer/ Senior Supply Chain Management Assistant	L	0	2	2	Co-coordinating, controlling, inventory and stock control activities in the hospital. Monitoring supply implementation of supply chain management policies and guidelines.
Supply chain management Officer I/ Supply Chain Management Assistant I	K	1	3	3	Assisting in coordinating, controlling, inventory and stock control activities in the hospital. Monitoring supply implementation of supply chain management policies and guidelines.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Supply chain management Officer / Supply Chain Management Assistant II	J	2	4	3	Assisting in coordinating, controlling, inventory and stock control activities in the hospital. Monitoring supply implementation of supply chain management policies and guidelines.
Supply chain management Officer III/Supply Chain Management Assistant III	H	3	5	2	Issuing stores, assisting in stock taking, reconciliation and maintenance of records Service areas in stores in all hospitals.
Supply Chain Management Assistant IV	G	3	7	4	Issuing stores, assisting in stock taking, reconciliation and maintenance of records Service areas in stores in all hospitals.
Total		9			

HOSPITALITY OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
CERTIFICATE AND DIPLOMA HOLDERS					
Chef	J	0	7	7	Supports catering and hospitality services in hospitals. Career Progression.
Assistant Chef	H	0	8	8	Supports catering and hospitality in hospitals. Career Progression.
Cook I	G	2	9	7	Supports catering and hospitality in hospitals.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Cook II	F	0	9	9	Supports catering and hospitality in hospitals. Career progression.
Cook III/House-keeping Assistant III	E	9	9	0	This cadre supports catering and hospitality services in hospitals and rural facilities
Total		11			

CHARGE HANDS/ARTISANS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Charge Hand	K	10	14	4	Overall in-charge of the Artisans and Charge hands in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). Improvement, repair and maintenance schedules; managing maintenance workshops; supervising, training and guiding other staff. Career progression.
Senior Charge hand Building Mechanical/Tailor	J	6	6	0	Assist the Technical Operator in line with specialization (Carpentry, Masonry, Welding, Painting and Plumbing).



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Charge Hand Building/Mechanical/Tailor	H	1	2	1	Coordinate and supervise staff in improvement works, general repairs and maintenance. -Responsible for record keeping, allocation of duties, management of workshops and training of junior staff in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing, Mechanical.)
Artisan I/ Tailor	G	1	1	0	Improvement works, more repairs that are complex and maintenance works and routine checks in line with their area of specialization (Tailor.)
Artisan II/Tailor	F	1	1	0	Work at this level will involve undertaking improvement works, repair works and in their areas of specialization. (Tailor)
Total		19			



SUPPORT STAFF

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Cleaning Supervisor I	G	13	36	23	Supports general cleaning services and other auxillary duties in public offices, hospitals. Career progression.
Cleaning Supervisor 2a	F	11	29	18	Supports general cleaning services and other auxillary duties in public offices, hospitals and rural facilities. Career progression.
Support Staff Supervisor/ Cleaning supervisor 2b	E	22	37	15	Supports general cleaning services and other auxillary duties in public offices, hospitals and rural facilities.
Senior Support Staff/Cleaning Supervisor III	D	1	100	99	Supports general cleaning services and other auxillary duties in public offices, hospitals and rural facilities.
Support Staff I	C	0	100	100	Supports general cleaning services and other auxillary duties in public offices, hospitals and rural facilities.
Support Staff II	B	0	0	0	Supports general cleaning services and other auxillary duties in public offices, hospitals and rural facilities.
Support Staff (Laborer)	A	4	0	-4	Holders are from de-funct local authority.
Total		51			



ACCOUNTANTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/DIPLOMA					
Director, Accounts	R	1	1	0	Planning, directing, coordinating, supervising areas of control, development of staff and setting targets for the unit.
Senior Accountant General	Q	0	1	1	Career progression.
Assistant Accountant General	P	0	1	1	Career progression.
Principal Accountant	N	1	2	1	Assist Assistant Director for planning, directing, coordinating, supervising areas of control, development of staff under him/her and setting targets for the unit.
Chief Accountant	M	1	3	2	Assist in planning, directing, coordinating, supervising areas of control, development of staff under him/her and setting targets for the unit.
Senior Accountant	L	1	4	3	Verification of vouchers and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation accounting management reports



Accountant I	K	1	7	6	Entry level. Verification of vouchers and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports.
Total		4			

RECORDS MANAGEMENT OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEGREE/DIPLOMA HOLDERS					
Records Management Officer I	K	0	2	2	Ensuring that letters are filed and marked appropriately to action officers, Controlling and opening of files and updating file indexing. Ensuring security of information/files in the registry. The officer at this level will supervise junior officers working under him/her.
Records Management Officer II	J	0	3	3	Assist in ensuring that letters are filed and marked appropriately to action officers, Controlling and opening of files and updating file indexing. Ensuring security of information/files in the registry.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Records Management Officer III	H	0	4	4	Duties and responsibilities entails receiving, sorting, opening, filing, and distribution and dispatching of mails and guiding on files disposals.
Total		0			

2.2.6 ECONOMIC PLANNING

2.2.6.1 INTRODUCTION

This department is established by the Executive Order No.7 vide Gazette Notice No. 9011 of 2020 to;

- Manage economic affairs of the County Government
- Consider debt management strategy paper.
- Consider economic policies of the County.
- Formulate county fiscal planning and development including statistics.
- Advise on and approve borrowing by the County Government.

2.2.6.2 VISION

A leading department in the monitoring, evaluating and overseeing the management of public finances and economic affairs of the county.

2.2.6.3 MISSION

To provide overall leadership and policy direction in resource mobilization, management and accountability for quality public service delivery.

2.2.6.4 STRATEGIC OBJECTIVES

The strategic objectives of this department are:

- i. Developing and implementing financial and economic policies in the county.
- ii. Coordinating implementation of the county budget.
- iii. Mobilizing resources for funding budgetary requirements.
- iv. Putting in place mechanisms to raise revenue and resources.
- v. Collaboration in the annual Medium Term Framework (MTEF) budgeting process,



budget execution, review, accountability and reporting.

- vi. Public debt management
- vii. Consolidating annual budget implementation reports in the financial statements.
- viii. Custodian of county government assets.
- ix. Ensuring prudent management and control of finances.
- x. Promoting efficient and effective use of county budgetary resources.
- xi. Monitoring county government entities for compliance and effective management of funds.
- xii. Developing capacity for efficient, effective and transparent financial management.
- xiii. Monitoring, evaluating and reporting on implementation of county projects and programs.

2.2.6.5 CORE FUNCTIONS

- i. Planning, analysis and review of government policies, strategies, programmes and projects and provision of advice on economic planning and budgeting,
- ii. Collection, analysis and storage of statistical data and information on all development issues affecting the welfare of the residents of Nyeri
- iii. Collaboration in the annual Medium Term Framework (MTEF) budgeting process, budget execution, review, accountability and reporting.
- iv. Coordinating the County Planning budgeting process.
- v. Managing the County Government 's public debt and other obligations and developing a framework of debt control for the County;
- vi. Consolidating the annual appropriation accounts and other financial statements of the County Government in a format determined by the Accounting Standards Board;
- vii. Assisting the County Government in developing capacity for efficient, effective and transparent financial management;
- viii. Providing the National Treasury with information, which it may require to carry out its responsibilities under the Constitution and this Act;
- ix. Issuing circulars with respect to financial matters relating to County Government entities;
- x. Advising the County Government entities, the County Executive Committee and the County Assembly on Financial matters;
- xi. Strengthening financial and fiscal relations between the National Government and County Governments

- xii. Monitoring and evaluation of the county's projects and programs and make quarterly and annual reports.

The department consist of the following: Economic Planning, Budgeting, Monitoring and Evaluation.

2.2.6.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

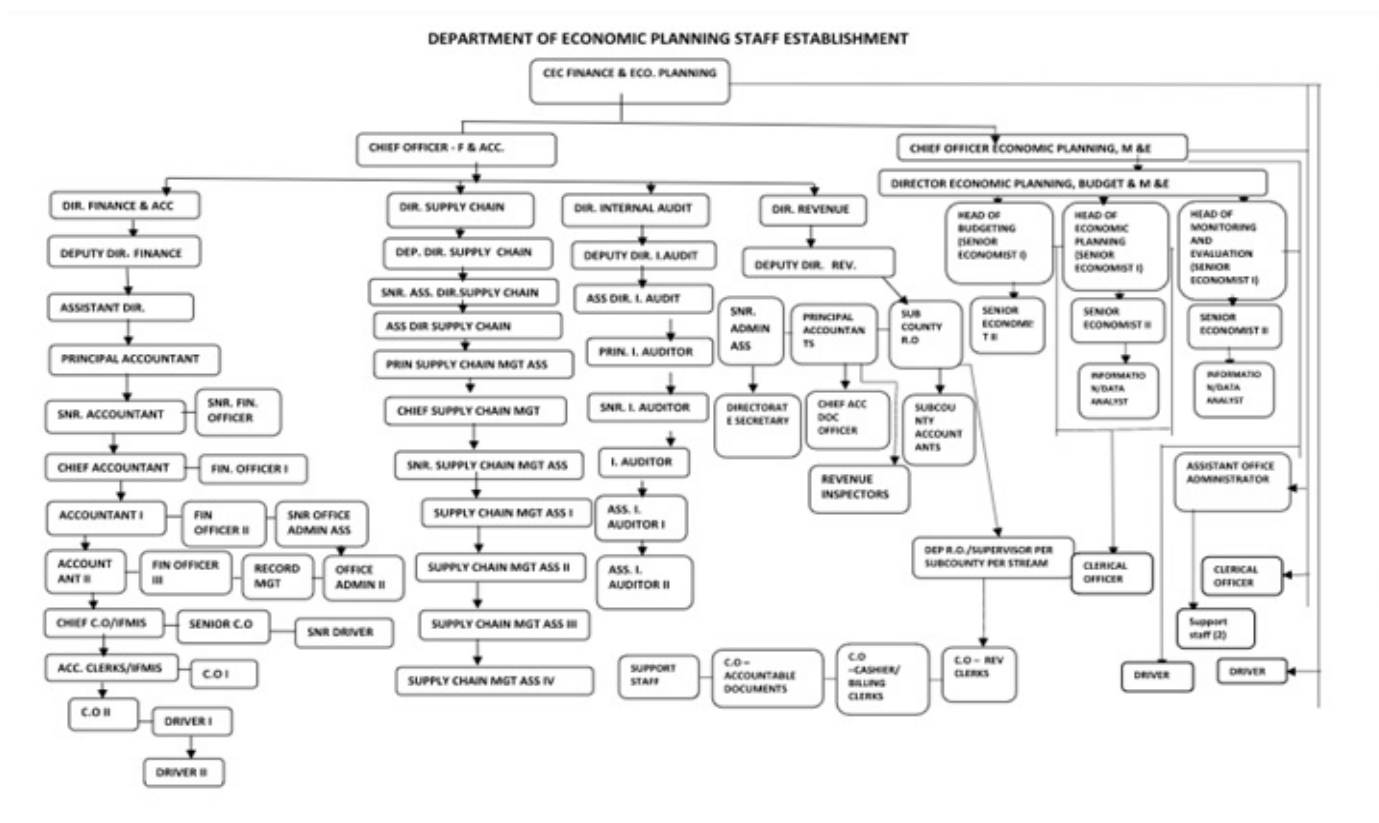


Figure 6: Organogram for Economic Planning



2.2.6.7 Staff Establishment

Table 8: Economic Planning

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
ECONOMIC PLANNERS					
Director of Economic Planning and Budgeting	R	1	1	0	Management of economic planning, budgeting, monitoring and evaluation in the county.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director Economic Planning and budgeting	Q	0	2	2	Coordination of economic planning, monitoring and evaluation in the county. Preparation of planning documents and monitoring their implementation) Coordination of budgeting process (preparation and tracking implementation of budget) in the county.
Principal Economist	P	0	2	2	Support departments in economic planning, M&E coordination Responsible for budgeting in the county
Senior Economist I	N	0	2	2	Support departments on economic policy formulation, planning, M&E, budget formulation, implementation and reporting
Senior Economist/ Statistician II	M	2	3	1	Budget Analysis and Reporting Monitoring and Evaluation Economic policies formulation and analysis





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Economist / Statistician I	L	0	4	4	To be involved in supporting departments in policy formulation, Economic Planning, budgeting, M & E and resource mobilization.
Economist / Statistician II	K	0	5	5	To be attached to departments to support them in planning, budgeting, M & E.
LIBRARY					
Principal Library Assistant	N	0	1	1	Head of information centers in the County (Information Resource centers on policy, Economic Planning and budgeting)
Chief Library Assistant	M	0	2	2	To manage the County information and documentation center(s)
Senior Library Assistant	L	1	2	1	To manage the County information and documentation center(s).
OFFICE ADMINISTRATORS					
Chief Assistant Office Administrator	M	0	1	1	Career progression.
Senior Assistant Office Administrator	L	1	1	0	Secretarial duties, operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Office Administrator/ Senior Office Administrative Assistant	K	1	1	0	Duties include operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.

CLERICAL OFFICERS

Chief Clerical Officer	J	0	1	1	Carrying out transactions related to accounts in the Accounting unit, filling, retrieval of records and preparation of payment vouchers.
Senior Clerical Officer	H	1	2	1	Carrying out transactions related to accounts in the Accounting unit, filling, retrieval of records and preparation of payment vouchers
Clerical officer I	G	0	1	1	Clerical duties which include records management.

SUPPORT STAFF

Cleaning Supervisor I	G	0	1	1	Career progression.
Cleaning supervisor II	F	1	1	0	Cleaning offices and other messengerial jobs.

DRIVERS

Principal Driver	J	0	1	1	Career progression.
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Chief Driver	H	1	2	1	Driving and maintaining cleanliness of the designated vehicle.
Senior Driver	G	0	0	0	Career progression.
Driver I	F	0	0	0	Career progression.
Driver II	E	1	1	0	Entry point for drivers. Driving and maintaining cleanliness of the designated vehicle.
Total		10			

2.2.7 FINANCE AND ACCOUNTING

2.2.7.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette No. 9011 of 2020 to;

- Collect revenue
- Impose levies and charges
- Manage Public Finance
- Be custodian of the Inventory of County Government assets

2.2.7.2 VISION

A leading department in the monitoring, evaluating and overseeing the management of public finances and economic affairs of the county.

2.2.7.3 MISSION

To provide overall leadership and policy direction in resource mobilization, management and accountability for quality public service delivery.

2.2.7.4 MANDATE

- Developing and implementing financial and economic policies in the county. Coordinating implementation of the county budget.
- Mobilizing resources for funding budgetary requirements.
- Putting in place mechanisms to raise revenue and resources.



- iv. Public debt management.
- v. Consolidating annual appropriation accounts and other financial statements.
- vi. Custodian of county government assets.
- vii. Ensuring prudent management and control of finances.
- viii. Promoting efficient and effective use of county budgetary resources.
- ix. Monitoring county government entities for compliance and effective management of funds.
- x. Developing capacity for efficient, effective and transparent financial management.
- xi. Monitoring, evaluating and reporting on implementation of county projects and programs.

2.2.7.5 CORE FUNCTIONS

Directorate of Finance and Accounting

- i. Managing the County Government 's public debt and other obligations and developing a framework of debt control for the County;
- ii. Consolidating the annual appropriation accounts and other financial statements of the County Government in a format determined by the Accounting Standards Board;
- iii. Acting as custodian of the inventory of the County Government's assets except when provided otherwise by other legislation or the or the Constitution;
- iv. Ensuring compliance with accounting standards prescribed and published by the Accounting Standards Board;
- v. Ensuring compliance with accounting standards prescribed and published by the Accounting Standards Board;
- vi. Ensuring proper management and control of, and accounting for the finances of the County Government and its entities in order to promote efficient and effective use of the County's budgetary resources;
- vii. Maintaining proper accounts and other records in respect of the County Revenue Fund, the County Emergencies Fund and other public funds administered by the County Government;
- viii. Assisting the County Government in developing capacity for efficient, effective and transparent financial management;
- ix. Providing the National Treasury with information, which it may require to carry out its responsibilities under the Constitution and this Act;
- x. Issuing circulars with respect to financial matters relating to County Government entities;
- xi. Advising the County Government entities, the County Executive Committee and



the County Assembly on Financial matters;

- xii. Strengthening financial and fiscal relations between the National Government and County Governments.

Directorate of Internal Audit

- i. Reviewing the governance mechanisms of the County Government and mechanisms for transparency and accountability with regard to the finances and assets of the County Government
- ii. Conducting risk –based, value for money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the County Government.
- iii. Verifying the existence of assets administered by the County Government and ensuring that there are proper safeguards for their protection.
- iv. Providing assurance that appropriate institutional policies and procedures and good business practices are followed by the County Government.
- v. Evaluating the adequacy and reliability of information available to management for making decisions with regard to the County and its operations.

Directorate of Revenue

- i. Supervision & Enforcement of revenue collection.
- ii. Account for all revenue collected.
- iii. Developing strategies that ensure revenue enhancement.
- iv. Advice management on effective internal control measures.

Directorate of Supply Chain Management

- i. Initiating procurement policies.
- ii. Implementing existing supplies regulations, procedures and systems.
- iii. Recommending disposal of unserviceable stores.
- iv. Implementing procurement manual.
- v. Preparing procurement plans.
- vi. Sourcing for suppliers.
- vii. Conducting stock control.
- viii. Stock taking and stock audit.
- ix. Implementing e-procurement strategies.



2.2.7.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

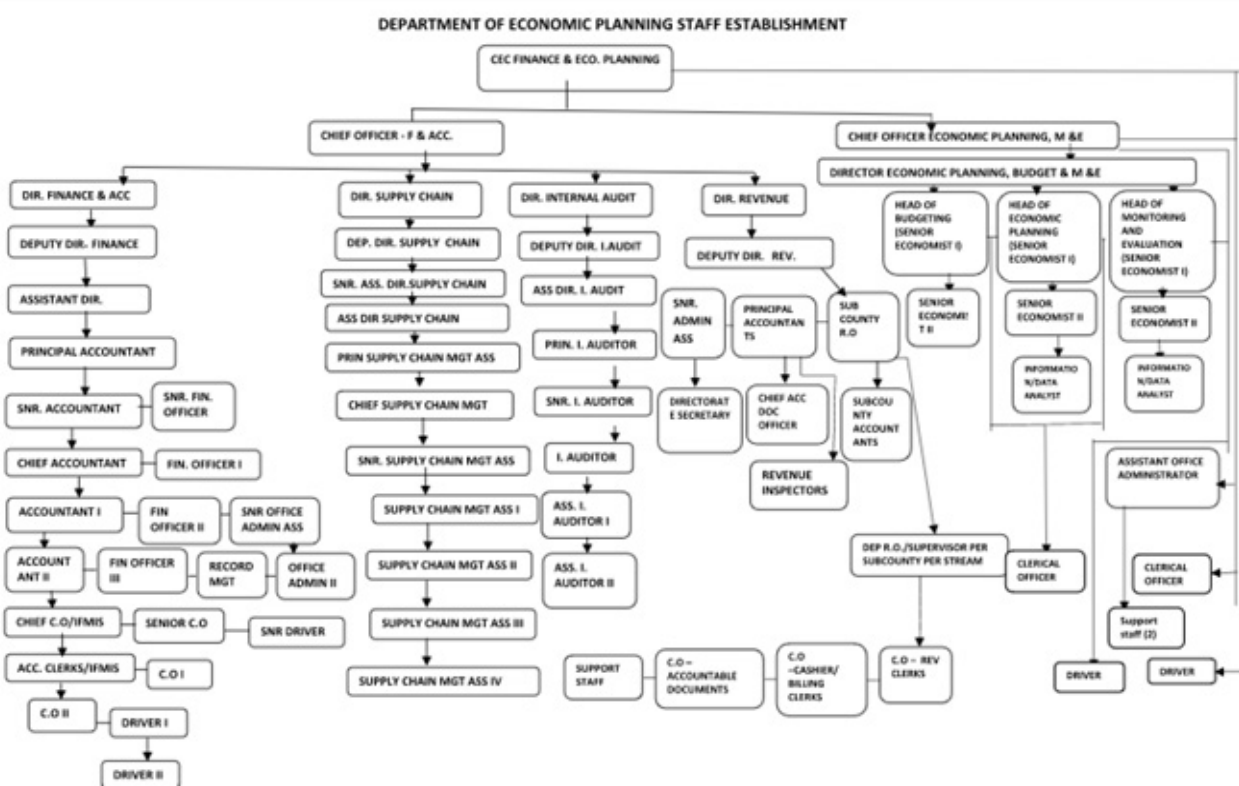


Figure 7: Organogram for Finance & Accounting

2.2.7.7 STAFF ESTABLISHMENT

Table 9: Finance & Accounting

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
ADMINISTRATIVE OFFICERS					



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Office Administrators					
Chief Office Administrator	M	0	1	1	Career progression.
Senior Office Administrator	L	0	0	0	Career Progression.
Office Administrator I	K	1	1	0	Assist the Chief office administrator in administrative duties in the Chief Officer's office.
Office Administrator II	J	0	2	2	Supervise support staff in the directorate.
Human Resource Officers					
Assistant Director of Human Resource Management	P	0	1	1	Analyzing the staffing levels and making proposals for succession planning; analyzing utilization of human resources in the Department and advising on proper deployment; analyzing staff progression and making proposals for career development; and ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, Labour laws and other statutes that impact on human resource.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Human Resource Management Officer I	N	1	1	0	Analyzing the staffing levels and making proposals for succession planning; analyzing utilization of human resources in the Ministry/Department and advising on proper deployment; analyzing staff progression and making proposals for career development; and ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labour laws and other statutes that impact on human resource.
DRIVERS					
Chief Driver	H	0	1	1	Career progression.
Senior Driver	G	1	2	1	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
SUPPORT STAFF					
Cleaning supervisor III/Senior support staff	D	0	0	0	Performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties Career progression
Support staff I	C	0	1	1	Cleaning duties, performing messengerial duties, preparation of tea and washing utensils.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
FINANCE AND ACCOUNTING DIRECTORATE					
Accountants					
Director Accounting & Financial Reporting	R	1	2	1	Heads the Accounting unit. Attending Public Accounts Committee, oversee cash management and exchequer operations for expenditure and revenues, drafting and revising regulations for new and existing funds, Ensure timely production of management and statutory financial reports, Ensure safe custody of government assets, development and deployment of staff in the unit.
Deputy Director Accounting & Financial Reporting	Q	0	1	1	Making reports on outstanding audit reports, periodic review of accounting systems and recommend necessary changes, compiling reports on non-compliance by accounting units with financial regulations, internet banking alternate, Alternate Head of Accounting Unit Approver.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director/Assistant Accountant General	P	0	5	5	Preparation of management and statutory reports. Oversee PAYE and VAT reconciliations Posting of a payment analysis in the Tracker, Liaises with County COB on payment requirements, Oversee and coordinate financial Reporting Monitoring implementation of Accounting standards and systems for compliance Supervise and coordinate accountants at the departments
Principal Accountant	N	5	7	2	Preparation of financial reports, Advice on Financial matters to Accountants heading the departments, In-charge of Accounting services in the departments, Funds requisition analysis, Validation and Journal approvals in IFMIS, Accounts receivables supervisor
Chief Accountant	M	2	4	2	Assist the Principal Accountant in Financial matters, Oversee maintenance of the asset Register, Extracting Reports for funds requisition



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Accountant	L	1	5	4	In-charge of Accounting services Bank reconciliations of various County Account Maintenance of Pension records Auto Reconciliation. Accounting Receivables responsibility Accounting Services at the Health facilities PAYE Reconciliation
Accountant I	K	5	6	1	Work in Accounting Services at the departments, Invoicing in IFMIS Units/ Working on statutory deductions Posting of Cash-books VAT Reconciliation Head of the Examination Unit Accounting Services at the Health facilities
Accountant II	J	1	8	7	Work in Accounting Services at the departments/IFMIS Units. Loading of bank statements in IFMIS Working at the Examination Unit Journal Posting Preparation of payment vouchers.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Records Management Officer					
Records management officer I	K	0	1	1	In-charge of the records unit, ensure safety and accessibility of payment records in the County treasury. Career Progression.
Records Management Officer II	J	0	1	1	Assist the Records Management Officer I
Records Management Officer III	H	0	1	1	Maintain the payments records.
Clerical Officers					
Principal Clerical Officer	K	4	5	1	Loading of bank Statements in IFMIS Journal Posting Invoicing in the IFMIS
Chief Clerical Officer	J	1	4	3	Carrying out transactions related to accounts in the Accounting unit Working at the Examination Unit Preparation of payment vouchers
Senior Clerical Officer	H	1	2	1	Carrying out transactions related to accounts in the Accounting unit, filling, retrieval of records and preparation of payment vouchers.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officer I	G	0	2	2	Assist the Senior and Chief Clerical Officers in carrying out transactions related to accounts. Receiving and recording of payment vouchers in the County Treasury.
Drivers From Defunct Local Authorities					
Driver	E	0	0	0	Career progression.
Driver	D	0	2	2	Career progression.
Driver	C	1	1	0	Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers.
Support Staff					
Support Staff I	E	0	0	0	Career progression.
Support Staff II	D	0	4	4	Responsible for the general cleaning, messengerial.
Support Staff III	C	2	4	2	Responsible for the general cleaning, messengerial.
INTERNAL AUDIT DIRECTORATE					
Internal Auditors					
Director Internal Audit	R	0	1	1	Developing and reviewing internal audit policies, procedures, guidelines and systems, staff development, budgeting, carrying out investigations and reporting



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Deputy Director Internal Audit	Q	0	1	1	Assisting the Director in reviewing the budget to ensure legislative and administrative compliance and advise Accounting Officers where commitments are entered into when there are no budgetary provision and inadequate funds; carry out audit investigations and train internal auditors.
Assistant Director of Internal Audit	P	1	2	1	Assisting the Deputy Director in managing of internal audit technical division, conducting special and forensic audits, developing systems and testing whether the controls put in place are adequate. Additionally, they will review and edit the draft reports from the internal auditors
Principal Auditor	N	3	4	1	Heading the internal audit operation in the unit, developing a risk based audit work plan, leading the auditing teams and assigning tasks.
Chief Internal Auditor	M	1	2	1	Supervisor in-charge of the overall operations and programmes of an audit unit, undertaking audit assignments, reviewing audit working papers, and preparing annual audit reports/returns



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Internal Auditor	L	1	2	1	In charge of the audit unit undertaking various assignments, supervising staff under the officer including those on the job training; and maintenance of high audit standards and general discipline.
Internal Auditor I	K	0	4	4	Undertake audit assignments such as ensuring that access to electronically filed corporate information is adequately protected and managed appropriate to the risks. Testing the adequacy and effectiveness of systems control measures.
Internal auditor II	J	2	4	2	In-charge of reviewing internal control systems in operation and report on any weakness; undertaking specific audit assignments and preparing detailed audit observations and reports as required by his/her superior and collection of data during audit assignments.
Administrative officers					
Senior assistant office administrator	L	0	0	0	Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant administrative officer I	K	0	1	1	Responsible for word and data processing, filing in the office, supervision of office cleanliness and undertaking other office administrative duties as may be assigned.
Assistant administrative officer II	J	0	1	1	Responsible for word and data processing, filing in the office, supervision of office cleanliness.
Drivers					
Driver I	F	0	0	0	Career progression.
Driver II	E	0	1	1	Driving the assigned vehicle, maintaining and updating their work tickets.
Driver III	D	1	2	1	Driving the assigned vehicle, maintaining and updating their work tickets.
Support Staff					
Support Staff I	E	0	0	0	Career Progression.
Support Staff II	D	0	1	1	Responsible for the general cleaning, messengerial.
Support Staff III	C	0	1	1	Responsible for the general cleaning, messengerial.



