



Technical University of Mombasa

SCHEMES OF SERVICE

(NOVEMBER, 2012)

1.0 INTRODUCTION

The Schemes of Service herein shall be applicable to all members of staff of the Technical University of Mombasa. They aim at providing a means of ensuring that decisions regarding staff appointments and promotions are made in ways which are consistent, accountable and transparent. The criteria used takes into consideration that the core functions of the University are teaching/learning, research and community outreach. The guidelines specified herein do not change the terms of service signed by the staff members on appointment. Adherence to the said guidelines shall make TUM an equal opportunity employer among the higher educational institutions.

Further, this document is for information to staff members and for guidance of those responsible for making recommendations on these matters as well as for Committees which make final decision on appointments and promotions. It is our belief that service delivery in any institution is embodied in the consistent appointment of high caliber members of staff.

2.0 VISION

A World Class University of Engineering, Science and Technology.

3.0 MISSION

To offer quality technological education and training through: promotion of scholarships, entrepreneurship education, research and innovation, outreach to community and technological development.

4.0 PHILOSOPHY

To offer opportunities for