REVENUE DIRECTORATE

DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Director Revenue	R	1	1	0	Head of revenue directorate; Supervision & Enforcement of revenue collection; Account for all revenue collected; Developing strategies that ensure revenue enhancement; Advice management on effective internal control measures; Training and development of officers under him/her; etc.
Deputy Director Revenue	Q	0	1	1	Deputize the Director on; Developing strategies that ensure revenue enhancement; Designing and implementing internal control structures; Preparation of statutory reports; Supervision & Enforcement of revenue collection; Training and development of officers under him/her; etc.
Assistant Director Revenue / Assistant Accountant General	P	0	1	1	Assist the Director & Deputy Director on; Accounting for all revenue collected; Set revenue target/budget and projecting regular revenue trends for planning and decision making; Preparation of accounts in respect of the revenue collected, received and recovered; Implementing internal control structures; Preparation of statutory reports; Supervision & Enforcement of revenue collection; Training and development of officers under him/her; etc.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Accountant	N	1	1	0	Head accounting and reporting in the revenue directorate; Provide advisory services on all financial matters in the directorate; Interpretation and implementation of financial regulations and procedures; Participate on preparation of financial statements; Designing & implementing internal controls; Accommodate both Internal & External Auditors and ensure compliance with Audit recommendations; etc.
Chief Accountant	M	0	1	1	Assist on; Accounting and reporting in the revenue directorate; Implement internal controls; Interpretation and implementation of financial regulations and procedures; Participate on preparation of financial statements; Revenue system examination and recommend/ advice on corrective measures; Follow up and implement Audit recommendations in the directorate; etc.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Accountant	L	0	1	1	To oversee and consolidate bank reconciliation for all banks accounts & M-Pesa accounts in the directorate of revenue and other internal control measures including revenue system examination and recommend/advice on corrective measures. Reconcile all revenue reports and reporting any shortcoming.
Accountant I	K	0	1	1	To consolidate bank reconciliation for all banks & M-Pesa accounts in the directorate of revenue and other internal control measures including revenue system examination and recommend/advice on corrective measures. Reconcile all revenue reports and reporting any shortcoming.
Accountant II	J	0	2	2	To perform bank reconciliation for all banks & M-Pesa accounts in the directorate of revenue and other internal control measures including revenue system examination bank reconciliation in the directorate of revenue and other administrative matters at sub county level. Reconcile all revenue reports and reporting any short coming.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Revenue System Analyst					
Revenue System Analyst I / Auditor	K	0	1	1	Reconcile various revenue system reports, Advice management on new technology, Detect and prevent system fraud, Trouble shoot system technical hitches/problems, Oversee the implementation of revenue collection system.
Revenue System Analyst II / Auditor	J	0	1	1	Reconcile various revenue system reports, Advice management on new technology, Detect and prevent system fraud, Trouble shoot system technical hitches/problems, Oversee the implementation of revenue collection system.
Administrative officers					
Principal Administrative Officer / HR Officer	N	0	0	0	Head Administrative issues in the directorate; Facilitate & accommodate meetings; deal with staff matters like discipline, manage leave and/or off days for revenue staff, staff motivation, staff training & development, etc.; make requisitions & follow up on procurement of goods & services, fleet management and other administrative issues in revenue directorate.





DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Administrative Officer / HR Officer	M	0	1	1	Assist on Administrative issues in the directorate; Facilitate & accommodate meetings; deal with staff matters like discipline, manage leave and/or off days for revenue staff, staff motivation, staff training & development, etc.; make requisitions & follow up on procurement of goods & services, fleet management and other administrative issues in revenue directorate.
Senior Administrative Officer / HR Officer	L	0	0	0	Assist on dealing with staff matters like discipline, manage leave and/or off days for over 200 revenue staff, staff motivation, staff training & development, etc.; make requisitions & follow up on procurement of goods & services, fleet management; Facilitate & accommodate meetings; and other administrative issues in revenue directorate.
Records Management Officers					
Senior Records Management Officers / Accountable Documents Officers	L	0	1	1	Management of accountable documents and other office documents / files. In-charge of accountable documents at the Director of Revenue Office.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Records Management Officers I / Accountable Documents Officers	K	0	0	0	Management of accountable documents and other office documents / files. In-charge of accountable documents at the Director of Revenue Office.
Records Management Officers II / Accountable Documents Officers	J	0	1	1	Management of accountable documents and other office documents / files. In-charge of accountable documents at the Director of Revenue Office.
Revenue Officers					
Principal Revenue Officer	N	0	0	0	Ensure compliance by Supervision & Enforcement of revenue collection; Follow up with defaulter to ensure debts are paid; Keep updated customer/clients statements; Advice management on effective internal control measures; Training and development of officers under him/her; etc.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Revenue Officer	M	0	0	0	Deputize the Director on; Developing strategies that ensure revenue enhancement; Designing and implementing internal control structures; Preparation of statutory reports; Supervision & Enforcement of revenue collection; Training and development of officers under him/her; etc.
Senior Revenue Officer	L	0	7	7	Head Sub County and ensure compliance by Supervision & Enforcement of revenue collection; Follow up with defaulter to ensure debts are paid; Keep updated customer/clients statements; Advice management on effective internal control measures; Training and development of officers under him/her; etc.
Revenue Officer	K	0	7	7	Deputize sub county revenue officers on matters of revenue office administration and supervision.
Revenue Clerks					
Motorcycle Rider Revenue Clerk	E	0	2	2	Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Motorcycle Rider Revenue Clerk	D	9	11	2	Ride the assigned motorcycle and collect revenue. Entry level.
OFFICERS FROM THE DEFUNCT LOCAL AUTHORITY					
Clerical officers					
Principal Clerical Officers / Revenue Supervisors / Revenue Inspectors / Superintendents / Revenue Officer III	K	3	7	4	Ensure compliance of revenue collection within the county; Assist the sub county revenue officers on supervision of the main revenue stream per Sub County. Billing, Receipting etc.
Chief Clerical Officers / Revenue Officer III / Market Inspectors / Supervisors / Revenue Clerks / Administrative Clerks	J	5	9	4	Billing, Receipting, Collectors, Supervisors, in charge of accountable documents at sub counties offices, etc.
Senior Clerical Officers / Office Admins / Revenue Clerks / Collectors / Market Attendants	H	13	15	2	Billing, Receipting, Collectors, Supervisors
Clerical Officers I / Support Staff / Revenue Clerks / Administrative Clerks	G	20	23	3	Billing, Receipting, Collectors, Supervisors
Clerical Officers II / Support Staff / Revenue Clerks / Admin Clerks	F	38	42	4	Collectors, Supervisors
Office Administrators					
Senior Office Administrative Assistant	K	0	0	0	Career progression.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Office Administrative Assistant I	J	0	1	1	Career progression.
Office Administrative Assistant II	H	1	0	-1	In charge of the Office of the Director Revenue / revenue administration.
Transport Officers					
Transport Officer / Fleet Manager	J	0	0	0	To manage revenue vehicles motor cycles Fueling, Generation of vehicle's reports, authorizing journey, keeping duty roster for vehicles and allocating to needy areas etc. Career progression.
Transport Officer / Fleet Manager	H	0	1	1	To manage revenue vehicles and motor cycles, fueling, Generation of vehicle's reports, authorizing journey, keeping duty roster for vehicles and allocating to needy areas e.t.c.
Drivers					
Senior Driver	G	0	2	2	Career progression.
Driver I	F	0	2	2	Career progression.
Driver II	E	1	2	1	Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers.
Driver III	D	7	2	-5	Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers.



DESIGNATION	J/G	IN POST	OPTIMAL	VARIANCE	JUSTIFICATION
Drivers from Defunct Local Authority					
Drivers	C	2	0	-2	Holders are from the defunct local authority.
Drivers	B	0	0	0	Career progression.
Drivers	A	1	0	-1	Holder is from the defunct local authority.
Support Staff					
Support Staff / Revenue Clerks	E	1	30	29	Revenue collectors / revenue attendants.
Support Staff / Cleaners / Market Attendants	D	8	33	25	Cleaners / Cooks / Messengers, Revenue collectors / revenue attendants.
Support Staff	C	95	15	-80	Revenue collectors / revenue attendants.
Support Staff / Labourer / Market Attendants / Clerical Officers III	B	21	5	-16	Revenue collectors / revenue attendants.
Labourer / Market Attendants	A	8	5	-3	Revenue collectors / revenue attendants.

DIRECTORATE OF SUPPLY CHAIN MANAGEMENT

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
SUPPLY CHAIN MANAGEMENT OFFICERS					
Director, Supply Chain Management Services	R	1	1	0	Head of Supply Chain Management in the County
Deputy Director, Supply Chain Management Services	Q	0	2	2	Career progression. To act as alternate approvers in the system in place of Director SCMS.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Supply Chain Management Services	P	2	3	1	Head the Supply Chain in major Departments. Career progression.
Principal Supply Chain Management Officer	N	0	6	6	Head the Supply Chain in major Departments To provide secretariat services in various procurement committees. Career progression.
Chief Supply Chain Management Officer	M	2	6	4	Head the Supply Chain in major Departments. Career progression.
Senior Supply Chain Management Officer	L	0	5	5	Head the Supply Chain in major Departments Career progression.
Supply Chain Management Officer I	K	1	6	5	Head the Supply Chain in major Departments Career progression.
Supply Chain Management Officer II	J	1	5	4	Head supply Chain Management in Departments/units with less work load.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Supply Chain Management Assistants					
Principal Supply Chain Management Assistant	N	0	4	4	Head supply Chain Management in Departments/units with less work load. Career progression.
Chief Supply Chain Management Assistant	M	1	4	3	Head supply Chain Management in Departments/units with less work load. Career progression
Senior Supply Chain Management Assistant	L	2	8	6	Head supply Chain Management in Departments/units with less work load. Career progression
Supply Chain Management Assistant I	K	5	9	4	Work under the Supply chain management Officers Career progression.
Supply Chain Management Assistant II	J	2	9	7	Work under the Supply chain management Officers Career progression
Supply Chain Management Assistant III	H	7	7	0	Work under the Supply chain management Officers Career progression
Supply Chain Management Assistant IV	G	2	0	0	Work under the Supply chain management Officers





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
OFFICE ADMINISTRATORS					
Senior Office Administrator	L	0	1	1	Perform administrative duties in the director's office Supervise support staff in the directorate
Office Administrator I	K	0	1	1	Assist the chief office administrator in administrative duties in the director's office
Office Administrator II	J	0	2	2	Perform administrative duties.
CLERICAL OFFICERS					
Principal Clerical Officer	K	0	2	2	Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores. Career progression
Chief Clerical Officer I	J	1	2	1	Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores. Career progression
Senior Clerical Officer	H	0	1	1	Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officer I	G	0	1	1	Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores Career progression
Clerical Officer II	F	0	1	1	Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores Career progression
Clerical Officer III	D	1	1	0	Entry points for clerical officers. Filing, retrieval of records, preparation of reports and preparation of payment vouchers Management of stores
Drivers					
Senior Driver	G	0	1	1	Career progression.
Driver I	F	0	1	1	Driving, maintaining and updating their work tickets.
Support Staff					
Support Staff I	D	0	1	1	Career progression
Support Staff II	C	0	1	1	Responsible for the general cleaning, messengerial and any other duties that may be assigned by the supervisor



2.2.8 GENDER, YOUTH AND SOCIAL SERVICES

2.2.8.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Gender, disability, children and other special groups.
- Fire-fighting services
- Emergencies and disaster management
- Libraries
- County parks and recreational facilities.

2.2.8.2 VISION

A lead department in promotion of social equity, marginalized persons social economic development and disaster management.

2.2.8.3 MISSION

To formulate, promote, co-ordinate and implement policies, plans and programs on Social Services and Disaster Management for sustainable social-economic development for the Nyeri community.

2.2.8.4 STRATEGIC OBJECTIVES

- i. To improve the Social Economic Development of the People of Nyeri;
- ii. To provide assistance to the vulnerable members of the community;
- iii. To build the capacity and empower Youth, Women, Persons with Disabilities and other Marginalized groups in the society;
- iv. To reduce harmful effects of disaster and calamities through creating awareness; improvement of disaster response coordination, infrastructure and equipment;

2.2.8.5 MANDATE

The department of Gender Youth and Social Services draws its mandate from part two of the fourth schedule, number 4 (f) and (j) and number 12 of the constitution of Kenya 2010 which include running of libraries, county parks and recreational facilities, firefighting and disaster management. Also the department has been mandated by the county executive to deal with social services and matters related to children, gender and youth within the confines of Nyeri County.

2.2.8.6 UNITS

The department of gender youth and social services to effectively and efficiently implement its mandate, the department has the following sections; Disaster Management, Social Services and of Gender and Youth.



2.2.8.6.1 Disaster Management Unit

The function of this unit is;

- i. Prevention of disasters.
- ii. Respond to disasters in real time including coordination of rescue missions
- iii. Mitigation of various types of disasters in timely and professional manner.
- iv. Firefighting, fire prevention, protection and firefighting;
- v. Carrying out fire investigation,
- vi. Carrying out rescue operations in case of fire or related disasters,
- vii. Providing advice on appropriate firefighting equipment,
- viii. Inspection of fire appliances and equipment,
- ix. Assessing fire hazards and risks and ensuring means of escape in public buildings,
- x. Conducting fire demonstrations, fire drills and lectures
- xi. Liaison with other government agencies and stake holders and preparing fire evacuation orders.

2.2.8.6.2 Social Services Unit

The social services unit deals with social economic issues in society which includes;

- i. Offering food and non-food items during disasters,
- ii. Offering temporary shelters especially after fire disasters,
- iii. Offering help to vulnerable children, the aged, the extremely poor and disabled, the poor with chronic and terminal illness and other marginalized members of society.
- iv. Educating and empowering the community through education and motivation.

2.2.8.6.3 Gender & Youth Directorate

The unit of gender and youth deals with;

- i. Youth empowerment programs including business mentorship and counseling,
- ii. Business startups support and
- iii. Youth networking and advocacy
- iv. Counseling and addressing varied emerging and imperative youth issues and threats.
- v. Gender mainstreaming, gender based violence issues,

- vi. Gender and youth policy issues,
- vii. Sensitization and mobilization.

2.2.8.7 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

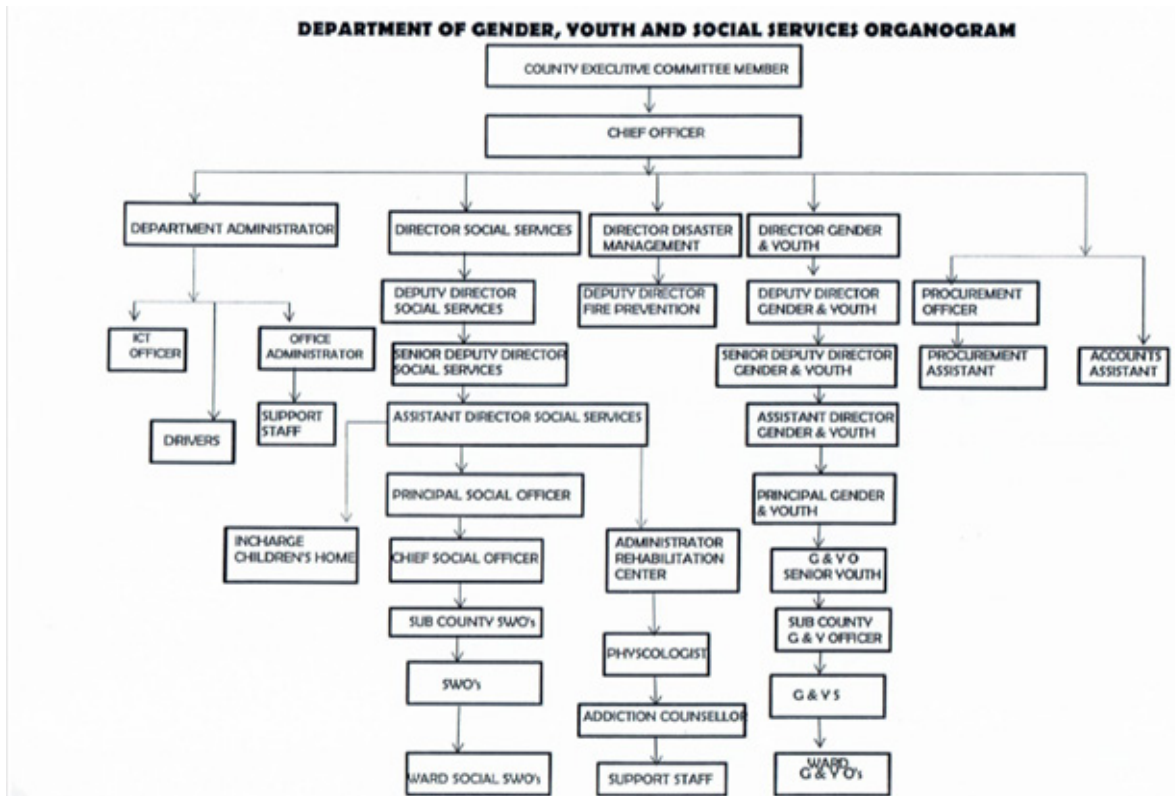


Figure 8: Organogram for Gender, Youth and Social Services

2.2.8.8 STAFF ESTABLISHMENT

Table 10: Gender, Youth & Social Services

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
ADMINISTRATIVE SERVICES					
Deputy Director Administrative services	Q	0	0	0	Career progression.
Assistant Deputy Director Administrative Services	P	0	0	0	Career progression.
Principal Administrator	N	1	2	1	To coordinate, manage, supervise and support all administrative functions in the Department.
Human Resource Officers					
Senior Human Resource Officer	L	0	0	0	Career progression.
Human Resource Officer	K	0	1	1	To handle Human Resource support services. Duties include handling human resource management matters within the established policies, rules and regulations, supervision and guiding staff at the facility and human resource information system.
PROJECT LIAISON OFFICER					
Project liaison officer	M	0	0	0	Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Project liaison officer	L	0	1	1	To assist in projects and programs design, reporting, networking and sourcing for potential donors to support the department in areas that is not funded by the government especially gender and youth.
Accountants					
Accounts Assistant I	K	0	0	0	Career progression.
Accounts Assistant II	J	0	1	1	To handle finance administrative processes, procedure and help in preparation of all financial records and documents as well as.
Supply Chain Management Assistants					
Supply Chain Management Assistant II	J	0	0	0	Career progression.
Supply Chain Management Assistant III	H	0	0	0	Career progression.
Supply Chain Management Assistant IV	G	1	1	0	To assisting in initiating the procurement processes.
Office Administrative Assistants					
Office administrative Assistant I	J	0	0	0	Career progression.
Office Administrative Assistant II	H	1	3	2	To undertake administrative support services and secretarial services



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Office Administrative assistant III	G	0	2	2	To undertake administrative support services and secretarial services.
LIBRARIAN					
Librarian	K	0	0	0	Career progression.
Librarian Assistant	J	0	4	4	To support library and records management services.
RECORDS MANAGEMENT OFFICERS					
Senior Records Management Officer	L	0	0	0	Career progression.
Records Management Officer	K	1	1	0	Career progression. Ensuring letters are filed and marked appropriately to action officers, Controlling and opening of files and updating file indexing. Ensuring security of information/files in the registry.
Records Management Officer	J	0	1	1	Duties and responsibilities at this level will entail ensuring that letters are filed and marked appropriately to action officers, Controlling and opening of files and updating file indexing. Ensuring security of information/files in the registry.
DRIVERS					
Senior Driver	G	0	0	0	Career Progression.
Driver I	F	2	3	2	Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver II	E	6	5	1	To drive the various officers to various assigned destination and maintain the cleanliness of the vehicle
Driver III	D	2	9	7	Entry level. To drive assigned vehicle and cleanliness of the vehicle.
SUPPLY CHAIN MANAGEMENT ASSISTANTS (storekeepers)					
Supply Chain Management Assistant II	J	0	0	0	Career progression
Supply Chain Management Assistant III	H	0	0	0	Career progression
Supply Chain Management Assistant IV	G	0	2	3	To manage the department's stores including managing stocks, releasing provisions ensuring no stocks expire and makes requisitions in time.
COOKS					
Cook I	G	0	0	0	Career progression
Cook II	F	0	1	1	Support menu planning including nutrition balancing, and meals preparation in our institutions.
Cook III	E	0	6	6	Support menu planning including nutritional balancing, and meals preparation in our institutions.
SUPPORT STAFF					
Support Staff I	E	0	0	0	Career progression
Support Staff II	D	0	0	0	Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Support Staff III	C	4	6	4	To support the offices in terms of cleanliness, orderliness and running errands.

SECURITY GUARD

Security Guard II	D	0	0	0	Career progression
Security Guard III	C	0	8	8	To provide security to the various institutions and office premises under the department.

Social Welfare Unit

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Director Social Welfare Services	R	1	1	0	To head the unit. Formulate and implement social welfare policies, strategies and programs.
Deputy Director Social Welfare Services	Q	0	1	1	Assist in formulating and implementing social welfare policies, strategies and programs.
Assistant Director Social Welfare Services	P	0	0	0	Career progression
Principal Social Welfare Officer	N	0	1	1	To support in management of the unit and co-ordination of sub county activities.
Chief Social welfare Officer	M	2	2	0	To support the deputy director in management of the docket at sub county level. -Ensure interests of vulnerable groups are mainstreamed in the social development issues.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Social welfare officer	L	0	1	1	Career progression.
Sub County Social Welfare/Community Development Officers	K	8	8	0	Implementation of the social welfare activities. Entry level.
DIPLOMA HOLDERS					
Senior Welfare Development Officer	J	0	0	0	Career progression
Ward social Welfare/Community Development Officers	H	0	15	15	Implementation of the social welfare activities at the ward level.
DRUG AND SUBSTANCE ABUSE REHABILITATIVE AND TREATMENT SERVICES					
Principal Administration Officer (Rehabilitation Center)	N	0	1	1	To oversight the overall management and coordination of a drugs and substance abuse treatment and rehabilitation Centre.
ADDICTION COUNSELORS					
Counselor I (Addiction)	K	0	0	0	Career progression
Counselor II (Addiction)	J	0	3	3	To support drugs and substance abuse rehabilitation services.
KARATINA CHILDREN'S HOME UNIT					
Senior Social Worker (Unit Manager)	L	0	1	1	To support oversight and management of the children's home.
HOUSEKEEPERS					
Housekeeping Assistant I	H	0	1	1	Career progression
Housekeeping Assistant II	G	1	6	5	To support the children's home or any other boarding institution ran by the department.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
GENDER AND YOUTH AFFAIRS					
Director Gender/Youths Affairs	R	0	1	1	To head the gender and youth unit.
Deputy Director/Youth Gender affairs	Q	0	1	1	To support the director in management of the directorate
Assistant Director gender and youth Services	P	0	0	0	Career progression
Principal Gender And Youth Officer	N	0	1	1	To support in management of the directorate and coordination of sub county activities
Chief Gender and Youth Officer	M	0	0	0	Career progression.
Senior Gender and Youth Officer	L	0	2	2	To provide oversight over youth empowerment activities in the sub counties.
Sub County Gender and Youth Officers	K	0	8	8	Implementation of the gender and youth activities at the sub counties level.
DIPLOMA HOLDERS					
Gender / Youth Officers	J	0	8	8	To implement gender and youth empowerment activities at the sub counties.
Ward Gender and Youth Community Development Officers	H	0	15	15	Implementation of Gender and youth activities at the ward level.





DISASTER MANAGEMENT

DESIGNATION	J/G	INPOST	OPTIMAL	VARIANCE	JUSTIFICATION
Director Emergency and Disaster Management	R	0	1	1	To be overall head of the disaster management unit in the County.
Deputy Director Emergency and Disaster Management	Q	0	1	1	To support the director's office in managing the unit.
FIRE OFFICERS					
Senior Sub County fire prevention officers	M	0	0	0	Career progression
Superintendent Fire services	L	0	0	0	Career progression
Chief Fire Officers	K	2	8	6	Entry level.
FIRE INSPECTORS					
Superintendent (Fire services)	K	2	24	22	Be the first emergency medical responders in emergency and disasters and out of the optimal 24 shifts with 4 functional fire stations, at least each shift should have one emergency medical technician on board.
Senior Inspector (Fire services)	J	6	24	18	To be the head of 24 shifts (3 shifts per day per station) Career progression
Inspector (Fire services)	H	0	8	8	This job group is meant for the fire fighters who will also serve as divers hence the requirement for diving skills.
FIREMEN					
Chief Fireman	J	0	0	0	Career Progression



DESIGNATION	J/G	INPOST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Fireman	H	1	4	3	Receive information from the public and relay the same to the response team including directing the response teams using modern technology. Career progression.
Fireman I	G	27	96	69	Firefighting and disaster response activities.
Fireman II	F	0	3	3	Firefighting and emergency response Career progression.
Fireman III	E	3	12	8	To support firefighting and Disaster Response activities.

FIRE ENGINE OPERATORS

Senior Fire Engine Operator	G	0	0	0	Career progression
Fire Engine Operator	F	8	24	16	Operate fire engines. Respond to emergencies and disasters.

OFFICERS TO BE SECONDED FROM OTHER DEPARTMENTS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Artisan II (Mechanic)	G	0	0	0	Career progression
Artisan III (Mechanic)	E	0	2	2	To support minor mechanical repairs of the fire engines including their other mechanical equipment.

PSYCHOLOGISTS

Psychologist II	K	0	0	0	Career progression
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DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Psychologist III	J	0	1	1	To support drugs and substance abuse Rehabilitation services.
PSYCHIATRIC NURSES					
Senior Registered Nurse(Psychiatric)	L	0	0	0	Career progression
Registered Nurse(Psychiatric)	K	0	6	6	To support drugs and substance abuse rehabilitation services.
HEALTH RECORDS OFFICERS					
Health Records Officers I	H	0	2	2	Career progression
Health Records Officers II	G	0	3	3	To support in generating, keeping and preserving and securing all the clients records in the drugs and substance abuse rehabilitation centers.
ICT OFFICER					
ICT Officer II	L	0	0	0	Career progression
ICT Officer III	K	0	1	1	To support the department ICT needs including the disaster command center and other ICT related installation.

2.2.9 COUNTY PUBLIC SERVICE MANAGEMENT

2.2.9.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Policy issues on County Public Service
- Formulating Human Resource and Development policies
- Staff management issues
- Developing County public service rules and regulations
- Develop and review schemes of services

2.2.9.2 VISION

To be the lead in Public Service and creating a sustainably managed, healthy and clean environment for the county citizenry.

2.2.9.3 MISSION

To provide efficient and effective public Service, environmental conservation and sanitation.

2.2.9.4 STRATEGIC OBJECTIVES

- To coordinate the provision of responsive and effective services to the public.
- To promote ethics and integrity in Public Service Delivery;
- To ensure good working relationship within the County Public Service;

2.2.9.5 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

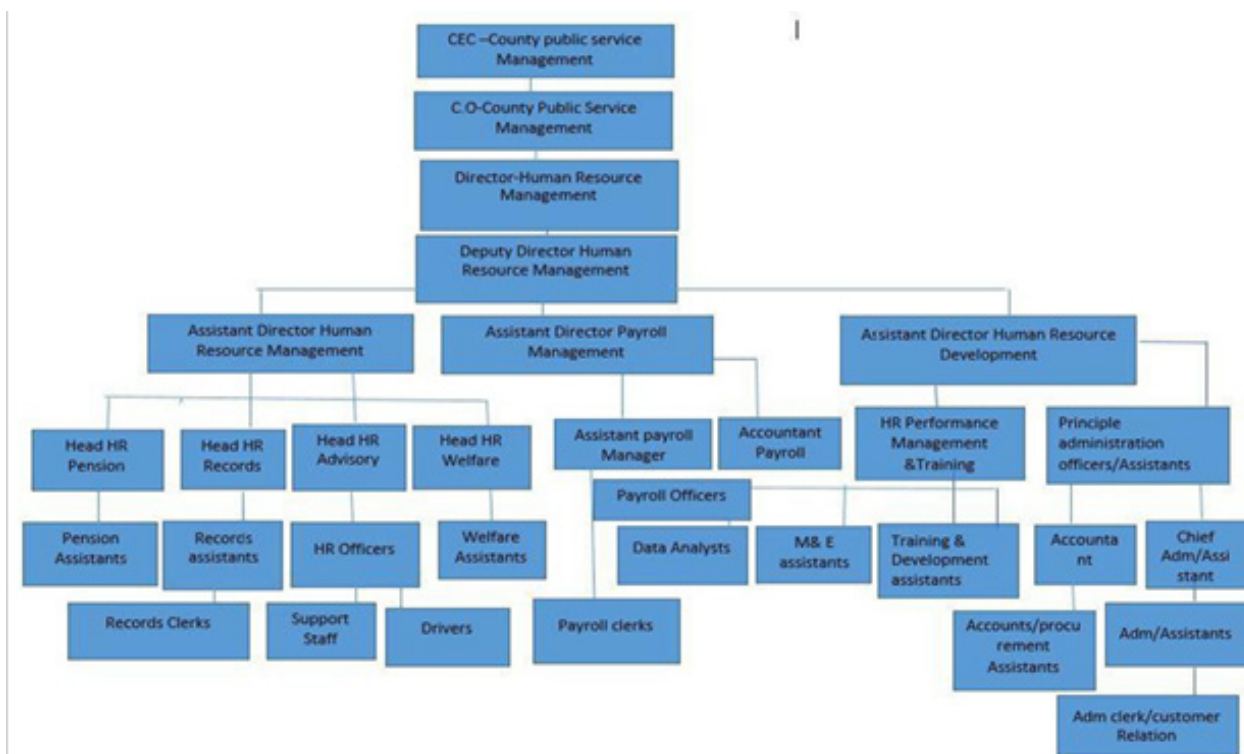


Figure 9: County Public Service Management



2.2.9.6 STAFF ESTABLISHMENT

Table 11: County Public Service Management

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
DEPARTMENTAL MANAGEMENT					
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
HUMAN RESOURCE ADMINISTRATION					
Director, Human Resource Management	R	1	1	0	In charge of HRM Function
Deputy Director Human Resource Management	Q	0	1	1	Career Progression
Assistant Director Human Resource Management	P	0	2	2	To take charge of Directorates units (in charge of Payroll Management, & In charge of Welfare, Pension, Records and Advisory Career Progression
Principal Human Resource Management Officer I	N	0	4	4	Payroll Management/ Appointments/ Welfare/ Advisory Career Progression
Chief Human Resource Management Officer II	M	4	6	2	Employee health & welfare/ Labor relation/ Appointment/ Advisory Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Human Resource Management Officer/ Assistant	L	0	2	2	Pension Labor relation/ Payroll/ Advisory. Career Progression
Human Resource Management officer I/ Assistant I	K	0	2	2	Payroll Management/ Discipline. Career Progression
Human Resource Management officer II/ Assistant II	J	0	2	2	Pension & Payroll Management. Career Progression
Human Resource Management officer III	H	1	4	3	Entry Level.
TRAINING & DEVELOPMENT					
Assistant Director Human Resource Management	P	0	1	1	Training & Performance Management Administration Career Progression
Principal Human Resource Development Officer	N	0	2	2	Training & Performance Management Administration Career Progression
Chief Human Resource Development Officer	M	0	1	1	Training & Performance Management Administration Career Progression
Senior Human Resource Development Officer	L	0	2	2	Career Progression
Human Resource Development Officer I	K	2	2	0	Payroll & Welfare Administration
Human Resource Development Officer II	J	0	2	2	Training & Performance Management Administration.
Human Resource Development Officer III	H	0	2	2	Entry Level



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
SUPPLY CHAIN OFFICERS					
Senior Supply Chain Management Officer	L	0	0	1	Career Progression
Supply Chain Management Officer I	K	0	0	1	Career Progression
Supply Chain Management Officer II	J	1	1	0	To support purchasing & supplies functions
ACCOUNTANTS					
Senior Accountant	L	0	0	1	Career Progression
Accountant I	K	0	1	1	Entry Level Assist in accounting services.
RECORDS MANAGEMENT					
Principal Records Management Officer	N	0	0	1	Career Progression
Chief Records Management Officer	M	1	1	0	Manage HR records
Senior Records Management Officers	L	0	0	0	Career Progression
Records Management Officer I	K	0	1	1	Career Progression
Records Management Officer II	J	0	2	2	Management of HR Records
Records Management Officer III	H	0	2	2	Entry Level. Management of HR Records
OFFICE ADMINISTRATIVE OFFICERS/ASSISTANTS					
Assistant Director Administrative Services	P	0	1	1	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Office Administrator/ Principal Assistant Office Administrator	N	0	1	1	Career Progression
Chief Office Administrator/ Chief Assistant Office Administrator	M	1	1	0	To offer office administrative services Career Progression
Senior Office Administrator/ Senior Assistant Office Administrator	L	1	2	1	To offer office administrative services Career Progression
Office Administrator I/Assistant Office Administrator I	K	1	1	0	To undertake administrative support services and secretarial services
Office Administrator II/Assistant Office Administrator II	J	0	1	1	To undertake administrative support services and secretarial services. Career Progression
Office Administrator III/Assistant Office Administrator III	H	0	1	1	Entry level To undertake administrative support services and secretarial services.
SUPPORT STAFF					
Support Staff I	D	0	2	2	Career Progression
Support Staff II	C	2	2	0	Offer general support services
DRIVERS					
Principal Driver	J	0	0	0	Career Progression
Chief Driver	H	0	0	1	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Driver	G	1	1	0	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver I	F	0	1	1	Career Progression
Driver II	E	0	0	0	Career Progression
Driver III	D	0	0	0	Entry Level Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
CLERICAL OFFICERS					
Principal Clerical Officer	K	1	1	0	Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for dispatch.
Chief Clerical Officer	J	0	2	2	Career Progression
Senior Clerical Officer	H	1	2	1	Preparation and maintenance of records and ensuring proper maintenance of filing system as well as dispatching documents to various offices.
Clerical Officer I	G	0	4	4	Career Progression
Clerical Officer II	F	0	4	4	Preparation and maintenance of records and ensuring proper maintenance of filing system as well as dispatching documents to various offices.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
STAFF FROM DEFUNT LOCAL AUTHORITY					
Senior Assistant Staff Establishment Officer	L	1	1	0	Payroll Administration
Assistant Staff Establishment Officer	K	1	1	0	HR Records Management
Accountant III	J	1	1	0	Payroll Administration
Clerical Officer I	G	2	0	2	General Services
Clerical Officer III	D	2	2	0	Payroll & Pension Units Clerical duties
Senior Driver III	D	2	0	2	Driving the assigned vehicles.
Clerical Officer IV	C	3	3	0	Clerical duties in records unit, Director's office and general services
Head Messenger	C	1	1	0	Provision of messengerial services in the department
Askari III	C	1	1	0	Provide Security Services in the department
Laborer	A	1	1	0	Offer general services

2.2.10 SOLID WASTE MANAGEMENT

2.2.10.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 and Circular No. 052/2020 to deal with all matters relating to;

- Refuse removal
- Refuse dumps
- Solid waste disposal and management.

2.2.10.2 VISION

To create a sustainably managed, healthy and clean environment for the county citizenry.



2.2.10.3 MISSION

To promote, conserve, protect the environment and offer efficient sanitation services.

2.2.10.4 STRATEGIC OBJECTIVE

To provide efficient and effective sanitation services.

2.2.10.5 CORE FUNCTIONS

- i. Providing analytical support on waste management other sectors, departments and agencies in the county.
- ii. Identifying waste reduction, reuse and recycling strategies in relevant sectors.
- iii. Optimizing the County's opportunities to mobilize finance for sustainable waste management.
- iv. Co-ordination of all bodies engaged in activities related to sustainable waste management.
- v. Promoting and ensuring the effective delivery of waste services.
- vi. Create an enabling environment for green economy jobs in the waste management especially for youth, women and people with disability.
- vii. Improve conditions and health of sorters, handlers and pickers of waste.
- viii. Promote waste segregation at source and waste valorization.
- ix. Promote responsible public behavior through public health education and awareness.
- x. Development of action plan for implementation of County solid waste management strategies and policies.
- xi. Establish strategies of dumpsite management, street sweeping and clearance of drains and culverts for storm water management.
- xii. Monitoring and evaluation of solid waste program.
- xiii. Enforcement of bylaws concerned with waste management.
- xiv. Rehabilitation of quarries.
- xv. Provision of exhausting services within the county.
- xvi. Serve as County knowledge and information management Centre for dissemination of knowledge and information on waste management.

2.2.10.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below

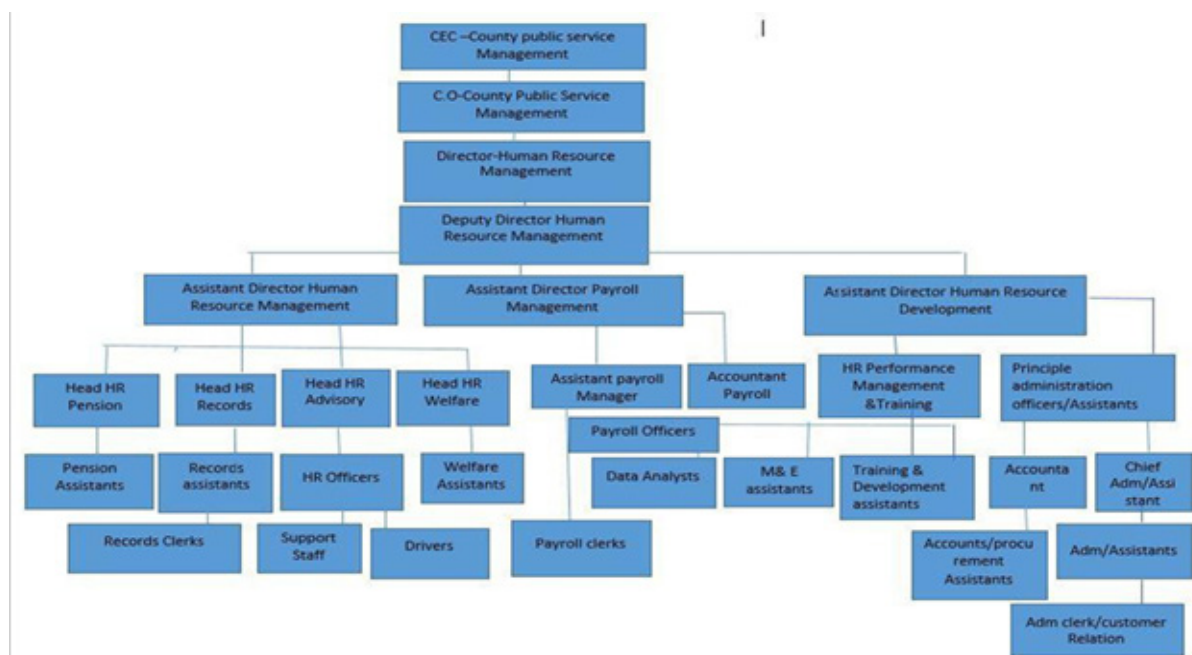


Figure 10: organizational structure for Solid Waste Management

2.2.10.7 STAFF ESTABLISHMENT

Table 12: Solid Waste Management

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
Public Health Officers -Degree Holders (to be seconded from the department of health services)					
Director (Deputy Director, Public Health)-Sanitation	R	0	1	1	Oversee the day-to-day operations of the directorate and coordinate all activities related to directorate. Providing linkages between the headquarters and field operations.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Assistant Director Public Health	Q	0	1	1	Monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health; setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programmes; enforcing international health regulations and rules; carrying out research on public health needs preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; planning and budgeting for the 'departmental resources; integrating modern information communication technology in the department; developing strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Public Health	P	0	3	3	Monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health; setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programmes; enforcing international health regulations and rules; carrying out research on public health needs preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; planning and budgeting for the 'departmental resources; integrating modern information communication technology in the department; developing strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff
Principal Public Health Officer	N	0	3	3	Career progression Monitoring and evaluating environmental health risks; implementing promotive and preventive health programmes; monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring and evaluating the management of solid/liquid and other hazardous wastes; promoting hygiene education including school health programmes; implementing international health regulation



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Public Health Officer	M	0	5	5	Career progression. Coordinate environmental health activities in the area of deployment. Implementing promotive and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous waste, carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Public Health Officer	L	2	8	6	Health Extension services. Identifying environmental health issues at community level; assessing health needs of the community; coordinating sanitation and hygiene programmes in the community; conducting Training for sanitation staff, implementing environmental health programmes and projects implementing integrated mosquito control and other public health strategies and following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns
Public Health Officer	K	0	5	5	Entry grade Environmental health extension services in relation to solid waste and community sensitization, supervising solid waste workers Identifying environmental solid waste management issues at community level; compiling and maintaining up to date records of services rendered; assessing environmental health needs of the community; implementing sanitation and hygiene standards in the community.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Public Health Officers -Diploma Holders (to be seconded from the department of health services)					
Principal Assistant Public Health Officer	N	0	6	6	Monitoring and evaluating the management of solid/liquid and other hazardous wastes ensuring abatement of sanitary nuisance. Carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes, implementing international health regulations and prevention and control of disease incidences, outbreaks and disasters
Chief Assistant Public Health Officer	M	6	6	0	Career progression Coordinate environmental health activities in the area of deployment. Implementing promotive and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous waste, carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Assistant Public Health Officer	L	2	3	1	Career progression Identifying environmental health issues at community level; assessing health needs of the community; coordinating sanitation and hygiene programmes in the community; conducting Training for sanitation staff, Implementing environmental health programmes and projects implementing integrated mosquito control and other public health strategies and following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns
Assistant Public Health Officer I	K	1	1	0	Career progression Environmental health extension services in relation to solid waste and community sensitization, supervising solid waste workers Identifying environmental solid waste management issues at community level; compiling and maintaining up to date records of services rendered; assessing environmental health needs of the community; implementing sanitation and hygiene standards in the community.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Public Health Officer II	J	0	16	16	Career progression Mobilizing, sensitizing and advising communities on matters related to environmental health identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community implementing sanitation and hygiene standards in the community.
Assistant Public Health Officer III	H	0	16	16	Entry grade Provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing solid waste management needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Public Health Assistants -Certificate Holders					
Senior Public Health Assistant	K	1	1	0	Provide Environmental Health extension services in area of deployment in the Sub-Counties
Mechanical (to be seconded from the department of infrastructure, transport and energy)					
Superintendent (Mechanical)	K	0	1	1	Head transport office, management of sanitation fleet and drivers and supervise repairs and inspections
Senior Inspector (Mechanical)	J	0	4	4	To do vehicle inspection and determine spare parts needs, do minor repairs of vehicles and plant, manage disposal site weigh bridges Career progression
Inspector (Mechanical)	H	0	4	4	To do vehicle inspection and determine spare parts needs, do minor repairs of vehicles and plant, manage disposal site weigh bridges
Accountant to be seconded from department of Finance and Economic Planning					
Accountant I	K	0	0	0	Career progression
Accountant II	J	0	1	1	Coordinate imprest management and surrender, budget reporting and preparation, voucher verification and routine accounting work
Inspectorate office (to be seconded from office of the County Secretary)					
Assistant Inspectorate Officer I	G	0	0	0	Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Inspectorate Officer II	F	0	10	10	Screening vehicles entering into the waste transfer stations; ensuring compliance with county laws in conjunction with other law enforcement agencies;
Forest Guards (to be seconded from the office of County Secretary)					
Forest Guard II (Ranger)	F	0	50	50	Career progression
Forest Guard III (Ranger)	E	0	50	50	Community forest protection, enforcement of forest laws, patrolling, arrest and prosecution of culprits.
NRM - Geology Unit (to be seconded from the departments of lands, survey and energy)					
Superintending Geologist	N	0	1	1	Preparation and monitoring of geotechnical projects, external negotiation for funding, enforcement of technical standards
Geologist I	M	0	2	2	Career progression
Geologist II	L	0	2	2	Implementation of geological mapping, geotechnical and environmental investigations and explorations; planning and designing field projects. To support Natural Resource Management Unit in areas in forestry, quarry management and rehabilitation, newly known resources e.g., Kaolin and natural disasters such as landslides



2.2.11 TRANSPORT, PUBLIC WORKS, INFRASTRUCTURE AND ENERGY

2.2.11.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- County transport and county roads
- Street lighting
- Policy on traffic within county
- Parking bays and matatu bays
- County public works
- Management and licensing of taxis
- Gas and energy reticulation policies

2.2.11.2 VISION

To be a world class provider of cost-effective infrastructural facilities and services.

2.2.11.3 MISSION

To provide efficient, affordable and reliable infrastructure through design, construction, maintenance and effective management for economic growth and development of Nyeri.

2.2.11.4 CORE FUNCTIONS

Core functions of the Department Transport, Public Works, Infrastructure and Energy.

- i. Formulation, implementation and review of various policies and laws to streamline the proper functioning of the department.
- ii. Designing, preparation or approving bills of quantities and setting standards for the construction and maintenance of all public structures in the County.
- iii. Designing, facilitation of construction, supervision and maintenance of roads and Transport infrastructure.
- iv. Preparation of County Energy plans, physical planning related to Energy resource areas and facilitation of Land and right of way for Energy infrastructure.
- v. County Energy regulation and County Energy operations and development.



The Department's Directorates and their functions are as listed below:

1. Directorate of Roads and Transport

- i. Planning design and maintenance of roads and structures including bridges, foot bridges.
- ii. Planning design and maintenance of non-motorized transport infrastructure.
- iii. Preparation of construction specifications, road work documents.
- iv. Preparation of budgets and road construction programs.
- v. Control/prevent encroachment on roads.
- vi. Create, update and maintain a roads inventory.

2. Directorate of Public Works - Architecture and Engineering

- i. Preparation of outline schemes and detailed designs of public buildings
- ii. Preparation of production drawings for public buildings and institutions
- iii. Storage and retrieval of plan records and construction information
- iv. Design and supervision and construction of new Government buildings and maintenance of existing ones
- v. Carry out field surveys and user reaction investigations
- vi. Analyze and establish new space standards
- vii. Architectural detailing
- viii. Design/supervision of installation of natural and artificial decorative elements in a built environment to enhance aesthetics.

3. Directorate of Energy

- i. County energy policy planning, formulation and implementation
- ii. Development, promotion and regulation of renewable energy sources such as wind generation, solar and fossil fuels
- iii. Carrying out safety, preventive maintenance on electrical and mechanical installations in the County
- iv. Street lighting
- v. Electricity and gas reticulation and energy regulation
- vi. Renewable energy, safety, preventive and maintenance on electrical and mechanical installations.

2.2.11.5 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

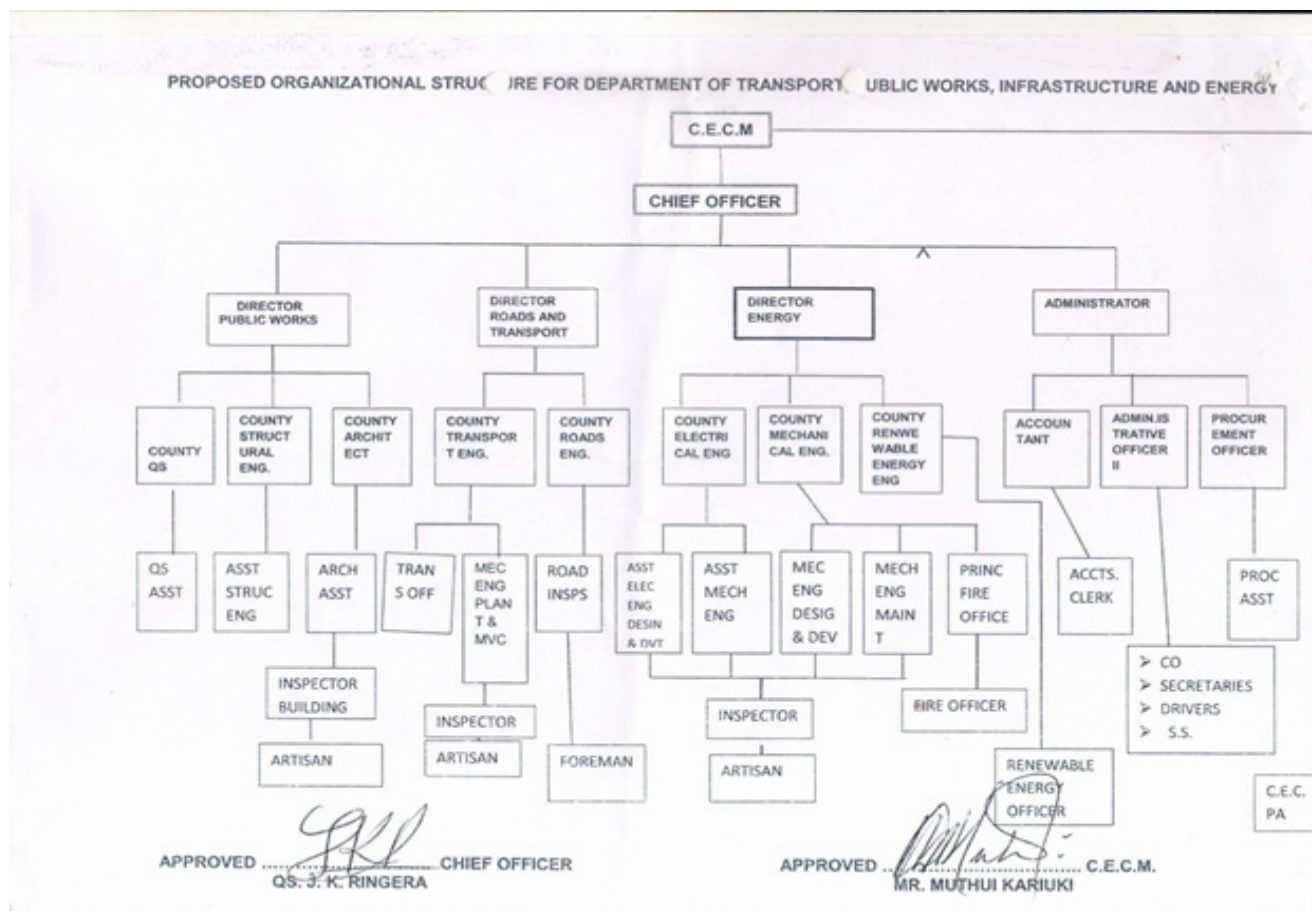


Figure 11: Organogram for Transport, Public Works, Infrastructure and Energy

2.2.11.6 STAFF ESTABLISHMENT

Table 13: Transport, Public Works, Infrastructure and Energy

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010, As provided for by Section 35 of the County Governments Act.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
ADMINISTRATIVE OFFICERS					
Deputy Director Administration Services	Q	0	0	0	Career Progression
Assistant Director Administration Services	P	1	1	0	Management and Supervision of general Administrative functions
Principal Administration Officer	N	0	0		Career Progression
Chief Administration Officer	M	0	0	0	Career Progression
Senior Administrative officer	L	0	0	0	Career Progression
Administrative Officer I	K	0	0	0	Career Progression
Administrative Officer II	J	1	1	0	Handling general office administration duties.
ICT OFFICERS (DEGREE HOLDERS)					
Chief Information Communication Technology Officer	M	0	0	0	Career Progression
Senior Information Communication Technology Officer	L	0	0	0	Career Progression
Information Communication Technology Officer I	K	1	2	1	Carrying out repairs and Maintenance of ICT Equipment and associated peripherals.
ACCOUNTANTS					
Accountant I	K	0	0	0	Career Progression
Accountant II	J	0	2	2	Accounting services in the Department



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
OFFICE ADMINISTRATORS (DEGREE HOLDERS)					
Senior Office Administrator	L	0	0	0	Career Progression
Office Administrator I	K	0	0	0	Career Progression
Office Administrator II	J	1	1	0	General administration services
ASSISTANT OFFICE ADMINISTRATORS (DIPLOMA HOLDERS)					
Principal assistant office Administrator	N	0	0	0	Career Progression
Chief assistant office Administrator	M	0	2	2	Career Progression
Senior assistant office Administrator	L	1	2	1	Career Progression
Assistant Office Administrator	K	0	1	0	Career Progression
Assistant Office Administrator II	J	0	0		Career Progression
Assistant Office Administrator III	H	1	2	1	To undertake administrative support services and secretarial services
Office Administrative Assistants					
Senior Office Administrative Assistant	K	0	2	2	Career Progression
Office Administrative Assistant	J	1	2	1	To undertake administrative support services and secretarial services
Office Administrative Assistant II	H	0	0	0	To undertake administrative support services and secretarial services
CLERICAL OFFICERS					
Principal Clerical officer	K	0	0	0	Career Progression
Chief Clerical Officer	J	2	2	0	In-charge of accounts and personnel duties in the department



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Clerical Officer	H	0	0	0	Career Progression
Clerical Officer I	G	0	0	0	Career Progression
Clerical Officer II	F	1	6	5	Entry level. Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system
SUPPORT STAFF					
Cleaning Supervisor II	G	1	6	5	Supervision and Inspection of Cleaners
Support Staff Supervisor	F	3	8	5	Supervision and Inspection of Cleaners
Senior Support Staff	E	0	8	8	Supervision and Inspection of Cleaners
Support Staff I (Lorry attendants)	D	4	12	8	Messengerial duties. Assistants to lorry drivers.
HUMAN RESOURCE MANAGEMENT OFFICERS (BACHELOR DEGREE)					
Senior Human Resource Management Officer	L	0	0	0	Career Progression
Human Resource Management Officer I	K	0	0	0	Career Progression
Human Resource Management Officer II	J	0	2	2	Entry level. Supervising and guiding clerical staff in the Division/Section.
HUMAN RESOURCE MANAGEMENT ASSISTANTS					
Human Resource Management Assistant I	K	0	0	0	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Human Resource Management Assistant II	J	0	0	0	Career Progression
Human Resource Management Assistant III	H	0	2	2	To handle Human Resource support services. Duties include handling human resource management matters within the established policies, rules and regulations, supervision and guiding staff at the facility and human resource information system.
DRIVERS					
Principal Driver	J	0	0	0	Career progression
Chief Driver	H	0	0	0	Career Progression
Senior Driver	G	1	5	4	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver I	F	0	0	0	Career Progression
Driver II	E	0	0	0	Career Progression
Driver III	D	8	10	2	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers. Entry level.
PLANT OPERATORS					
Plant Operator I	F	0	0	0	Career Progression
Plant Operator II	E	0	0	0	Career Progression
Plant Operator III	D	13	13	0	Operate heavy machine General maintenance of the machine.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
RECORD MANAGEMENT OFFICERS					
Record Management officer II	J	0	0	0	Career Progression
Record Management Officer III	H	0	2	2	Receiving, sorting, opening, minuting, and distribution of mail; and guiding on files disposal
SUPPLY CHAIN MANAGEMENT OFFICERS					
Supply Chain Management Assistant II	J	0	0	0	Career Progression
Supply Chain Management Assistant III	H	0	0	0	Career Progression
Supply Chain Management Assistant IV	G	0	3	3	Management of stores and assisting the procurement officer.
INSPECTORATE OFFICERS					
Assistant Inspectorate Officer I (Traffic Marshals)	G	0	2	2	To be seconded from the office of the County Secretary
Assistant Inspectorate Officer II (Traffic Marshals)	F	0	25	25	To be seconded from the office of the County Secretary
ROADS AND TRANSPORT DIRECTORATE					
ROAD ENGINEERS (DEGREE HOLDERS)					
Director Roads and Transport	R	0	1	1	This is the chief technical advisor of the directorate
Principal Superintending Roads Engineer	Q	0	0	0	Career Progression
Chief Superintending Roads Engineer	P	0	2	2	Career Progression
Superintending Engineer Roads	M	0	0	0	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Engineer I Roads	L	0	0	0	Career Progression Designing of Roads, drawing of Bills of Quantities and Supervision of technical staff under them
Engineer II Roads	K	0	4	4	Designing of Roads, drawing of Bills of Quantities and Supervision of technical staff under them
ROADS INSPECTORS (DIPLOMA)					
Superintendent (Roads)	K	0	0	0	Career Progression
Senior Inspector (Roads)	J	0	0	0	Career Progression
Inspector (Roads)	H	4	8	4	Supervision of road construction and maintenance
MECHANICAL ENGINEER (BACHELOR DEGREE)					
Chief Superintending Engineer (Mechanical)	P	0	1	1	Supervision and control of tenders and supplies in county workshop. Career progression.
Senior Superintending Engineer (Mechanical)	N	0	0	0	Career progression Supervision and control of tenders and supplies in county workshop.
Superintending Engineer (Mechanical)	M	0	0	0	Career progression
Assistant Engineer I (Mechanical)	L	0	0	0	Career progression
Assistant Engineer II (Mechanical)	K	0	2	2	Entails preparations of drawings and designs for manufacture of fabrications of tools, equipment and machines.
MECHANICAL ENGINEERS(DIPLOMA)					
Superintendent (Mechanical)	K	0	0	0	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Inspector mechanical	J	0	0	0	Career Progression
Inspector Mechanical	H	0	3	3	Supervision of plant/Equipment Maintenance
ARTISAN/CHARGEHAND (MECHANICAL)					
Charge hand (Mechanic)	H	0	0	0	Career Progression
Artisan I (Mechanic)	G	0	0	0	Career Progression
Artisan II (Mechanic)	F	2	2	0	Service and Maintenance of County motor vehicle/plants, Equipment Career progression.
Artisan III (Mechanic)	E	0	3	3	Service and Maintenance of County motor vehicle/plants, Equipment.
PUBLIC WORKS DIRECTORATE					
QUANTITY SURVEYOR (BACHELORS DEGREE)					
Senior Principal Superintending Quantity Surveyor	R	1	1	0	Need for co-ordination; supervision and directing all Architectural, Engineering and Quantity Surveying services in the County.
Principal Superintending Quantity Surveyor	Q	0	0	0	Career Progression
Chief Superintending Quantity Surveyor	P	0	1	1	Career Progression
Senior Superintending Quantity Surveyor	N	0	0	0	Career Progression
Superintending Quantity Surveyors	M	0	0	0	Career Progression
Assistant Quantity Surveyor I	L	0	0	0	Career Progression
Assistant Quantity Surveyor II	K	0	3	3	Assist in Quantity surveying work



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
QUANTITY SURVEYORS ASSISTANT(DIPLOMA)					
Quantity Survey- or Assistant I	K	0	0	0	Career Progression
Quantity Survey- or assistant II	J	0	0	0	Career Progression
Quantity Survey- or Assistant III	H	0	3	3	Assist in Quantity surveying work
ARCHITECTS (DEGREE HOLDERS)					
Senior Principal Superintending Architect (Director)	R	0	1	1	Co-ordinate all the architec- tural work in the county Career progression.
Principal super- intending Archi- tect	Q	1	1	0	Co-ordinate all the architec- tural work in the county
Chief Superin- tending Architect	P	0	1	1	Career Progression
Senior Superin- tending Architect	N	0	0	0	Career Progression
Superintending Architect	M	0	0	0	Career Progression
Assistant Archi- tect	L	0	3	3	Assist and deputise the County Architect
ARCHITECTURAL ASSISTANTS (DIPLOMA)					
Principal Archi- tectural Assistant	N	0	0	0	Career Progression
Chief Architec- tural Assistant	M	0	0	0	Career Progression
Senior Architec- tural Assistant	L	1	1	0	Interpretation of architect sketches and preparation of finished drawings
Architectural As- sistant I	K	0	0	0	Career Progression
Architectural As- sistant II	J	0	0	0	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Architectural Assistant III	H	0	1	1	Interpretation of architect sketches and preparation of finished drawings.
INSPECTORS BUILDING (DIPLOMA)					
Principal Superintendent (Buildings)	N	0	0	0	Career Progression
Chief Superintendent (Buildings)	M	0	0	0	Career Progression
Senior Superintendent (Buildings)	L	1	2	1	Clerk of works Career progression
Superintendent (Buildings)	K	1	4	3	Clerk of works
Senior Inspector (Buildings)	J	0	0	0	Career Progression
Inspector (Buildings)	H	0	4	4	Interpretation of Architectural and engineering drawings.
ARTISANS BUILDING (CERTIFICATE HOLDERS)					
Principal Charge Hand (Buildings)	K	4	4	0	Inspections and maintenance of public buildings
Senior Charge Hand (Buildings)	J	0	0	0	Career Progression
Charge Hand (Buildings)	H	0	2	0	Career Progression
Artisan I	F	0	0	0	Career Progression
Artisan II	E	0	0	0	Maintenance of Infrastructure
STRUCTURAL ENGINEER(BACHELORS DEGREE)					
Superintending Engineer Structural	M	0	0	0	Career Progression
Assistant Engineer I Structural	L	0	0	0	Career Progression
Assistant Engineer II Structural	K	0	2	2	Designing and supervision of construction of civil works.

ENERGY DIRECTORATE



ELECTRICAL ENGINEER(DEGREE HOLDERS)

DESIGNATION	J/G	I N - POST	OPTIMAL	VARI- ANCE	JUSTIFICATION
Senior Principal Superintending Engineer Electrical (Director)	R	0	1	1	Chief Technical Advisor of the Directorate
Principal Superintending Engineer Electrical	Q	0	0	0	Career Progression
Chief Superintending Engineer Electrical	P	0	0	0	Career Progression
Senior Superintending Engineer Electrical	N	0	0	0	Career Progression
Superintending Engineer Electrical	M	0	0	0	Career Progression
Engineer I Electrical	L	0	0	0	Career Progression
Engineer II Electrical	K	0	2	2	Assist in projects design and maintenance

INSPECTOR ELECTRICAL (DIPLOMA)

Senior Principal Superintendent Electrical	P	0	0	0	Career Progression
Principal Superintendent Electrical	N	0	0	0	Career Progression
Chief Superintendent Electrical	M	1	1	0	Supervision and administration of department projects
Senior Superintendent Electrical	L	0	0	0	Career Progression
Superintendent Electrical	K	0	0	0	Career Progression
Senior Inspector Electrical	J	0	0	0	Career Progression
Inspector Electrical	H	1	4	3	Testing, Maintenance of electrical appliances.



CHARGE HAND/ARTISANS (CERTIFICATE)					
Principal charge Hand	K	3	3	0	Maintenance of Electrical Infrastructure
Electrical Senior Charge hand Electrical	J	0	0	0	Career Progression
Charge hand	G	0	0	0	Career Progression
Artisan Electrical I	F	0	0	0	Career Progression
Artisan Electrical II	E	0	4	4	Maintenance of Electrical Infrastructure
MECHANICAL BUILDING SERVICES (DEGREE HOLDERS)					
Principal super-intending Engineer Mechanical (BS)	Q	0	0	0	Career Progression
Chief Superintending Engineer Mechanical (BS)	P	0	0	0	Career Progression
Senior Superintending Engineer Mechanical (BS)	N	1	1	0	Planning of inspection, repair and maintenance programme for electrical services.
Superintending Engineer Mechanical (BS)	M	0	0	0	Career Progression
Engineer I Mechanical (BS)	L	0	0	0	Career Progression
Engineer II Mechanical (BS)	K	0	1	1	Design of mechanical services in public buildings.
MECHANICAL BUILDING SERVICES(DIPLOMA)					
Chief Superintendent Mechanical (BS)	M	0	0	0	Career Progression



Senior Superintendent Mechanical (BS)	L	0	0	0	Career Progression
Superintendent Mechanical (BS)	K	0	0	0	Career Progression
Senior Inspector Mechanical (BS)	J	0	0	0	Career Progression
Inspector Mechanical (BS)	H	0	4	4	Supervision of dept. projects

ARTISAN/CHARGE HAND(MECHANICAL)

(CERTIFICATE HOLDERS)

Principal charge Hand Mechanical	K	4	4	0	Supervision and inspection of Mechanical backups.
Senior charge Hand	J	0	0	0	Career Progression
Charge Hand I mechanical	G	0	0	0	Career Progression
Charge Hand Mechanical	H	0	0	0	Career Progression
Charge Hand Mechanical	G	0	0	0	Career Progression
Artisan I	F	0	0	0	Career Progression
Artisan II	E	0	4	4	Maintenance of County Energy backups.

FIRE OFFICER (DEGREE HOLDERS)

Principal Superintending Fire officer	Q	0	0	0	Career Progression
Chief Superintending Fire Officer	P	0	0	0	Career Progression
Senior Superintending Fire Officer	N	0	0	0	Career Progression
Superintending Fire Officer	M	0	0	0	Career Progression
Fire Officer I	L	0	0	0	Career Progression
Fire Officer II	K	0	2	2	Supervision of fire prevention, protection and rescue operations.



INSPECTOR FIRE SERVICES(DIPLOMA)					
Senior Principal Superintendent Fire services	P	0	1	1	Career progression
Principal super-intendent fire services	N	0	0	0	Career progression
Chief Super-intendent Fire services	M	0	1	1	Career progression
Senior Super-intendent Fire services	L	0	0	0	Career progression
Superintending Fire services	K	0	0	0	Career progression
Senior inspector Fire services	J	0	0	0	Career progression
Inspector fire services	H	0	4	4	Inspection and maintenance of fire installation in public building
FIREMEN(CERTIFICATE HOLDERS)					
Chief Fireman	J	0	0	0	Career progression
Senior Fireman	H	0	0	0	Career progression
Fireman I	G	1	1	0	Inspection and maintenance of firefighting equipment

STAFF FROM DEFUNCT LOCAL AUTHORITIES

Inspector Electrical	H	1	0	0	Supervise on department projects.
Foreman (Buildings)	F	2	0	0	Maintenance of Infrastructure
Technical inspector	J	1	0	0	Supervision of plant/ Equipment Maintenance
Foreman Roads	F	3	0	0	Supervision of road construction and maintenance
Artisan II (Mechanic)	F	2	0	0	Service and Maintenance of County motor vehicle/plants, Equipment.
Inspector (Roads)	H	2	0	0	Supervision of road construction and maintenance



2.2.12 WATER, IRRIGATION, ENVIRONMENT AND CLIMATE CHANGE

2.2.12.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Water
- Regulation of water services and irrigation services
- Management, implementation and regulation of mechanisms to enhance climate change.

2.2.12.2 VISION

Sustainable access to clean, safe and adequate water to all in Nyeri County.

2.2.12.3 MISSION

To promote, conserve, protect the environment and improve access to water for sustainable development.

2.2.12.4 STRATEGIC OBJECTIVES

The Strategic objectives of this sector is:

- To promote water services management.
- To enhance sustainable water for irrigation.
- To scale up water harvesting and storage.

2.2.12.5 CORE FUNCTIONS

Directorate of Water and Irrigation Services

- Co-ordination and implementation of National Water Policy and National Irrigation Policy at County and Sub-County levels
- Formulation and review of Water Policy and Irrigation Policy to establish appropriate, legal, institutional and regulatory framework for the sectors at both the County and Sub-County levels
- Planning and design of domestic and irrigation water projects
- Water management and capacity strengthening
- Co-ordination of projects implementation
- To oversee and ensure alignment of the water development and management in the County





- vii. Formulation of sectors regulations, standards, guidelines, principles, code of practice, quality assurance and procedures in the water and irrigation sectors in the County
- viii. Establishment and maintenance of the Water Resources Information System (WARIS) and management of related databases at the County level
- ix. Development and review of Water and Irrigation Master Plans, investments and strategic plans for resource mobilization and financing to exploit the water potential and production, to secure and sustain adequate and portable water.
- x. Development of domestic water and irrigation projects infrastructure through planning, feasibility study, detailed surveying and design, and implementation of water and irrigation projects
- xi. Development of community-based/smallholder domestic water and irrigation projects by preparing work plans and budgets at the Sub-County and County levels.
- xii. Formulate water harvesting and storage strategic plans for improvement of domestic and irrigation water use efficiency
- xiii. Facilitate formation, training and strengthening of Water Service Providers (WSPs) and Irrigation Water Users' Associations (IWUAs) for sustainable participatory development, operation and management of domestic and irrigation water projects in Nyeri County
- xiv. Develop and co-ordinate County and Sub-County domestic and irrigation water extension programmes to promote adoption of innovations through capacity building, research and technology transfer on sustainable water management for integrated water development
- xv. Advise the County Government on all matters pertaining to water resources, irrigation and drainage, research, training and capacity building
- xvi. Monitoring, evaluation and assessment of water sector performance to improve the service delivery
- xvii. To oversee and ensure alignment of the domestic and irrigation development and management for both the public and private sectors in Nyeri County
- xviii. Registration of contractors, consultants, professionals and suppliers of various classes and categories of goods and services to the water and irrigation sectors at the County level
- xix. Establishment and maintenance of the Irrigation, Drainage Management Information System (IDMIS) and management of related databases at the County level



- xx. Development and review of Water and Irrigation Master Plans, investments and strategic plans for resource mobilization and financing to exploit the domestic water and irrigation potential and production to secure and sustain the National and County Food Security targets and requirements
- xxi. Development of irrigation and drainage infrastructure through planning, feasibility study, detailed surveying and design, and implementation of irrigation projects
- xxii. Development of community-based/smallholder irrigation projects by preparing work plans and budgets at the Sub-County and County levels
- xxiii. Formulate irrigation water harvesting and storage strategic plans and to mobilize resources to enhance adaptation and mitigation to climate change and improvement of irrigation water use efficiency
- xxiv. Develop and co-ordinate County and Sub-county domestic water and irrigation extension programmes to promote adoption of innovations through capacity building, research and technology transfer of sustainable irrigation and water management for integrated irrigation development
- xxv. Monitoring, evaluation and assessment of domestic water and irrigation sectors performance to improve the service delivery.

Directorate of Climate Change

- i. Set county-specific targets for climate change actions, and develop strategies to achieve the targets.
- ii. Mainstream climate change in County Integrated Development Plans (CIPDs) and regularly update them.
- iii. Capture activity data and coordinate their analysis, documentation and dissemination.
- iv. Mainstream disaster risk reduction in development projects and spatial plans
- v. Approve and oversee implementation of county climate change actions
- vi. Advise departments and the county assembly on legislative and policy measures necessary for climate change response and attaining low carbon climate-resilient development pathways.
- vii. Develop public education, awareness strategy and implementation programme.
- viii. Identify research and training needs and methods to disseminate information relating to climate change to all stakeholders.
- ix. Prepare quarterly functional and annual reports for approval by County Assembly.

- x. Establish and manage a climate change registry of actions by sectors, CSOs and private sector.
- xi. Identify low carbon development strategies and coordinate related measurement, reporting and verification; develop and coordinate strategies for building resilience.
- xii. Coordinate with Sub County and Ward Administrators to ensure an impact on the ground.
- xiii. Establish knowledge management centres on climate change at the Sub-County level.
- xiv. Build the Inter-County platform, particularly to strengthen policy dialogue on shared resources, Peer learning, and joint work-planning at Sub-Regional and regional levels.
- xv. Identify training and awareness needs related to climate change.
- xvi. Data collection and analysis, as well as its communication to counties.
- xvii. Establish communication and information dissemination channels on climate change.

2.2.12.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as illustrated in the figure below;

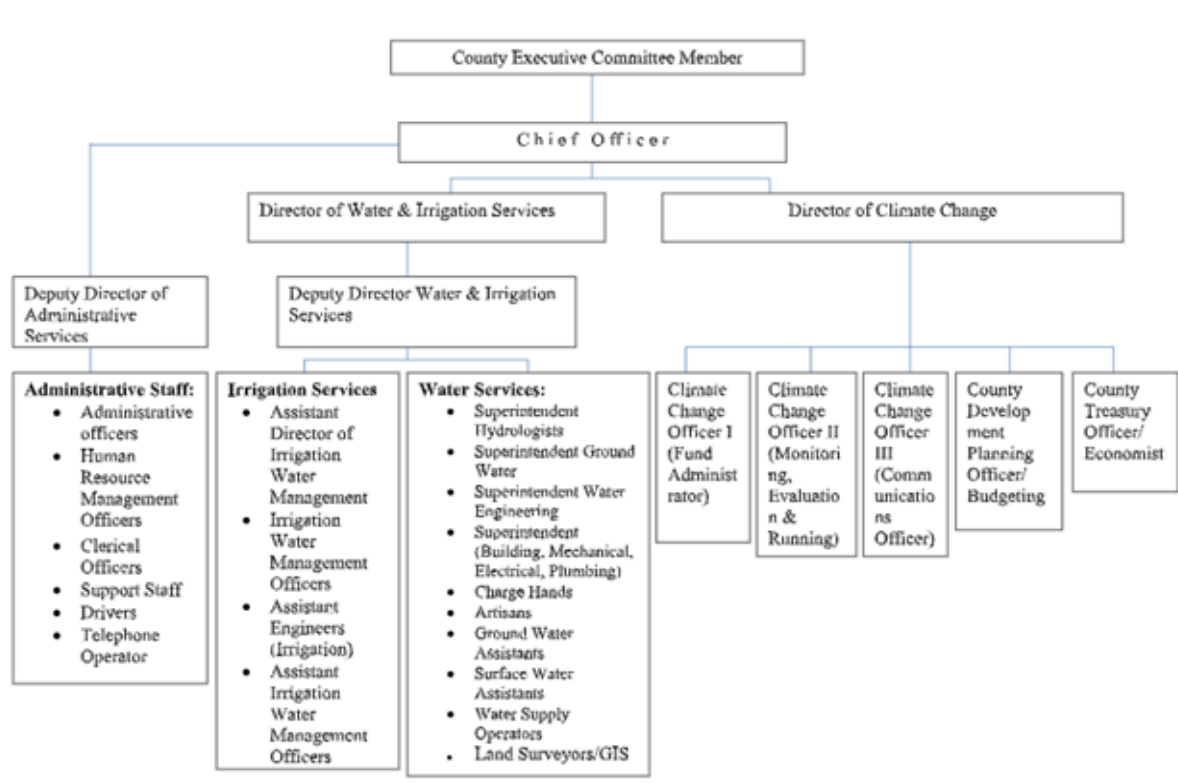


Figure 12: Organogram for Water, Irrigation, Environment and Climate Change



2.2.12.7 STAFF ESTABLISHMENT

Table 14: Water, Irrigation, Environment & Climate Change

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
ADMINISTRATIVE STAFF					
Deputy Director of Administrative Services	Q	0	1	0	Career Progression.
Assistant Director Administrative Services	P	0	1	0	To handle administrative services.
Principal Administrative Services	N	0	1	0	Career Progression
Chief Administrative Services	M	0	1	1	Career progression
Senior Administrative Services	L	0	1	1	Entry point To handle general administrative services.
SECRETARIAL STAFF					
Principal Assistant Office Administrators/ Principal Office Administrators	N	0	2	2	Career progression



Chief Office Administrators/ Chief Assistant Office Adminis- trators	M	1	2	2	Managing E-office, attending to visitors /clients
Senior Office Administrator/ Senior Assis- tant Office Ad- ministrator	L	0	2	0	Career progression
Office Admin- istrator I/As- sistant Office Administrator	K	1	1	1	Managing E-office, attending to visitors /clients.

HUMAN RESOURCE MANAGEMENT OFFICERS

Chief Human Resource Man- agement Officer	M	0	1	1	To be in-charge of Human Resource Services. Career progression
Senior Human Resource Man- agement Officer	L	0	2	2	To handle Human Resource support services. Duties include han- dling human re- source management matters within the established policies, rules and regula- tions, supervision and guiding staff.

CLERICAL OFFICERS

Principal Cleri- cal Officer	K	2	4	2	Duties include com- piling statistical records; sorting, fil- ing and dispatching letters; maintaining an efficient filing system. Career progression
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Chief Clerical Officer	J	2	8	8	Duties include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system Career progression
Senior Clerical Officer	H	0	0	0	Career progression.
Clerical Officer I	G	1	8	2	Duties include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system. Career progression.
Clerical Officer II	F	1	2	0	To perform clerical work. Specific duties include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system

DRIVERS

Chief Driver	H	0	1	1	Career progression
Senior Driver	G	0	1	1	Career progression
Driver I	F	1	1	0	Career progression Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers.



Driver II	E	1	2	2	Career progression Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers.
Driver III	D	1	5	3	Drive the assigned vehicle, maintain cleanliness of the vehicle, and ensure safety of passengers. Entry level.
SUPPORT STAFF					
Cleaning Supervisor II	G	1	4	1	To maintain cleanliness in offices and messengerial services. Career progression.
Support Staff Supervisor	F	0	1	0	To maintain cleanliness in offices and messengerial services. Career progression.
Senior Support Staff	E	0	1	1	Career progression. To maintain cleanliness in offices and messengerial services.
Support Staff III	D	0	0	0	Career progression.
Support Staff II	C	1	1	0	To maintain cleanliness in offices and messengerial services.



Telephone Operator					
Telephone Operator	G	1	1	0	Telephone operation duties; routine testing of exchange lines and switchboard facilities.
Total	16				
DIRECTORATE OF WATER AND IRRIGATION SERVICES					
IRRIGATION WATER MANAGEMENT OFFICERS					
Director of Water & Irrigation Services	R	0	1	1	In-charge of the Directorate of Water and Irrigation Services
Deputy Director of Water & Irrigation Services	Q	0	1	1	To assist the Director of Water & Irrigation Services in managing the directorate.
Assistant Director Irrigation/ Water Management Services	P	0	2	2	For planning, organizing and coordinating irrigation labor, equipment and materials. Providing timely and accurate reports on work performance.
Principal Irrigation Water Management/ Principal Superintendent (Irrigation)	N	1	3	3	Supervision of project investigation and designs and project implementation activities e.g. construction of water dams intakes and pipeline construction.
Chief Assistant Irrigation Water Management Officer	M	0	1	1	Career progression
Senior Assistant Irrigation Water Management Officer	L	0	1	1	Career progression



Assistant Irrigation Water Management Officer I	K	0	8	8	Entry point
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WATER MANAGEMENT SERVICES OFFICERS

HYDROLOGIST

Chief Superintending Hydrologist	P	0	1	1	Career Progression
Senior Superintendent Hydrologist	N	1	1	1	In-charge of rural forestry, exploration of ground water per sub-county. Handle environmental activities, catchment protection and assist in borehole rehabilitation and drilling.

WATER SUPERINTENDENT ENGINEERING

Principal Superintendent Water Engineering	N	1	7	6	To assist in implementation of construction work at County level.
Chief Superintendent Water Engineering	M	7	4	4	Environmental and water catchment activities.
Senior Superintendent Water	L	3	3	3	Supervision of construction activities.
Superintendent Water	K	3	4	4	Career Progression
Senior Inspector Water Engineering	J	1	3	3	Supervision of pipe laying and construction.

CADRES WITH OFFICERS AT THE APEX OF THEIR SCHEMES OF SERVICE

Senior Surface Water Assistant	H	1	0	0	To be re-designated
Senior Ground Water Assistant	H	1	1	1	To be re-designated
Senior Water Supply Operator	H	1	0	0	To be re-designated
Water Supply Operator	F	1	0	0	To be re-designated



Water Supply Operator III	E	1	0	0	To be re-designated
CHARGE HANDS					
Senior Superintendent	L	0	0	0	Career progression
Superintendent	K	9	10	1	Career progression. To do improvement works, repairs that are complex and maintenance works. Routine checks in line with their area of specialization.
Senior Charge Hand	J	0	0	0	Career progression
Charge Hand	H	2	0	0	Career Progression. To do improvement works, repairs that are complex and maintenance works. Routine checks in line with their area of specialization.
Artisan I	G	1	1	1	Career progression To do improvement works, repairs that are complex and maintenance works. Routine checks in line with their area of specialization.
Artisan II	F	1	0	0	To do improvement works, repairs that are complex and maintenance works. Routine checks in line with their area of specialization. Career Progression



Artisan III	E	1	1	1	To do improvement works, repairs that are complex and maintenance works. Routine checks in line with their area of specialization. Entry Point
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LAND SURVEYORS

Senior Land Surveyor/GIS	M	0	2	2	Career progression
Land Surveyor I/GIS	L	0	2	2	Career progression
Land Surveyor II/GIS	K	0	2	2	Survey Work on Water and Irrigation Projects. Entry point.
Total		36			

DIRECTORATE OF CLIMATE CHANGE

Director Climate Change	R	0	1	1	In-charge of Directorate of Climate Change.
Climate Change Officer 1/Fund Administrator	M	0	1	1	Fund Administrator
Climate Change Officers	K	0	4	4	Officers to be seconded from other County Departments or National Government Institutions.
Total		0			

OFFICERS FROM FORMER LOCAL AUTHORITY DESIGNATIONS

Copy Typist 3		1	1	0	
Driver II		1	1	0	
Office Assistant		1	1	0	



DIRECTORATE OF ENVIRONMENT					
Director Environment and Natural Resources	R	1	1	0	Oversee the day-to-day operations of the directorate and co-ordinate all activities related to directorate. Providing linkages between the head-quarters and field operations.
Deputy Director – Environment and Natural Resources	Q	0	1	1	In-charge of field operations including preparation and implementation of work plans and enforcement of legislation. Coordination of the programmes and projects supported by the county or other partners.
Assistant Director Environment & Natural Resources	P	0	1	1	Coordinating education and information, training assessments, field action plans, prosecution of offenders in the County; and Supervising, guiding and appraising staff.
ENVIRONMENT UNIT					
Principal Environment Officer	N	0	0	0	In-charge of environmental inspections, environmental planning, documenting and promoting best environmental practices in the County. Liaison to agencies involved in environmental conservation and management.



Chief Environmental Officer	M	0	0	0	Coordinating field operations on the various sections of planning, environmental conservation, management, compliance and enforcement.
Senior Environment Officer	L	0	7	7	Career progression. The officers at this level will be responsible for coordinating all environmental activities at sub-county level.
Environment Officer	K	7	12	5	Entry level for environmental field officers, compliance officers, and planning officers. Environmental inspections, education and public awareness, environmental conservation and management, stakeholder meetings.
Forestry Unit					
Principal Forester	N	0	1	1	In-charge of the unit. Forest protection and inspections, field operations, documenting and promoting best forestry conservation and management practices in the County. Liaison to agencies involved in forestry conservation and management.



Chief Forester	M	0	2	2	Coordinating the various sections under forestry. Forest management, policy, research and enforcement, farm forestry and extension and external programmes.
Senior Forester	L	0	0	0	Career progression Interpretation and implementation of Forest policy; Planning, Supervising, Monitoring and evaluating forest programmes; Collecting and collating data, preparing technical reports and providing advice on areas of specialization e.g., farm forestry and extension, plantation management, forestry inventory, forest economics, PFM etc.
Forester I	K	2	8	6	Implement forestry programs e. g tree planting and silviculture, coordination of forest activities (on-farm or community), on-farm forest extension services, supervision of forest product harvesting and invasive species, pests and disease monitoring.
Forester II	J	0	0	0	Career progression



Forester III	H	0	13	13	Coordinate forest protection duties at the community forests and supervision of forest guards attached to the forest.
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Plant operators

Plant operator II	E	0	0	0	Career progression
Plant operator III	D	4	4	0	Operating heavy machines and plants, identifying possible breakdowns, liaising with mechanics for servicing and other maintenance schedules.

Drivers

Driver II	E	0	0	0	Career progression
Driver III	D	6	20	14	To drive the solid waste management trucks and vehicles.

Support staff (Sanitation)

Support Staff III	D	0	0	0	Career progression
Support Staff II	C	186	269	83	Assigned sweeping, cleaning, loading and drain management in the various sub counties.

OFFICERS TO BE SECONDED BY OTHER COUNTY DEPARTMENTS

*Accountant	To be provided by Department of Finance
*Human Resource Management Officer	To be provided by Department of Public Service Management
*Supply Chain Management Officer	To be provided by Department of Finance
*Economist	To be provided by Department of Economic planning



2.2.13 LANDS, HOUSING, PHYSICAL PLANNING & URBANIZATION

2.2.13.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Land survey and mapping
- Boundaries
- Fencing and housing.
- Governance and management of urban areas.

2.2.13.2 VISION

Functional human settlements that support economic prosperity and sustainable optimal land use.

2.2.13.3 MISSION

To promote efficient and optimal land use through physical planning, efficient land administration and sustainable use of land resource.

2.2.13.4 STRATEGIC OBJECTIVES

The strategic objectives of this sector are:

- i) To enhance affordable and sustainable housing.
- ii) To ensure controlled and sustainable land use.
- iii) To upgrade Geographical Information System (GIS) data-based system.
- iv) To secure land tenure for public utilities, market centers /colonial villages.
- v) To prepare, update, maintain county valuation rolls and county Asset register
- vi) To improve the management of urban areas through infrastructure development and service provision

2.2.13.5 CORE FUNCTIONS

The department of Lands, Housing, Physical Planning & Urbanization comprises of the following directorates:

- Directorate of Land & Survey
- Directorate of Physical Planning
- Directorate of Housing and community development
- Directorate of Municipal Administration
- Directorate of Land Valuation & Property Management



Directorate of Land & Survey

- i. Processing, analysis and dissemination of geospatial data.
- ii. Establishment and re-establishment of trigonometrical points (fourth order geodetic control network).
- iii. Observation of level lines.
- iv. Engineering, cadastral, and topographical surveys.
- v. Estimation and costing of survey projects.
- vi. Maintenance of survey instruments.
- vii. Human capacity development in land surveying.
- viii. Resolution of Property Boundary Disputes.
- ix. Setting out of buildings and checking the verticality of storey buildings.
- x. Setting out of access roads.
- xi. Supervision of construction alignments (dams, buildings, drainages and other engineering works).
- xii. Establishment and maintenance of parcel-based County GIS to facilitate revenue collection.
- xiii. Planning designing, compiling, drawing, customizing, producing, publishing and revising maps, plans and charts.
- xiv. Geospatial data collection, modeling and verification.
- xv. Repairing, maintaining and updating land survey and mapping records.
- xvi. Management of allocated unregistered lands.
- xvii. Management of Temporary Occupation Licenses.
- xviii. Regularization and maintenance of the County land registry.
- xix. Liaison with National Land Commission to manage County Public land.

Directorate of Physical Planning

- i. Formulate County physical and land use planning laws.
- ii. Preparation of annual reports on the state of County physical and land use planning.
- iii. Conduct research on physical and land use planning matters.
- iv. Custodian of all plans and management of all planning data.
- v. Preparation of County Physical and Land Use Development Plans.
- vi. Implementation of local physical development plans.



- vii. Processing development applications for change of user, extension of user or extension of lease, land subdivision and building plans.
- viii. Development control and enforcement of compliance to development plans.
- ix. Issuance of compliance certificates.
- x. Conflict resolution on matters arising from County physical development plans and development applications.
- xi. Advising the NLC on land reservation, alienation and acquisition of land for County specific projects.

Directorate of Housing and community development

- i. Formulation, implementation and review of housing policies.
- ii. Promotion and dissemination of appropriate building material and appropriate technology and promoting use of low-cost building technologies for slum upgrading.
- iii. Conducting surveys on housing demand and supply, maintenance of a land bank for housing development.
- iv. Planning implementing, monitoring and evaluating housing initiatives.
- v. Coordination of review and enactment of legislation relating to housing and human settlements.
- vi. Resource mobilization for low cost housing and slum upgrading.
- vii. Identification of land for slum upgrading and prevention of slum proliferation.
- viii. Management of upgraded housing.
- ix. Coordination of housing infrastructure development.
- x. Resource mobilization for low cost housing projects for low cost housing infrastructure programs through PPP and identification of best practices and trends in housing infrastructure development.

Directorate of Land Valuation & Property Management

- i. Property, Land & Asset Management
 - Land management with functions such as extension of subleases and reversionary interest;
 - Management of the County's commercial/trading properties e.g. institutional buildings and management of County's fixed assets.



ii. Valuation & Land Rates

- Preparation and maintenance of Main Valuation Roll and Supplementary Valuation Rolls;
- Carrying out other valuations on need basis such Valuations for Insurance, Stand Premiums, Ground rents, acquisitions, sale etc.,

Municipal Administration

- i. Oversee the affairs of the Municipality;
- ii. Develop or adopt policies, plans, strategies and programs and set targets for service delivery;
- iii. Formulate and implement an integrated Strategic Urban development plan of the Municipality;
- iv. Control land, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the Municipality as delegated by the County Government of Nyeri;
- v. Promoting and undertaking infrastructural development and services within Municipality as delegated by the County Government of Nyeri;
- vi. Management of solid waste within the municipality in collaboration with the relevant national and county agencies;
- vii. Maintaining a comprehensive database and information system of the administration;
- viii. Implementing applicable national and county legislation;
- ix. Entering into contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions;
- x. Monitoring and where appropriate, regulating municipal services where those services are provided by service providers other than the Board of the Municipality;
- xi. Preparing and submitting its annual budget estimates to the relevant County Executive Committee member for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;

- xii. Facilitating and regulating public transport within its area of jurisdiction;
- xiii. Performing such other functions as delegated by the County Executive Committee.

2.2.13.6 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

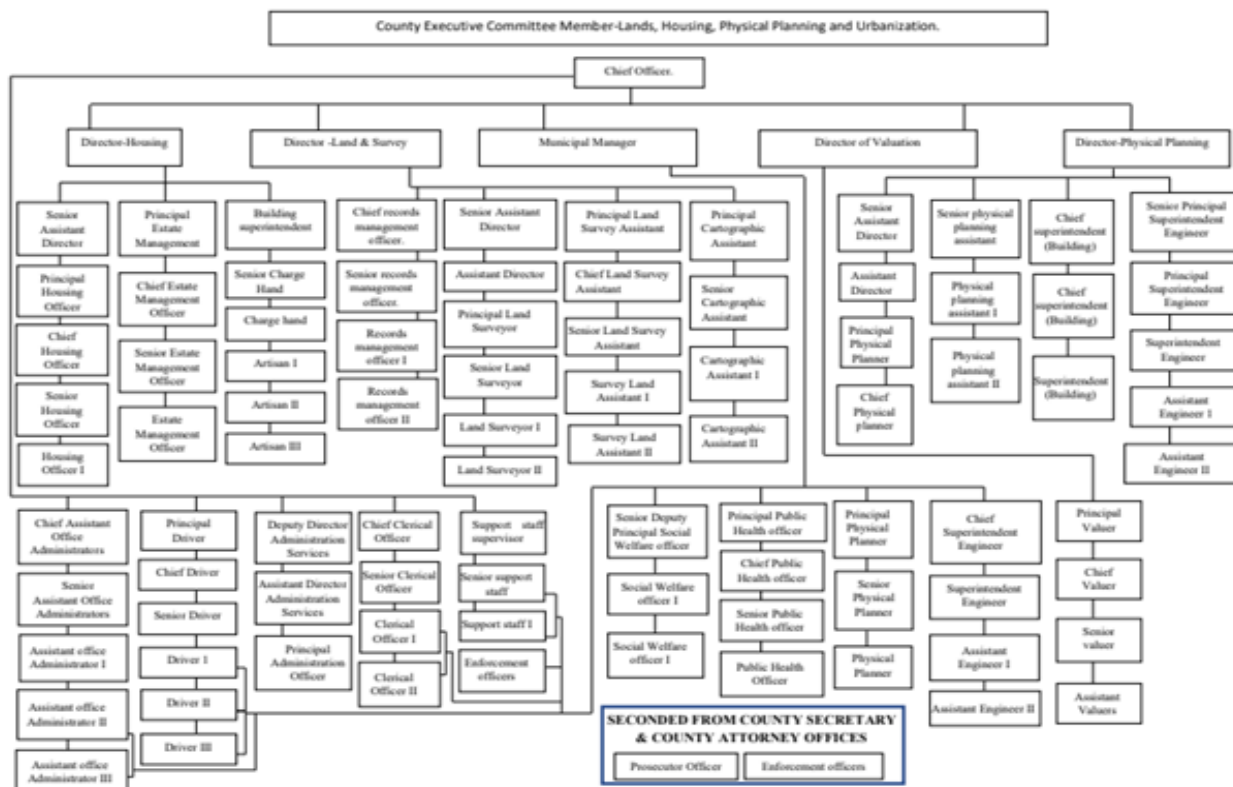


Figure 13: Organogram for Lands, Housing, Physical Planning & Urbanization



2.2.13.7 STAFF ESTABLISHMENT

Table 15: Lands, Housing, Physical Planning and Urbanization

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Head Office					
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
Administrators/Secretaries					
Chief Assistant Office Administrators	M	0	1	1	Taking oral dictation, using e-office to research and process data, operating office equipment, attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents, including classified materials; preparing responses to routine correspondence. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Assistant Office Administrator	L	0	0	0	Taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of office records, equipment and documents, including classified materials; maintaining an up to date filing system in the office. Establishing and monitoring procedures for record keeping of correspondence and file movements. Career Progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Office Administrator I	K	1	3	2	Taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents, including classified materials and preparing responses to simple routine correspondence. Career Progression.
Assistant Office Administrator II	J	0	0	0	Taking oral dictation; word and data processing; managing e-office; operating office equipment; handling telephone calls and appointments; attending to visitors/clients; maintaining office diary and travel itineraries. Career progression
Assistant Office Administrator III	H	0	5	5	Entry level. Provide secretarial services which include attending to enquiries; receiving and attending to clients; handling correspondence, office documents and equipment.



DESIGNATION		J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officers						
Chief Clerical Officer		J	0	1	1	Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment. Planning of office accommodation and layout; processing of documents for issuing of licenses or certificates under relevant Acts, induct new Clerical Officers, and supervise and guide staff working under him/her. Career progression
Senior Clerical Officer		H	1	2	1	Verifying compiled statistical records for accuracy; processing of human resource statistics; preparation of in- dents; processing of pension documents, maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services; assisting in planning office accommodation and layout. Career progression





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officer I	G	2	4	2	Compiling statistical records; sorting out letters and filing them; dispatching letters and maintaining an efficient filing system; processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; preparing payment vouchers; computation of financial or statistical records based on routine or special sources of information; compiling data and drafting simple letters. Career progression.
Clerical Officer II	F	1	5	4	Carrying out specialized tasks related to accounting, sorting out and dispatching letters, maintaining an efficient filing system, keeping invoices, receipts and other records and drafting letters.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Drivers					
Principal Driver	J	0	1	1	Driving the assigned vehicle; carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems. Maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/ or goods therein; and maintaining cleanliness of the vehicle(s). Career progression.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Driver H	H	0	0	0	Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). Career progression
Senior Driver	G	1	1	0	Driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/ or goods therein; and maintaining cleanliness of the vehicle. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver 1	F	1	2	1	Driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. Career progression





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver II	E	0	0	0	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. Career progression
Driver III	D	4	4	0	Driving assigned motor vehicles, undertake routine maintenance of the vehicle and work tickets.
Support Staff					
Cleaning supervisor IIB/support staff supervisor	E				Performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Cleaning supervisor III/Senior support staff/senior sanitary cleaner	D				Performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties Career progression
Support staff I/ Sanitary cleaner I	C	1	3	2	Cleaning duties, performing messengerial duties, preparation of tea and washing utensils.

PHYSICAL PLANNING & URBANIZATION DIRECTORATE

County Director of Physical Planning	R	1	1	0	Providing advice to the County Government on physical and land use planning matters; managing physical planning projects/ programmes at the county.
Senior Assistant Director of Physical Planning	Q	0	0	0	Developing plans for strategic county projects and programmes, interpreting county policies, formulation of strategies, standards and programmes, conducting thematic research on matters relating to strategic county programmes and projects, supervising preparation of county, regional, urban and rural spatial plans. Career Progression





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Physical Planning	P	0	0	0	Preparation of county, regional, urban and rural spatial plans. Providing guidance on data requirements for various categories of physical development plans, implementing physical planning policies, strategies, standards and programmes, conducting thematic regional and county studies on matters relating to physical planning. Career progression
Principal Physical Planner	N	1	2	1	Preparing and monitoring the implementation of local physical and land use development plans; preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreation facilities; undertaking thematic studies on matters relating to physical and land use planning; managing physical and land use planning data; providing advice on development control.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Physical planner	M	0	2	2	Collecting and analyzing geographical data for plan preparation; drawing/digitizing physical and land use development plans; analyzing and verifying site inspection information and preparing reports; managing plan records; training and supervising officers working under him/her. Career Progression.
Senior Physical Planners	L	3	8	5	Undertake planning activities at the Sub County level which involve preparation of local physical and land use development plans at the sub county level; collecting, collating and analyzing land use planning data, preparation of action plans for specific projects such as residential housing schemes and shopping centres, providing advice on development applications;



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Physical Planners	K	2	5	3	This is an entry and training grade. Under supervision and guidance, the officers' duties will entail: - Preparation of Physical and land use development plans; undertake feasibility studies on physical, social, economic and environmental characteristics, implementing physical and land use plans,
DIPLOMA HOLDERS					
Senior physical Planning Assistant	L	0	4	4	Converting analogue data to digital format using Geographical Information System (GIS) and other technology; designing, symbolizing, layout preparation.
Physical planning assistant I	K	0	0	0	Drawing/digitizing local county and regional physical development plans, collecting and analyzing geographical data for plan preparation, vetting and verifying physical establishing site suitability for proposed development, cataloguing and maintaining plan records. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Physical Planning Assistant II	J	0	4	4	Entry level. Collecting and analyzing geographical data for preparing physical and land use development plans; drawing/digitizing development plans; converting analogue data to digital format using Geographical Information System (GIS) and other technology; designing, symbolizing, layout preparation, printing/plotting and plan finishing; conducting site inspection; updating of development plans.
ENGINEERS (BUILDING SERVICES)					
Senior Principal Superintendent Engineer	R	1	1	0	Design and supervision of construction and maintenance of public buildings, civil and other public works.
Principal Superintendent Engineer	Q	0	1	1	Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works, administration and supervision of all staff working under him/her. Career progression.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Superintendent Engineer	P	0	1	1	Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works, administration and supervision of all staff working under him/her To coordinate and supervise physical infrastructural development in the municipality
Superintendent Engineer	M	0	2	2	Design of mechanical services in County government building and construction works, supervise repair and maintenance of mechanical installations in offices and other County government facilities, undertaking projects and processing of tenders.
Assistant Engineer I	L	0	0	0	Design of mechanical services in County government building and construction works, repair and maintenance of mechanical installations in offices and other County government facilities, undertaking projects and processing of tenders. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Engineer II	K	0	5	5	Entry level. Design of mechanical services in County government building and construction works, repair and maintenance of mechanical installations in offices and other County government facilities.
Building Inspectors (Diploma holders)					
Chief superintendent (Building)	M	0	0	0	Assisting in the planning of supervision programmes for large complex building projects; monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring Specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labor contracts. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior superintendent (Building)	L	0	0	0	Assisting in the planning of supervision programmes for a number of buildings; compilation of site weekly reports, monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labor contracts. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Superintendent (Building)	K	4	5	1	Reading and interpreting architectural and engineering drawings. Comparing their details with the work on site and compiling site weekly report; assisting in planning a building programme for group of buildings; ensuring that construction work in progress is in accordance with the specifications and taking details of provisional items; supervision of artisans carrying out repairs and alteration of existing buildings; preparing cost estimates and schedule of materials.

OFFICERS TO BE SECONDED FROM THE COUNTY SECRETARY AND COUNTY ATTORNEY OFFICES

Assistant Inspectorate Officer II	F	6	10	4	To be seconded from the Enforcement Directorate to assist in in enforcement of development control.
Prosecutor Officer	J	0	1	1	To be seconded from the county attorney's office to assist in in enforcement of development control



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
HOUSING & COMMUNITY DEVELOPMENT DIRECTORATE					
County Director of Housing & Estate Management	R	0	0	0	Liaising with stakeholders to establish and maintain land banks for housing development, coordination of activities of development partners and other stakeholders involved in housing development, promoting public-private partnership in low cost housing infrastructure, development of mechanisms for sustainable financing of slum upgrading and shelter related infrastructure. Career Progression
Senior Assistant Director of housing	Q	0	0	0	Formulation of strategies and for housing development, promotion of appropriate building materials and construction technologies, organizing surveys on housing demands and supply developing effective measures for improving the quality of housing and human settlements resolutions and recommendations.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director of Housing	P	0	0	0	Career Progression. Assist in formulation of strategies and for housing development, promotion of appropriate building materials and construction technologies, organizing surveys on housing demands and supply developing effective measures for improving the quality of housing and human settlements resolutions and recommendations.
Principal Housing Officer	N	1	1	0	Management of County Housing programs like urban renewal, public housing and slum upgrading of informal settlements. Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Housing Officer	M	0	0	0	Review, implementation, monitoring and evaluation of housing policies and related legislations; preparing reports on housing and human settlement to establish the status of the sector; facilitating exchange of ideas at stakeholders' forums; promoting research and development of appropriate building technologies; preparing tender documents; construction supervision; monitoring and evaluation of housing projects; carrying out surveys on housing and human settlements issues; evaluating appropriate building technology proposals by local and foreign developers; overseeing preparation of house type plans, cost estimates and construction manuals. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Housing Officer	L	0	0	0	Carrying out surveys on housing and human settlements issues, analyzing data to inform policy and decision making; generating project reports, preparing designs, cost estimates for developing appropriate building technology centres and low-cost house type plans and construction manuals; undertaking assessments of housing needs, demand and supply for the various income groups and sectors in the County. Career progression
Housing Officer I	K	1	2	1	Assist County Housing officer in Management of County Housing programs like urban renewal public housing and slum upgrading.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Estate Management Officers					
Principal Estate Management Officer	N	0	1	1	Supervise compilation and updating of government house inventory and building maintenance manuals, supervision and administration of construction and maintenance works, preparation of final projects accounts, advising on contractual arrangement and contracts, oversee property valuation, market updates and feasibility studies. Career progression.
Chief Estate Management Officer	M	0	1	1	Planning and coordination renovation and maintenance works, overseeing allocation and general administration of government residential quarters and office accommodation, boarding and condemnation of structurally unsound County government houses lease administration and rent collection. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Estate Management Office	L	1	1	0	Valuation of property for leasing for residential and office use. Advisory on acquisition and disposal of property by county government of Nyeri
Estate Management Officer	K	0	1	1	Assist Senior maintenance officer in managing government houses.

Field Assistants (Artisans)

Principal Charge hand (Building)	K	2	4	2	1 mason and 1 painter in position currently.
Senior Charge Hand	J	0	4	4	1 mason, 1 plumber, 1 carpenter, 1 electrician Career progression.
Charge hand	H	0	4	4	1 mason, 1 plumber, 1 carpenter, 1 electrician Career progression.
Artisan I	G	0	4	4	1 mason, 1 plumber, 1 carpenter, 1 electrician Career progression.
Artisan II	F	0	4	4	1 mason, 1 plumber, 1 carpenter, Career progression.
Artisan III	E	0	4	4	1 mason, 1 plumber, 1 carpenter, 1 electrician.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Land, Survey & GIS Directorate					
Director land Survey	R	1	1	0	Provide effective and efficient Geographical Information to the County. Formulate and review policies on survey & GIS. Develop, Implement the Departments strategic plans and objectives. Advise the County Executive on technical matters relating to Survey and Mapping.
Senior Assistant Director Land Survey	Q	0	1	1	Assist the County Director in technical and administrative matters related to Lands, Survey & GIS. Career progression.
Assistant Director Land Survey	P	0	1	1	Supervise the carrying out of Cadastral, topographical and General Boundary surveys and estimating/costing of survey projects. Career Progression.
Principal Land Survey	N	0	0	0	Carry out Cadastral, topographical and General Boundary surveys and Maintenance, testing and calibrating Survey Equipment.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Land Surveyor	M	0	0	0	Carry out Cadastral, topographical and General Boundary surveys and Maintenance, testing and calibrating Survey Equipment
Land Surveyor I	L	2	5	3	Carry out Cadastral, topographical and General Boundary surveys and Maintenance, testing and calibrating Survey Equipment's. Management of the GIS Lab.
Land Surveyor II	K	1	5	4	Entry grade. Carry out Cadastral, topographical and General Boundary surveys and Maintenance, testing and calibrating Survey Equipment's. Geospatial data collection, management, manipulation and analysis.
Land Surveyor Assistants					
Senior Land Survey Assistant	L	0	0	0	Carrying out control observations and computations, Cadastral, topographical and Engineering Surveys. For career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Survey Land Assistant I	K	0	0	0	Carrying out Control observations and computations, Cadastral, topographical and Engineering Surveys. Career progression
Survey Land Assistant II	J	1	5	4	Entry grade. Carry out angular and distance measurements and computations for small sites.
CARTOGRAPHERS					
Principal Cartographic Assistant	N	0	0	0	Supervise the drawing of survey plans, area boundary Schedules, topographical base maps, data collection, repairing and maintaining of mapping records. Career progression.
Chief Cartographic Assistant	M	3	3	0	Supervise the drawing of survey plans, area boundary Schedules, topographical base maps, data collection, Repairing and maintaining of mapping records.
Senior Cartographic Assistant	L	0	0	0	Drawing of survey plans, area boundary Schedules, topographical base maps, data collection, repairing and maintaining of mapping records. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Cartographic Assistant I	K	0	3	3	Entry point. Drawing of survey plans, area boundary schedules, topographical base maps, data collection, repairing and maintaining of mapping records.
ADMINISTRATION					
Deputy Director Administration Services	Q	0	1	1	Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes Managing and supervising the general administrative functions Implementing public service reforms Facilitating maintenance of infrastructure and facilities Overseeing transport management Planning and coordinating office accommodation Managing County Government Assets. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director Administration Services	P	0	0	0	Initiating and implementing administrative policies, strategies, procedures and programmes Managing and supervising the general administrative functions Implementing public service reforms Facilitating maintenance of infrastructure and facilities Overseeing transport management Planning and coordinating office accommodation Managing premises, assets and insurance policies. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Principal Administration Officer	N	1	1	0	Initiating and implementing administrative policies, strategies, procedures and programmes Managing and supervising the general administrative functions Facilitating maintenance of infrastructure and facilities Overseeing transport management Planning and coordinating office accommodation Overseeing development and updating of office equipment and furniture inventory Managing premises, assets and insurance policies.
Municipal Administration					
Municipal Manager	Q	1	1	0	To oversee the management of the municipality.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Civil Engineers (To be seconded)					
Chief Superintendent Engineer	P	0	1	1	To be seconded from physical planning Directorate. To coordinate and supervise physical infrastructural development in the municipality Design and supervision of construction and maintenance of public buildings, civil and other public works.
Superintendent Engineer	M	0	1	1	To be seconded from physical planning Directorate. Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works, administration and supervision of all staff in the section.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Physical Planners(To be seconded)					
Principal Physical Planner	N	1	1	0	Seconded from physical planning Directorate. Ensuring plan drawing adheres to the set standards and regulations; coordinating drawing of County local physical and land use development plan; initiating research in new and emerging technologies related to plan design, preparation and presentation; identifying sources of planning data; assigning centre reference and approved plan numbers; distributing approved plans to relevant authorities; authenticating development plans; preparing annual state of physical and land use development plan reports.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Physical Planners	M	0	1	1	To be Seconded from physical planning Directorate. Collecting and analyzing geographical data for plan preparation; drawing/ digitizing physical and land use development plans; analyzing and verifying site inspection information and preparing reports; managing plan records; training and supervising officers below.
Public Health Officers- Degree Holders (To be seconded)					
Principal Public Health officer	N	0	1	1	Monitoring and evaluating environmental health risks, implementing promotive and preventive health programmes, monitoring compliance to urban and rural sanitation standards in dwellings, commercial and work places, monitoring the management of solid/ liquid and other hazardous wastes, ensuring safety and quality of food and water for both domestic and industrial use; carrying surveillance on environmental health pollutants.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Senior Public Health officer	L	0	0	0	Identifying environmental health issues at community level, compiling and maintaining of data of services rendered, assessing health needs of the community, implementing sanitation and hygiene needs in the community, sensitizing the community on food and water and safety measures and compiling data on disease trends.
Public Health Officer	K	0	2	2	Entry level. Identifying environmental health issues at community level, compiling and maintaining of data of services rendered, assessing health needs of the community, implementing sanitation and hygiene needs in the community, sensitizing the community on food and water and safety measures and compiling data on disease trends.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Public Health Assistants -Diploma Holders (To be seconded)					
Principal Assistant Public Health Officer	N	0	2	2	Monitoring of the management of solid/liquid and other hazardous waste; carrying out surveillance on environmental health pollutants and advising on prevention and control of diseases incidences and outbreaks.
Chief Assistant Public Health Officer	M	2	2	0	To coordinate environmental health activities, monitoring of the management of solid/liquid and other hazardous waste; carrying out surveillance on environmental health pollutants and advising on prevention and control of diseases incidences and outbreaks.
Senior Assistant Public Health Officer	L	0	0	0	To provide environmental health extension services at each of the five wards in Nyeri Municipality. This will include; sensitizing and advising the communities on matters related to environment health, identifying environmental health issues at household levels and organizing community health days to advise on common public health issues.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Public Health Officer	K	1	3	2	To provide environmental health extension services at each of the five wards in Nyeri Municipality. This will include; sensitizing and advising the communities on matters related to environment health, identifying environmental health issues at household levels and organizing community health days to advise on common public health issues
Social Welfare Officers (To be seconded)					
Senior Deputy Principal Social Welfare officer	P	0	1	1	Formulate, implement, coordinate and supervise social welfare programmes. In addition, the officer will assist in coordination of general administrative duties.
Social Welfare officer I	K	0	0	0	Supervise the implementation of welfare programs; Evaluate monthly reports and supervise staff and trainee working under him/her Career progression.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Social Welfare officer II	J	0	3	3	Identify the basic needs of the needy, the disadvantaged and the impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions; Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to deter further abuse and exploitation; Facilitate the implementation of welfare programs for the disabled, elderly, and victims of drug addiction, the rehabilitation of prisoners and parolees, the prevention of juvenile delinquency and such other activities which would eliminate or minimize the ill-effects of poverty;



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Clerical Officers					
Clerical Officer I	G	0	1	1	Preparing payment vouchers; computation of financial or statistical records based on routine or special sources of information; compiling data and drafting simple letters.
Clerical Officer II	F	0	1	1	Carrying out specialized tasks related to accounting, sorting out and dispatching letters, maintaining an efficient filing system, keeping invoices, receipts and other records and drafting letters.
Administrative Officer / Secretaries					
Assistant office Administrator II	H	0	1	1	Provide secretarial services which include attending to enquiries; receiving and attending to clients; handling correspondence, office documents and equipment.
Assistant office Administrator III	G	0	1	1	Provide secretarial services which include attending to enquiries; receiving and attending to clients; handling correspondence, office documents and equipment.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Drivers					
Driver I	F	0	0	0	Driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver II	E	0	0	0	Driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/ or goods therein; and maintaining cleanliness of the vehicle. Career progression
Driver III	D	0	7	7	Driving assigned motor vehicles, undertake routine maintenance of the vehicle and work tickets.
Drivers from Defunct Local Authority					
Driver	C	2	-	-	The driver is from defunct local authority and the job group is clear.
Driver	A	1	-	-	The driver is from defunct local authority and the job group is not clear.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Support Staff (Sanitation)					
Support Staff II	D	0	0	0	Career progression. To provide sanitation services which includes; bush clearing, drainage management, waste collection and disposal, street sweeping and town beautification.
Support Staff III	C	49	80	31	Provide sanitation services which includes; bush clearing, drainage management, waste collection and disposal, street sweeping and town beautification.
Enforcement officers (To be seconded)					
Assistant Inspectorate Officer II	F	10	10	0	To be seconded from the Enforcement Directorate to assist in enforcement, traffic management and control as Traffic Marshals.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
LAND RECORDS REGISTRY					
Senior Records Management Officer	L	0	1	1	Ensure file covers are well maintained, documents are carefully handled, pending correspondences and bring-ups are checked and appropriate action taken, mails are received, sorted, opened and dispatched. Career progression.
Records Management Officer I	K	0	0	0	Ensure letters are appropriately dispatched, control the opening of files and updating the file index, security of information/files, maintain up-to date file movement and ascertain general cleanliness of the registry. Career progression.
Records Management Officer II	J	0	3	3	Entry point. Ensure security of files and documents, renewing file covers, proper handling of documents, dispatch and receiving of letters and bring-ups, preparing disposal schedules and disposing outdated files.





2.2.14 AGRICULTURE, LIVESTOCK & FISHERIES

2.2.14.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- i. Irrigation
- ii. Crop and animal husbandry
- iii. Livestock sale yards
- iv. County abattoirs
- v. Plant and animal disease control
- vi. Fisheries
- vii. Veterinary services
- viii. Animal control and welfare regulations
- ix. Licensing of dogs and facilities for accommodation, care and burial of animals.

2.2.14.2 VISION

To be a food and nutrition secure county.

2.2.14.3 MISSION

To improve agricultural productivity through promotion of innovative competitive and sustainable Agriculture, Livestock and Fisheries production systems.

2.2.14.4 CORE FUNCTIONS

a) Directorate of crop resource

- i. Improve crops productivity by use of technologies for enhanced food security and employment creation.
- ii. Conservation and management of natural resource such as soil and water for agriculture development.
- iii. Promotion of value addition and product development in food and horticultural crops.
- iv. Provision of agricultural extension services for crop husbandry management.
- v. Formulation, implementation of projects, programmes, policies and legislations in agriculture development
- vi. Devising and implementing fertilizers and inputs cost reduction strategies to improve access by farmers.



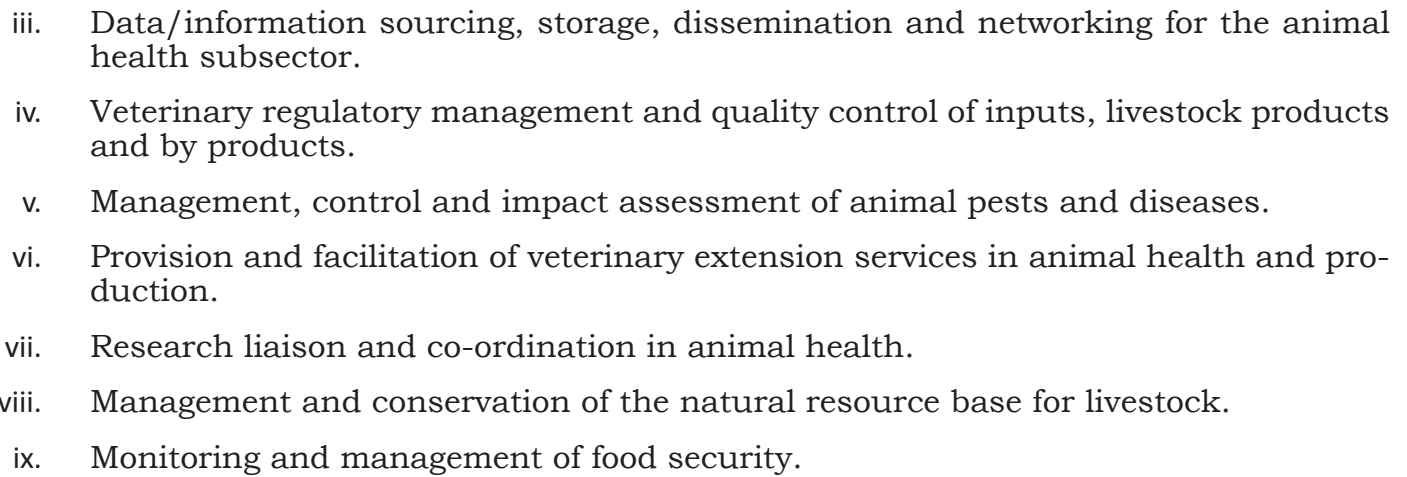
- vii. Promotion of growth in Agriculture through developing infrastructure (factories, electricity, roads) and mechanization (posho-mills, tractors, ploughs, combine harvesters, coffee pulping, coffee roasters, grinders).
- viii. Disaster preparedness and response to early warning systems for crop pests and diseases, drought, floods.
- ix. Promotion of Public Private Partnerships for research and development in agriculture.
- x. Systematically collecting, maintaining and managing information in the agricultural sector, as well as in projects, programmes and policies.

b) Directorate of Livestock Production and Fisheries Development

- i. Formulate County policies and programmes and implement specific national policies, programmes and agreements.
- ii. Promote livestock production including emerging livestock species.
- iii. Enforce national standards and promote development of County livestock production standards.
- iv. Develop disaster preparedness, management and mitigation strategies in livestock production in the County.
- v. Provide advisory services in animal husbandry and community mobilization for livestock development.
- vi. Collaborate and liaise with mandated research centres and set County research agenda.
- vii. Develop and implement relevant guidelines on animal and forage genetic resource conservation.
- viii. Manage livestock production information in the County.
- ix. Enforce County legislation on land use for livestock production and promote sustainable use of natural resources for livestock development.
- x. Promote commercially oriented livestock production and value addition in the County.
- xi. Fisheries licensing.
- xii. Management and development of fresh water fisheries.
- xiii. Commercialization, including formation of fisheries groups for local fishermen.
- xiv. Promotion of fish safety, quality assurance, value addition and marketing.
- xv. Development of aquaculture.
- xvi. Fisheries research.

c) Directorate of Veterinary Services

- i. Implementation and monitoring of veterinary policies in the County.
- ii. Development and coordination of programmes in animal health.



The organizational structure for the department is as shown in the figure below;





2.2.14.6 STAFF ESTABLISHMENT

Table 16: Agriculture, Livestock & Fisheries

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
AGRIBUSINESS UNIT					
Senior Assistant Director of Agriculture	Q	1	1	0	In charge of Agribusiness Unit
Assistant Director of Agriculture	P	0	0	0	Career Progression
Principal Agricultural Officer	N	1	1	0	Career Progression
Chief Agricultural Officer	M	0	0	0	Career Progression
Senior Agricultural Officer	L	0	0	0	Career Progression
Agricultural Officer	K	0	3	3	In-charge of crop production and agricultural land development.
MONITORING AND EVALUATION UNIT					
Senior Assistant Director of Agriculture/ Livestock Production	Q	0	1	1	In charge of Monitoring & Evaluation Unit



Assistant Director of Agriculture/ Livestock Production	P	0	1	1	Career Progression
Principal Agricultural Officer / Livestock Production	N	1	0	1	Career Progression
Chief Agricultural Officer/ Livestock Production	M	0	0	0	Career Progression
Senior Agricultural Officer/ Livestock Production	L	0	2	2	Monitoring & Evaluation data Officers
Agricultural Officer / Livestock Production	K	1	0	1	Monitoring & Evaluation data Officers.

DIRECTORATE OF CROPS

County Director Agriculture	R	1	1	0	In-charge of Crops Resource Directorate
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DEGREE HOLDERS

Senior Assistant Director of Agriculture	Q	2	4	2	In-charge of horticulture, industrial crops, crops development services.
Assistant Director of Agriculture	P	6	13	7	Implementation of Strategic Plan and objectives for the Directorate, budgetary and asset management roles, organizing and facilitating training programs for the Directorate. Career progression.



Principal Agriculture Officer	N	11	15	4	Offering necessary technical advice in their areas of expertise - In addition, they are also Implementers of programs and projects. Career progression.
Chief Agricultural Officer	M	4	0	0	Career progression.
Senior Agricultural officer	L	0	2	2	Oversee the implementation of project work plans, preparation and execution of training programs. Career progression.
Agricultural officer	K	2	9	7	Entry level. Overall administration and management of agricultural activities e.g. crop production and land development

DIPLOMA HOLDERS

Principal Assistant Agricultural Officer	N	0	16	16	Career progression.
Chief Assistant Agricultural Officer	M	16	24	8	Subject Matter Specialists. Crop Development Project monitoring and evaluation. Research, liaison and training on agricultural activities.
Senior Assistant Agricultural Officers	L	8	11	3	Overall administration and management of agricultural activities.



Assistant Agricultural Officer I	K	3	10	7	Crop production, land development and project management.
Assistant Agricultural Officer II	J	7	7	0	Crop production, land development and project management.
Assistant Agricultural Officer III	H	0	56	56	Entry level Crop production and land development.

Certificate Holders

Chief Agricultural Assistant	K	15	0	15	This cadre will be phased out through natural attrition.
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Degree Holders

Principal Superintending Engineer Agriculture	Q	0	1	1	County Agriculture Engineer. In-charge of soil and water conservation, Drawing of Plans and Designs of farm structures
Chief Superintending engineer (Agriculture)	P	0	1	1	Career Progression
Principal Superintendent (Agriculture)	N	0	2	2	Career Progression
Chief Superintendent (Agriculture)	M	2	2	0	In-charge of designing Coffee factory and inspection.

WAMBUGU AGRICULTURE TRAINING CENTRE

Degree Holders

Senior Assistant Director of Agriculture	Q	1	1	0	Principal ATC
Assistant Director of Agriculture	P	1	1	0	Deputy Principal ATC/ Training Coordinator



Principal Agriculture Officer	N	0	1	1	ATC Farm Manager
Diploma Holders					
Principal Assistant Agricultural Officer	N	0	1	1	Career Progression
Chief Assistant Agricultural Officer	M	1	0	0	Career Progression Subject Matter Specialist Coordination of crop development. Project monitoring and evaluation. Overall farm management. Promotion of agro-processing technologies.
Senior Assistant Agricultural Officer I	L	0	0	0	Career Progression
Assistant Agricultural Officer I	K	0	2	2	-Crops Officer and -Agro processing officer
Assistant Agricultural Officer II	J	2	2	0	Crops Officer and Agro processing officer
Assistant Livestock Production Officers					
Principal Assistant Livestock Production Officer	N	0	1	1	Career Progression
Chief Assistant Livestock Production Officer	M	1	1	0	Livestock officer Project monitoring and evaluation. Overall farm management. Promotion of agro-processing technologies.



Support staff					
Support Staff/ (Livestock attendants)	D	0	2	2	Feeding livestock Taking care of livestock Keeping inventory on milk production.
Hospitality Officers					
Senior Hospitality Officer	L	0	0	0	Career Progression
Hospitality Officer I	K	1	2	1	In-charge of hospitality in the training center. Career Progression.
Hospitality Officer II	J	1	1	0	Preparing meals Serving meals Preparing food menus
Cooks					
Cook II	E	0	0	0	Career Progression
Cook III	D	0	5	5	Preparing meals Serving meals Preparing food menus.
Waiters					
Waiter Assistant II	F	0	0	0	Career Progression
Waiter Assistant III	E	0	3	3	Taking customer orders. Delivering food and beverages. Offering waiter services.
Housekeepers					
Housekeeping assistant II	F	0	0	0	Career Progression



Housekeeping assistant III	E	0	1	1	Maintaining clean guest rooms. Assisting guests with bookings.
Plant operators					
Plant Operator II	E	0	0	0	Career Progression
Plant Operator III	D	2	2	0	Mechanization services at the farm. Operating farm machinery.
AGRICULTURAL MECHANIZATION STATION					
Degree Holders					
Principal Superintending Engineer (Agriculture)	Q	0	1	1	Manager AMS Head agricultural engineering services. Implementation of policies, program and projects in agricultural engineering.
Chief Superintending Engineer (Agriculture)	P	0	1	1	Deputy Manager AMS/ Workshop Manager Coordinate and supervise all administrative and professional activities.
Senior Superintending Engineer (Agriculture)	N	1	1	0	Research development. Maintenance of station machinery, preparation of work plans and budgets.
Superintending Engineer (Agriculture)	M	0	1	1	Career Progression



Engineer I (Agriculture)	L	1	0	0	To design engineering projects and supervise implementation -Policy implementers -Career Progression.
Engineer II (Agriculture)	K	2	0	0	To design engineering projects and supervise implementation Policy implementers.
Diploma Holders					
Principal Superintendent (Agriculture)	N	0	1	1	Career Progression
Chief Superintendent (Agriculture)	M	1	0	0	To interpret design engineering projects and supervise implementation Policy implementers
Plant Operators					
Senior Plant Operator	G	0	0	0	Career Progression
Plant Operator I	F	0	0	0	Career Progression
Plant Operator II	E	2	2	0	Operating heavy machinery and farm tractors. Career Progression.
Plant Operator III	D	6	6	0	Operating heavy machinery and farm tractors. Entry grade.



LIVESTOCK PRODUCTION AND FISHERIES DIRECTORATE

Director of Live-stock Produc-tion	R	0	1	1	In-charge of the director-ate. Co-ordination, monitoring and evaluation of projects. Planning, controlling and coordinating activities in the directorate.
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Degree Holders

Senior Assis-tant Director of Livestock Pro-duction	Q	2	3	1	In-charge of dairy, animal production, value addition and marketing. Assisting the Director.
Assistant Direc-tor of Livestock Production	P	1	10	9	Assisting incoordination, monitoring and evaluation of projects and programs in the directorate.
Principal Live-stock Produc-tion Officer	N	3	4	1	Assisting in management of allocated resources. Planning and budgeting. Coordination of livestock activities.
Chief Livestock Production of-ficer	M	1	4	3	Providing technical advice to field staff. Assisting in organizing workshops.
Senior Live-stock Produc-tion Officer	L	3	3	0	In-charge of livestock pro-duction programs. Career progression.
Livestock Pro-duction Officer	K	0	9	9	Entry level. Implementing livestock production programs.



Diploma Holders					
Principal Assistant Livestock Production Officer	N	0	5	5	Career Progression.
Chief Assistant Livestock Production Officer	M	5	5	0	Assisting in management of allocated resources. Planning and budgeting. Coordination of livestock activities.
Senior Assistant Livestock Production Officer	L	0	1	1	Career Progression.
Assistant Livestock Production Officer	K	1	4	3	Assist in implementing livestock production programs.
Assistant Livestock Production Officer II	J	3	4	1	Assist in implementing livestock production programs.
Assistant Livestock Production Officer III	H	1	51	50	Implementing livestock production programs. Entry level.
Certificate Holders					
Junior Animal Health Assistant	G	1	0	0	The cadre is being phased out through natural attrition.
VETERINARY SERVICES DIRECTORATE					
County Director of Veterinary Services	R	1	1	0	In-charge of veterinary services. Providing technical advice on veterinary services.
Degree Holders					
Deputy Directors of Veterinary Services	Q	0	3	3	Deputy director in charge of: disease control, veterinary public health, breeding and AI, Clinics, inspectorate, and animal welfare services.
Assistant Director of Veterinary Services	P	2	8	6	Monitoring and evaluation of veterinary projects and programs.



Chief Veterinary Officer	N	5	5	0	Disseminating information on animal health. Providing veterinary services and disease control.
Senior Veterinary Officer	M	0	0		Career Progression.
Veterinary Officer	L	0	8	8	Entry level. Participate in animal health field demonstrations. Inspecting livestock.

Diploma Holders

Principal Assistant Animal Health Officer	N	0			Disease control and surveillance, Provision of free Artificial Insemination services. Meat inspection services.
Chief Assistant Animal Health Officer	M	0	6	6	Career Progression.
Senior Assistant Animal Health Officer	L	6	7	1	Disease control and surveillance, Provision of free Artificial Insemination services. Meat inspection services.
Assistant Animal Health Officer I	K	1	2	1	Disease control and surveillance, Provision of free Artificial Insemination services. Meat inspection services.
Assistant Animal Health Officer II	J	1	1	0	Enforcing slaughterhouse hygiene. Keeping records on animal breeding.



Assistant Animal Health Officer III	H	0	118	118	Entry level De-beaking Deworming Dehorning Simple treatment of animals.
Certificate Holders					
Chief Animal Health Assistant	K	46	0	+46	Disease control and surveillance, Provision of free Artificial Insemination services. Meat inspection services.
Senior Animal Health Assistant	J	0	0	0	Career Progression.
Animal Health Assistant I	H	2	0	+2	Enforcing slaughterhouse hygiene. Keeping records on animal breeding.
Animal Health Assistant II	G	2	0	0	Entry level De-beaking Deworming Dehorning Simple treatment of animals.
Degree Holders					
Leather Development Officer I	L	0	0	0	Career Progression.
Leather Development Officer II	K	1	5	4	In charge of leather development in the sub-county.
Certificate Holders					
Chief Hides and Skins Inspector	K	2	1	1	Grading hides and skins Inspecting hides and skins.



Livestock Health Assistant I	H	0	13	13	Career Progression
Livestock Health Assistant II	G	13	0	+13	Entry level for this cadre. De-beaking Deworming Dehorning Simple treatment of animals.

FISHERIES DIVISION

Degree Holders

Senior Assistant director of fisheries	Q	0	2	2	To be in-charge of Quality control, Extension and production, Aquaculture and inland development officer.
Assistant Director of fisheries	P	0	8	8	Career Progression. Assisting in implementing fisheries policies, programs and strategies.
Senior Fisheries officer	L	0	0	0	Career Progression
Fisheries officer	K	6	8	2	Subject Matter Specialists. Fisheries extension services. Maintaining of fish farms and hatcheries.

Diploma Holders

Assistant Fisheries Officer I	K	0	6	6	Career Progression.
Assistant Fisheries Officer II	J	0	0	0	Fisheries extension services. Maintaining of fish farms and hatcheries. Career Progression.



Assistant Fisheries Officer III	H	2	9	7	Fisheries extension services. Maintaining of fish farms and hatcheries.
Senior Fisheries Assistant	G	6	0	0	Fisheries extension services. Maintaining of fish farms and hatcheries. Entry level.
Certificate Holders					
Fisheries Assistant I	H	7	0	0	Fisheries extension services. Maintaining of fish farms and hatcheries.
ADMINISTRATIVE STAFF					
Secretaries					
Principal Assistant Office Administrator	N	0	1	1	Career Progression.
Chief Assistant Officer Administrator	M	1	4	3	Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Senior Assistant Office Administrator	L	3	4	1	Career Progression. Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Assistant Office Administrator I	K	1	1	0	Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Office Administrative Assistants					
Office Administrative Assistant I	J	0	0	0	Career Progression.



Office Administrative Assistant II	H	0	11	11	Entry level Duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Procurement Officers					
Assistant Supply Chain Management I	K	0	0	0	Career Progression.
Assistant Supply Chain Management II	J	1	1	0	Assist in supply chain management.
Clerical Officers					
Principal Clerical Officer	K	0	2	2	Career Progression
Chief Clerical Officer	J	2	2	0	Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Senior Clerical Officer	H	0	1	1	Career Progression
Clerical Officer I	G	1	1	0	Career progression Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.
Clerical Officer II	F	0	6	6	Entry point. Compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system.



Drivers					
Chief Driver	H	0	2	2	Career Progression
Senior Driver	G	2	14	12	Career Progression Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver Grade I	F	12	12	0	Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Driver Grade II	E	0	1	1	Career Progression
Driver Grade III	D	6	12	6	Entry level. Drive the assigned vehicle, maintain cleanliness of the vehicle and ensure safety of passengers.
Artisans					
Artisan I	G	1	2	1	To carry out repairs and maintenance work.
Support Staff					
Cleaning Supervisor I	G	4	5	1	Career progression.
Cleaning Supervisor IIA	F	1	3	2	Career Progression.
Cleaning supervisor IIB/ Support staff Supervisor	E	2	3	1	Career Progression.
Cleaning supervisor III/ Senior support Staff	D	1	30	29	Cleaning duties, performing messengerial duties, preparation of tea and washing utensils.
Support Staff I	C	1	1	0	Supports general cleaning services, documentation and dispatch duties and other auxiliary duties in public offices.



Support staff II	B	2	2	0	Supports general cleaning services, documentation and dispatch duties and other auxiliary duties in public offices.
Support Staff III	A	41	119	78	Supports general cleaning services, documentation and dispatch duties and other auxiliary duties in public offices.
Officers Deployed from the Office of the County Secretary					
Sub County Administrator	Q	1	1	0	Offer Administrative duties.
Ward Administrator	N	1	1	0	Offer Administrative duties.
Officers from Defunct Local Government					
Clerical Officer II	Scale 14	1	1	0	Duties include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system
Revenue Clerk	Scale 13	1	1	0	Duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system
Laborer	Scale 19, 18, 17, 16	24	0	-24	Cadre not required in the department as their job description is not clear.

2.2.15 TRADE, TOURISM, CULTURE & COOPERATIVE DEVELOPMENT

2.2.15.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Trade
- Markets, trade licenses, fair trading practices
- Trade development and regulation
- Outdoor advertising
- Marketing and cooperative societies
- Promotion of county tourism, county heritage



- Cultural activities and facilities
- Public entertainment and amenities

2.2.15.2 VISION

A transformed middle-income county which is investor friendly and a world class tourist destination of choice.

2.2.15.3 MISSION

To create an enabling socio-economic environment for a globally competitive investment climate, world class tourist destination and a strong co- operatives sector through investment facilitation, tourist product development and enabling policy and legal framework.

2.2.15.4 STRATEGIC OBJECTIVES

The strategic objectives of this sector are:

- To develop markets for economic growth.
- To promote fair trading environments and consumer protection.
- To enhance investment and promote regional economic integration.
- To enhance industrial and enterprise development.
- To develop and promote tourism and cultural heritage for increased economic growth.
- To strengthen the cooperative movement.

2.2.15.5 MANDATE

The Mandate of the Department under the following Sub-Sectors is as follows:

- Develop and implement County Trade, Co-operative and Tourism Policy and legislations.
- Develop and promote retail and wholesale markets.
- Development of micro and small businesses.
- Fair trade practices and consumer protection.
- Investment promotion and facilitation.
- Carry out cooperative service, audit, education and training.
- Promotion of Co-operative Business in the county.
- Develop and promote sustainable tourism for increased economic growth.
- To develop and promote cultural heritage, performing and visual arts.



Directorate of Trade, Industry and Enterprise Development & Weight and Measures.

Core functions for the Directorate are;

- i. Promotion of trade and investment.
- ii. Facilitate business and entrepreneurship development.
- iii. Improve business environment.
- iv. Support growth and development of wholesale and retail trade and markets.
- v. Develop an integrated trade data information system.
- vi. Provide innovative business support services.
- vii. Enhance accessibility to business information.
- viii. Facilitate increased access to trade finance through revitalization of Joint Loans Board Scheme and Enterprise development Fund.
- ix. Monitor the impact and oversee the implementation of trade related legislations and regulations.
- x. Continuous engagement, information sharing and interaction between the National, development partners and County Governments on trade development issues.
- xi. Facilitate the improvement of supply chain efficiency in wholesale and retail sector.
- xii. Provision of micro and small loans to existing traders through the Joint Loan Board and enterprise development funds.
- xiii. Training of entrepreneurs on basic bookkeeping/ proper accounting, loan usage and repayment.
- xiv. Availing information on businesses at strategically situated business information centers.
- xv. Establishment and management of markets.
- xvi. Establishment of business information centers and business solution centers.
- xvii. Provision of business support services.
- xviii. Verification and stamping of weighting and measuring equipment.
- xix. Inspections of business premises to ensure compliance with Weights and Measures Act Cap. 513 and Trade Descriptions Act Cap. 505.
- xx. Investigations of complaints arising from Weights and Measures Act 513 and Trade Descriptions Act. Cap 505.
- xxi. Investigation and prosecution of weight and measure offenders.
- xxii. Prosecution for non-compliance with fair trade legislations.



- xxiii. Trade licensing.
- xxiv. Inspection of business premises.
- xxv. Capacity building for industrial development and quality service delivery.
- xxvi. Establishing the policy, legal and institutional framework for trade development.
- xxvii. Attracting local and foreign investment.
- xxviii. Promotion of the development of Micro, Small and Medium Industries (MSMIs).
- xxix. Promotion of research and development, innovation and technology adoption.
- xxx. Facilitate creation of conducive business environment for Micro and small industries.
- xxxi. Promote growth, graduation, productivity and competitiveness of Micro and small industries.
- xxxii. Conduct resource endowment mapping and promote investment opportunities in the regions.
- xxxiii. Provision of business development services for micro and small industries.
- xxxiv. Facilitate linkages of micro and small industries with medium and large industries.
- xxxv. Facilitates provision of affordable and accessible credit.
- xxxvi. Facilitation of trade shows and missions within the county and internationally.

Directorate of Tourism and Culture

Core functions for the Directorate are;

- i. Promotion of official and local languages
- ii. Promotion of unity in cultural activities, coordinate community cultural festivals, policy implementation advice, cultural diversity at County level, research and documentation
- iii. Dissemination and preservation of indigenous knowledge
- iv. Cultural exchanges and establishment of community cultural centers.
- v. Public entertainment and public amenities, including betting, casinos and other forms of gambling, racing, liquor licensing, cinemas, video shows and hiring, libraries, museums, sports and cultural activities and facilities
- vi. County parks and recreation facilities
- vii. Promotion of unity in cultural activities and facilities
- viii. Coordinate community cultural festivals
- ix. Policy implementation advice and guidance on cultural matters at County level



- x. Promotion of Cultural diversity at the County level
- xi. Research, documentation and dissemination of cultural information
- xii. Documentation and preservation of indigenous knowledge and other elements of intangible cultural heritage
- xiii. Encouraging formation of associations by cultural practitioners for promotion of various aspects of culture
- xiv. Establishment of conflict resolution cultural forums and mechanisms to mitigate against conflict
- xv. Capacity building programmes to empower cultural practitioners and communities
- xvi. Cultural exchanges between communities, counties and nations
- xvii. Implementation of National Tourism Policies, strategies and programs
- xviii. Development and implementation of County tourism development plans, programs and projects.
- xix. Co-ordination and facilitation of the management and control of County specific tourism activities
- xx. Development of partnerships between County Government and other stakeholders in tourism matters
- xxi. Development of community based tourism projects and programs
- xxii. Development of programs for attraction of tourism investment in the County
- xxiii. Enforcement of the provisions of the tourism act and any other laws relating to tourism in the County
- xxiv. Rendering technical support to County based entities engaged in tourism activities and services
- xxv. Soliciting of funds for development of tourism facilities in the County
- xxvi. Sensitization of communities on conservation of tourism attractions
- xxvii. Collection and compilation of tourism information and data in the County.
- xxviii. Enforcement and compliance i.e. spot checks, daily supervisions of tourism sites activities.
- xxix. Enforcement of compliance within the County, licensed by the County Government.
- xxx. Revenue collection from sites developed

Directorate of Co-operatives Development

Core functions for the Directorate are;

- i. Promoting and Processing of application for Cooperatives registration

- ii. Formulating, coordinating and implementing cooperative development policies
- iii. Cooperative education and training
- iv. Cooperative savings mobilization
- v. Inspections and investigations in cooperative societies
- vi. Training needs assessment for co-operative movement
- vii. Market information dissemination & advisory services
- viii. Promotion of co-operative societies ventures and value addition
- ix. Banking inspections (local SACCOs)
- x. Co-operative marketing and research
- xi. Mainstreaming cooperative governance
- xii. Settling cooperative disputes
- xiii. Carrying out co-operative audit
- xiv. Regulating cooperative organizations/institutions
- xv. Enforcement of compliance with cooperative legislation
- xvi. Investment advisory services

2.2.15.6 ORGANIZATIONAL STRUCTURE

Organizational structure for the department is as shown in the figure below;

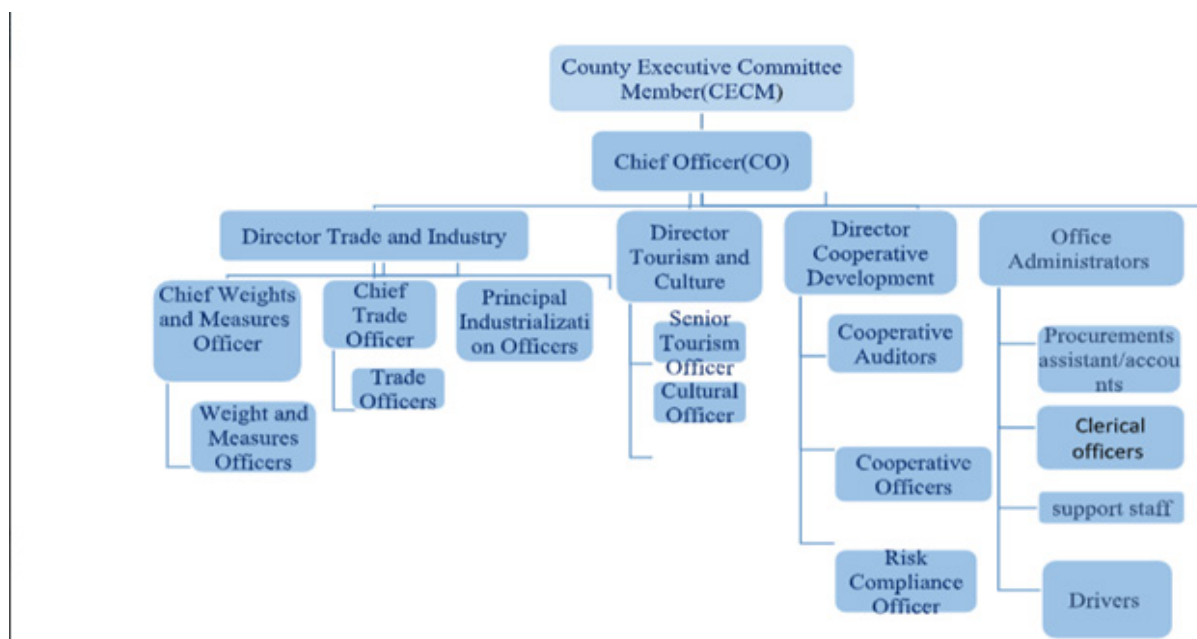


Figure 15: Organogram for Trade, Tourism, Culture & Corporate Development



2.2.15.7 STAFF ESTABLISHMENT

Table 17: Trade, Tourism, Culture & Cooperative Development

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Office Administrators(Degree Holders)					
Senior Office Administrator	L	0	1	0	Schedule meetings, ensuring an up to date filling in the office, supervision of office cleaning, handling routine correspondence and attending to visitors.
Officer Administrator I	K	0	1	0	Operating office equipment, Schedule meetings, ensuring an up to date filling in the office, supervision of office cleaning, handling routine correspondence and attending to visitors.
Office Administrative Officer II	J	1	1	0	Operating office equipment, ensuring security of office equipment, Schedule meetings, ensuring an up to date filling in the office, supervision of office cleaning, handling routine correspondence and attending to visitors.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Office Administrators/Secretaries (Diploma Holders)					
Senior Assistant Office Administrator	L	0	1	0	Career Progression.
Assistant Office Administrator I	K	0	1	0	Career Progression. Managing office protocol, word and data processing, managing E-office, ensure security of office records, documents and equipment, maintaining up to date filing, handling telephone calls and appointment, supervising cleaners
Assistant Office Administrator II	J	1	1	0	Managing office protocol, word and data processing, managing E-office, ensure security of office records, documents and equipment, maintaining up to date filing, handling telephone calls and appointment, supervising cleaners.
Assistant Office Administrator III	H	0	3	3	Taking oral dictation, word and data processing, managing E-office, ensure security of office records, documents and equipment, maintaining up to date filing, handling telephone calls and appointment. Entry level.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Totals		2			
Clerical Officers					
Principal Clerical Officer	K	0	1	0	Career progression. Handle HR matters and supervision of support staff and other common cadre officers.
Chief Clerical Officer	J	1	3	0	Clerical services in records management and general registry. Career Progression.
Senior Clerical Officer	H	2	2	0	Offer clerical services in transport section and records management/registry.
Total		3			
Drivers					
Principal driver	J	0	0	0	Career Progression
Chief Driver	H	2	2	0	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.
Senior Driver	G	0	0	0	Career Progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Driver I	F	0	3	0	Career Progression
Driver II	E	1	3	2	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.
Driver III	D	3	3	0	Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Total		6			
Supply Chain Management Assistant					
Senior Supply Chain Management Assistant	L	0	0	0	Career Progression
Supply Chain Management Assistant I	K	1	1	0	Duties are; department supply chain management units, issuing and receiving stores, assisting in stock taking, reconciliation, warehouse distribution, inventory and stock control, preparation and maintenance of records.
Supply Chain Management Assistant II	J	0	1	0	Assist in department supply chain management units, issuing and receiving stores, assisting in stock taking, reconciliation, preparation and maintenance of records.
Supply Chain Management Assistant III	H	1	1	0	Department requestor, preparation of procurement plans and assist in department supply chain management units, issuing and receiving stores, assisting in stock taking, reconciliation, preparation and maintenance of records. Also assist in Preparation of department vouchers, handling cashbooks, imprest and advances.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Total		2		0	
Accountants					
Accountant I	K	0	1	0	Career Progression Preparation of de- partment vouchers, handling cashbooks, imprest and advanc- es, maintenance of vote book, safe cus- tody of department records and asset, writing cheques and posting payments, prepare department budget.
Accountant II	J	0	1	0	Preparation of de- partment vouchers, handling cash- books, imprest and advances, writing cheques and posting payments, prepare department budget.
Support staff					
Senior Support Staff	E	0	0	0	Career Progression
Support Staff I	D	0	0	0	Career Progression
Support Staff II	C	8	8	0	Providing cleaning services, catering and security services
Total		8		0	

ENTERPRISE DEVELOPMENT & WEIGHTS AND MEASURES

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Trade Development					
Director of Trade Development	R	0	1	0	Career Progression. Guiding and super- vising the implemen- tation of government policies, strategies and programmes on domestic trade and investment.



Deputy Director of Trade Development	Q	0	1	0	Career Progression Analyzing and evaluating the impact of trade practices and advise accordingly; undertaking research and market intelligence; preparing trade briefs; participating in public-private sector partnership; coordinating the development of wholesale hubs/ whole sale markets and tier 1 retail markets in the distribution value chain; providing counseling and consultancy services on trade issues.
Assistant Director of Trade	P	0	1	1	In-charge of monitoring and evaluating trade activities and programmes; analyzing and interpreting reports and returns; monitoring the impact of trade practices and make recommendations; undertaking research and market intelligence; promoting activities of public-private sector partnership for trade development; coordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain; coordinating preparation of individual work plans;



Principal Trade Development Officer	N	0	1	1	Undertaking re-search and market intelligence surveys; analyzing research findings; preparing briefs and position papers. Disseminating business information.
Chief Trade Development Officer	M	1	1	0	Promotion of trade and investment. Develop an integrated trade data information system. Establishment and management of markets.
Senior Trade Development Officer	L	0	1	0	Career Progression Undertaking market intelligence for domestic trade development, providing business counseling, training and extension services on trade matters.
Trade Development Officer I	K	0	1	0	Career Progression. Sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMEs)



Trade Development Officer II	J	2	2	0	Assist in managing county markets. Assisting in enterprise development (collecting and compiling economic and trade related data), disseminating trade information, compiling data on recovery of loans owed to the Loans Board, facilitating trade promotion activities. The officer will be required to participate in the implementation of trade related development Projects.
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Enterprise Development

Deputy Director of Enterprise	Q	0	1	0	Career Progression Analyzing and evaluating the impact of trade practices and advice accordingly, undertaking research and market intelligence, preparing trade briefs, participating in public-private sector partnership. Facilitate business and entrepreneurship development.
Assistant Director Enterprise Development	P	0	1	0	Career Progression. To facilitate increased access to trade finance through revitalization of Joint Loans Board Scheme and Enterprise Development Fund



Principal Enterprise Development Officer	N	1	1	0	Facilitate increased access to trade finance through revitalization of Joint Loans Board Scheme and Enterprise Development Fund. Provision of micro and small loans to existing traders through the Joint Loan Board and Enterprise Development Fund. Training of entrepreneurs on basic bookkeeping/ proper accounting, loan usage and repayment.
Chief Enterprise Development Officer	M	0	1	0	Promotion of the development of Micro, Small and Medium Industries (MSMIs)
Senior Enterprise Development Officer	L	0	1	0	Assist in facilitating business and entrepreneurship development.
Enterprise Development officer I	K	0	1	0	Assist in training of entrepreneurs on basic bookkeeping/ proper accounting, loan usage and repayment.
Enterprise Development officer II	J	0	1	0	Assist in Promotion of the development of Micro, Small and Medium Industries (MSMIs).



Weight and Measures Unit					
Assistant Director of Weights and Measures	P	0	1	0	Career Progression Carry out testing and stamping mechanical measuring equipment Giving evidence in court on cases arising from infringement of weights and measures ACT (cap 513) Prosecution.
Principal Weights and Measures Assistant/Officer	N	0	1	0	Career Progression. Testing and stamping mechanical measuring equipment. Giving evidence in court on cases arising from infringement of Weights and Measures Act (cap 513). Prosecution.
Chief Weights and Measures Assistant/Officer	M	1	1	0	The officer is in charge of the unit testing and stamping mechanical measuring equipment. Giving evidence in court on cases arising from infringement of Weights and Measures Act (cap 513). Prosecution.
Senior weights and Measures Assistant/Officer	L	0	1	0	Career Progression. Testing and stamping mechanical measuring equipment
Weights and Measures officer I	K	1	1	0	Assist in testing and Stamping mechanical measuring equipment.





Weights and Measures Assistant II/Officer II	J	2	2	0	Assist in carrying out operation across the whole county in verification and testing of weighing equipment for compliance.
Weights and Measures Assistant III	H	0	0	0	Entry level. Assist in carrying out operation across the whole county in verification and testing of weighing equipment for compliance.
Totals		8			

DIRECTORATE OF TOURISM AND CULTURE

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Director of Tourism and culture	R	1	1	0	Coordination, overseeing implementation of policies, strategies, programmes, projects in tourism. Developing environmental impact assessment guidelines, formulating strategies for development, promotion and regulation of tourism sector.
Senior Asst. Director of Tourism	Q	0	1	0	Heading division of research marketing and tourism promotion. Heading division of community based tourism, Eco-tourism development, monitoring and evaluating of tourism programmes and projects, implementing tourism policies, strategies, programmes and projects. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director of Tourism	P	0	1	0	Implementation of tourism policies, strategies, programmes and projects, providing technical advice on issues related to tourism, coordinating research and tourism intelligence surveys, heading division of product development. Career progression.
Principal Tourism Officer	N	0	1	1	Advising on development of tourism products and services, liaising with tourism stakeholders on issues related to tourism, undertaking research and tourism intelligence surveys. -Career progression
Chief Tourism Officer	M	0	1	0	Providing guideline for tourism product development, carrying out research and tourism intelligence surveys, supervising placement of tourist signage's, analyzing reports on tourism facilities, preparing proposals for tourism promotion and marketing, advice on development on SMTE's. Career progression.
Senior Tourism Officer	L	1	1	0	Identifying SMTE's, inspecting and preparing reports on tourism facilities, preparing briefs for promotion and marketing, identifying and recommending location for tourism signage. Career progression



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Tourism Officer I	K	0	1	0	Identifying and documenting products under guidance, creating awareness on domestic tourism, compiling and analyzing data on tourism facilities and services. Career progression
Tourism officer II	J	0	2	2	Preparing simple reports on products, compiling data, identifying SM-TE's, maintaining register on tourism facilities.
Total		2		3	
Culture Unit					
Deputy Director of Culture	Q	0	1	0	Monitoring the implementation of cultural programs, mobilizing resources, offering consultancy services, co-ordinating community activities to preserve and promote tangible culture. Career progression.
Assistant Director of Culture	P	0	1	0	Verifying and endorsing registration forms for cultural practitioners, cultural proposals for research and funding, managing community cultural centre, exchange programs, undertaking capacity building workshops. Career progression.
Principal Cultural Officer	N	0	1	1	Sensitizing communities to safeguard and appreciate cultural diversity, educating public on cultural rights, documentation of cultural heritage, promoting creative arts, linkages. Career progression.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Chief Cultural Officer	M	0	1	0	Community mobilization during public functions, planning, coordinating and implementing cultural performances, reports. Career progression
Senior Cultural officer	L	1	1	0	Identifying and verifying cultural practitioners, guiding cultural practitioners on registration, organizing community cultural festivals, conducting workshops and seminars. Career progression
Cultural officer I	K	0	1	0	Participating in identification and registration of cultural practitioners, encouraging formation of associations and committees by cultural practitioners Career progression.
Cultural officer II	J	0	1	1	Identification and registration of cultural practitioners, disseminating cultural information, development of activities and reports. Career progression.
Totals		1		2	

DIRECTORATE OF COOPERATIVE DEVELOPMENT

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Director Cooperatives Development	R	1	1	0	Technical head of the directorate.
Senior Assistant Director for Cooperative Development	Q	0	2	0	Career Progression. In-charge of co-operative extension services.





DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Director for Cooperatives	P	0	2	0	Career Progression In-charge of cooperatives research, education and training.
Principal Cooperative Officer	N	0	2	0	Career Progression. In-charge of cooperative promotion, value addition and compliance.
Chief Cooperative Officer	M	2	2	0	Providing cooperative extension services and in charge of co-operatives in the sub county.
Senior Cooperative Officer	L	0	4	4	Providing cooperative extension services and in charge of co-operatives in the sub county.
Cooperative Officer I	K	0	2	0	Career Progression -Providing cooperative advisory services.
Cooperative Officer II	J	0	1	0	Cooperative market research and information dissemination services.
Sub-total		3		4	
Assistant Cooperative Officers					
Principal Assistant Cooperative Officer	N	0	7	0	Career Progression Provision of co-operative extension services and enforcing compliance.
Chief Assistant Cooperative Officer	M	2	2	0	Providing cooperative extension services and in charge of co-operatives in the sub county.
Senior Assistant Cooperative Officer	L	1	1	0	Providing cooperative extension services at the sub county level.



DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Assistant Cooperative Officer I	K	0	2	0	Career Progression Cooperative market research and information dissemination services.
Assistant Cooperative Officer II	J	0	1	0	Entry level Report writing and cooperative data management.
Sub-total		3		0	
Cooperative Audit Services					
Assistant Director for Cooperative Audit	P	0	1	0	In charge of audit service unit
Principal Cooperative Auditor	N	1	1	0	Co-operative audit, inspections and supervision
Chief Cooperative Auditor	M	1	1	0	Co-operative Audit and compliance
Senior Cooperative Auditor	L	0	1	0	Co-operative Inspections and compliance
Cooperative Auditor I/Risk and Compliance	K	1	2	1	Co-operative Audit and compliance
Cooperative Auditor II	J	0	1	1	Provide audit service at sub county
Total		9			

DEPLOYED OFFICERS

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
Sub County Administrator	Q	1	0	0	Performing the functions of cooperative officer.
Ward Administrator	N	1	0	0	Performing the functions of Trade Development officer
Junior Market-er	Scale 16	1	0	0	Performing the functions of customer care service



Support Staff/ Cleaner	Scale 17	1	1	0	Provides cleaning and catering services
Senior messenger / cleaner	Scale 17	1	1	0	Provides cleaning and catering services
Support staff		6		0	

2.2.16 EDUCATION & SPORTS

2.2.16.1 INTRODUCTION

The department is established by the Executive Order No. 7 vide Gazette Notice No. 9011 of 2020 to deal with all matters relating to;

- Pre-primary education
- Village polytechnics
- Home craft centers
- Childcare facilities
- Vocational training
- Sports activities and facilities

2.2.16.2 VISION

A globally competitive education and training system that is innovative and sports focused for sustainable development.

2.2.16.3 MISSION

To provide, promote and coordinate quality education, training, innovation and sports for sustainable socio-economic development.

2.2.16.4 STRATEGIC OBJECTIVES

The strategic objectives of this sector are to:

- To ensure effective and efficient departmental administration, policy development and implementation.
- To provide quality ECDE through provision of conducive learning and care environment.
- To equip trainees of the Vocational Education and Training Centers with market driven skills and attitudes.
- To assist financially needy students in school to pursue their studies
- To improve sporting infrastructure, training and recreational facilities for youth, men and women.

2.2.16.5 ORGANIZATIONAL STRUCTURE

The organizational structure for the department is as shown in the figure below;

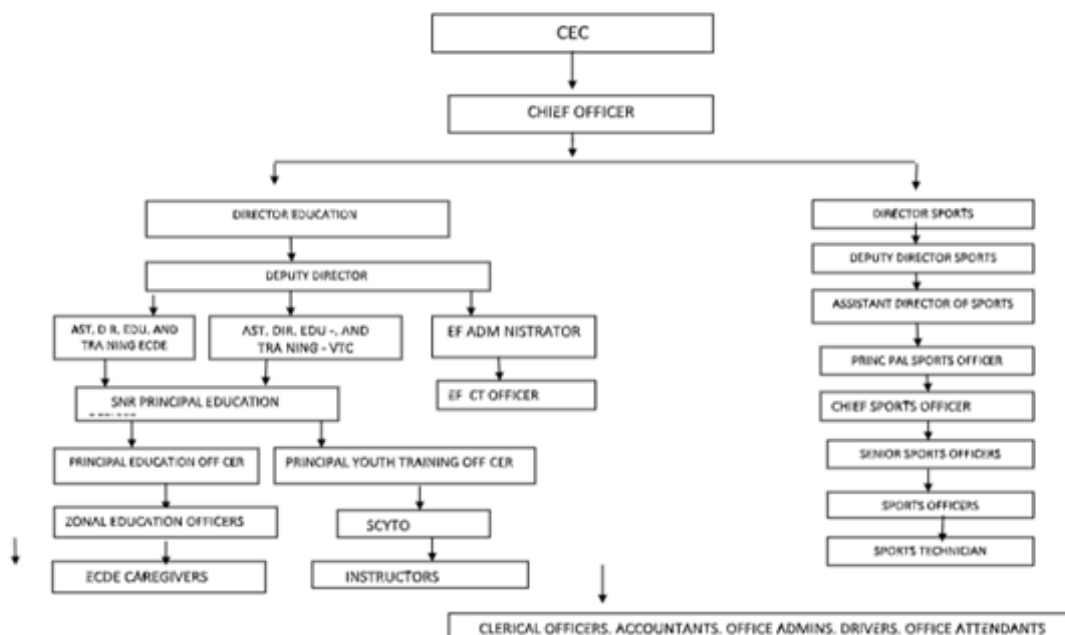


Figure 16: Organizational structure for Education & Sports

2.2.16.6 STAFF ESTABLISHMENT

Table 18: Education and Sports

DESIGNATION	J/G	IN-POST	OPTIMAL	VARIANCE	JUSTIFICATION
ADMINISTRATION					
County Executive Committee Member	T	1	1	0	As provided for by Article 179(2) (b) of the Constitution of Kenya 2010. As provided for by Section 35 of the County Governments Act.
Chief Officer	S	1	1	0	As provided for by Section 45 of the County Governments Act.
Human Resource Officer	P	1	1	0	To assist in Human Resource matters in the department



OFFICE ADMINISTRATORS (DIPLOMA HOLDERS)					
Principal Assistant Office Administrator	N	0	1	1	Career Progression
Chief Assistant Office Administrator	M	0	1	1	Career Progression
Senior Assistant Office Administrator	L	1	2	1	Duties include operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Assistant Office Administrator III	K	0	2	2	Duties include operating office equipment, ensuring security of office equipment, documents and records, booking appointments and maintaining orderliness, filing system including cleanliness.
Assistant Office Administrator II	J	0	2	2	Career progression
Assistant Office Administrator III	H	0	2	2	To undertake administrative support services and secretarial services
OFFICE ADMINISTRATORS (CERTIFICATE HOLDERS)					
Senior Office Administrative Assistant	K	0	2	2	Career Progression
Office Administrative Assistant I	J	0	2	2	Career Progression
Office Administrative Assistant II	H	2	2	0	To offer administrative support and secretarial services



CLERICAL OFFICERS					
Principal Clerical Officer	K	0	0		Career progression
Chief Clerical Officer	J	0	0		Career progression
Senior Clerical Officer	H	0	2	2	Career progression
Clerical Officer I	G	2	4	2	Career progression Compile statistical records, sorting, filing and dispatching letters, maintaining an efficient filing system, processing appointments, promotions, discipline, transfers.
Clerical officer II	F	1	4	3	Compile statistical records, sorting ,filing and dispatching letters, maintaining an efficient filing system, processing appointments, promotions, discipline, transfers and other related duties in human resource management, computation of financial and statistical records based on routine or special sources of information, preparing payment vouchers, compiling data and drafting simple letters.
DRIVERS					
Driver I	F	0	0	0	Career Progression
Driver II	E	0	0	0	Career Progression



Driver III	D	4	5	1	Driving a motor vehicle as authorized, carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure e.t.c; detecting and reporting malfunctioning of vehicle systems, maintenance of work tickets for vehicle assigned, ensuring security and safety of the vehicle on and off the road, safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.
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SUPPORT STAFF

Cleansing Supervisor I	H	0	0	0	Career progression
Cleansing Supervisor II	G	0	0	0	Career progression
Support Staff Supervisor	F	1	1	1	Career progression Undertake cleaning duties in the area of deployment, performing messengerial duties, preparing tea and washing utensils.
Senior Support Staff	E	0	6	6	Career progression
Support Staff I	D	0	6	6	Career progression
Support Staff II	C	6	430	424	Undertake cleaning duties in the area of deployment, performing messengerial duties, preparing tea and washing utensils.

DIRECTORATE OF EDUCATION AND TRAINING

Director Education and Training	R	1	1	0	To head the directorate. Formulate and implement policies within the directorate.
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Deputy Director Education and Training	Q	0	1	1	Assist to formulate and implement policies within the directorate.
Assistant Director Education	P	1	10	9	<u>Career Progression</u> The officer at this level will be in-charge of the ECDEs and VTCs at the County and Sub-County Levels.
Principal Education and Training Officer	N	8	8	0	<u>Career progression</u> In-charge of Education and Training at the Sub-counties.
Vocational Training Centers (Youth Polytechnic Instructors-Bachelor Holders)					
Assistant Director of Youth Training	P	0	2	2	Career Progression
Principal Youth Training Officer	N	2	4	2	Career Progression Head training institutions.
Chief Youth Training Officer	M	0	4	4	Career Progression
Senior Youth Training Officer	L	0	4	4	Training students at the VTCs.
Youth Training Officer	K	0	4	4	Training students at the VTCs.
VTC (YOUTH POLYTECHNIC INSTRUCTORS- DIPLOMA HOLDERS)					
Principal Youth Polytechnic Instructor	N	2	10	8	Training courses offered in VTCs.
Chief Youth Polytechnic Instructor	M	0	10	10	Manager/ Instructor at the VTC's.
Senior Youth Polytechnic Instructor	L	4	15	11	<u>Career progression.</u> Manager/ Instructor at the VTC's.
Youth Polytechnic Instructor I	K	10	25	15	Manager/ Instructor at the VTC's.
Youth Polytechnic Instructor III	J	42	45	3	Instructors at the VTC's
Youth Polytechnic Instructor III	H	11	25	14	Instructors at the VTC's



ARTISANS

Artisans	G	12	12	0	Instructors for artisan courses at the VTC's.
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ECDE CENTERS

ECDE Caregivers	Contract	796	1000	204	Teach children in ECDE centers Develop teaching schedules. Maintain order in ECDE centers. Take care of children with special needs.
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DIRECTORATE OF SPORTS

SPORTS OFFICERS (BACHELOR HOLDERS)

Director of Sports	R	0	1	1	Career Progression
Deputy Director of Sports	Q	0	1	1	Career Progression
Assistant Director of Sports	P	1	1	0	Coordinate sports activities at the County.
Principal Sports Officer	N	0	1	1	Assist the Director in coordinating sports activities.
Chief Sports Officer	M	0	1	1	Career Progression
Senior Sports Officer	L	0	1	1	Career Progression
Sports Officer	K	0	1	1	To coordinate sports activities. Undertaking training of sports persons and other trainees in specific sports disciplines, conducting fitness classes, keeping track records of trainees, identifying and recording suitable sports venues, imparting sports skills to athletes and other trainees, administering basic first aid for minor injuries.



SPORTS ASSISTANTS (DIPLOMA HOLDERS)					
Sports Assistant I	K	0	0	0	Career Progression
Sports Assistant II	J	0		0	Career Progression
Sports Assistant III	H	0	4	4	Undertaking training of sports persons and other trainees in specific sports disciplines, conducting fitness classes, keeping track records of trainees, identifying and recording suitable sports venues, imparting sports skills to athletes and other trainees, administering basic first aid for minor sports injuries and gathering relevant sports information from the field and other relevant bodies.
SPORTS TECHNICIANS (CERTIFICATE HOLDERS)					
Chief Sports Technicians	K	0	3	3	Career Progression
Senior Sports Technicians	J	0	6	6	Career Progression
Sports Technicians I	H	1	8	7	Manage Sub-Counties Stadiums/Dependent on the workload





Sports Technicians II	G	0	8	8	Marking/setting sports venue, care and maintenance of sports facilities and equipment to the required standards, requisitioning of sports implement from the stores, maintaining sports implements records, conducting basic warm up activities during training of individuals, teams or clubs, administering basic first aid for minor sports injuries and ensuring care and safety of sports facility users.
ELIMU FUND					
Senior Accountant	L	1	1	0	Seconded from the Department of Finance & Economic Planning
Principal Administrator	N	1	1	0	Administer the Fund.



CHAPTER THREE: FINDINGS & RECOMMENDATIONS

3.1 INTRODUCTION

The County Public Service Board in the process of reviewing the County Staff Establishment made critical observations whose recommendations may be vital in enhancing prudent and economic utilization of public resources while at the same time ensuring that the public service is effective and efficient.

3.2 OBSERVATIONS

Duplication of roles

It was noted that there was duplication of various functions across departments. For example the department of Gender and Department of Transport and Infrastructure had fire prevention units which is intended to perform the same function. Others included the following;

- i. Library services
- ii. Monitoring and evaluation
- iii. Cadres within common services (drivers, accountants, supply chain officers, human resource officers, artisans/charge-hands etc.)

Staff from the Defunct Local Authorities

It was noted that some departments had inherited staff from the Defunct Local Authorities, who were yet to be harmonized in to the current County Government structure. Majority of these officers possess designations that are defunct and not in line with the schemes of service for their respective cadres. The staff Establishment therefore does not provide for their career progression.

Cadres with no scheme of service

There were cadres within the County Public Service that have no defined career progression paths due to lack of a scheme of service. Such included Early Childhood Development Education caregivers, Environmental Officers, Legal Researchers etc.

Adaptation to emerging trends

Changing dynamics in the workplace has resulted in some designations becoming irrelevant. For example telephone operators, water supply operators etc.



Non-existent directorates and units

Some departments had declared the purported existence of directorates through their draft staff establishments whereas there was no evidence of such directorates being established and approved.

Numbers proposed as optimal Establishment levels

The numbers that the departments were proposing as optimal establishment levels did not match with the expected work load or justification provided. In some cases, the numbers were informed by intermittent needs of the departments.

Departments shying away from declaring redundancies

There were designations that were not utilized in some departments and therefore not rightly placed, notwithstanding that the said departments gave justifications for the same.

Personalization of the justifications for the in post

It was noted that some justifications were given to validate in-posts that may not be essentially required in the departments. There were justifications geared towards retention of the in-post rather than on the expected workload.

Lack of a standard format for organizational structures (organograms)

This staff establishment adopted organizational structures as they were submitted by the departments. However, it was observed that they lacked a standard format of presentation and they were of different types.

3.3 RECOMMENDATIONS

1. Shared/common services :- There should be a clear policy on shared services like ICT, accounts, procurement, supply chain, drivers, artisans/charge-hands, human resource e.t.c

Such policy should address the reporting structure, management of services from the departments mandated to offer the services as their core business.

2. Harmonization and integration of staff from defunct local authorities in to the County Government structure.

3. The Board in consultation with relevant stakeholders to formulate schemes of service for cadres that lack a defined career progression framework.

4. Designations that have been rendered obsolete and holders cannot be functionally deployed to other areas should be declared redundant.

5. Departments should strictly adhere to the executive orders that establish departments and directorates. Any proposal should follow the due process as required in establishment of offices.

6. There is need for periodic workload analysis to be undertaken to inform optimal establishment numbers for the departments.

7. There is need to formulate a policy on outsourcing of some functions.



8. The County needs to put in place a succession management framework. This will enable the County fill vacancies with candidates possessing the requisite skills and further ensure that there is sufficient knowledge transfer to build capacity in the County. The County should identify those about to retire so they can provide mentoring options and share their knowledge and experience with their younger counterparts to ensure continuity and smooth transition into roles and also avoid skills gaps

9. The County should develop and adopt a standard format for presenting county offices and departmental organizational structures going forward. This should be done in line with the Public Service Commission Guidelines on Design of Organizational Structure.

3.4 CONCLUSION

This staff establishment has been formulated to guide and determine the staffing levels across departments. Its implementation will be monitored and evaluated by the County Public Service Board.

It's expected that it will be reviewed after three years or as necessitated by emerging issues





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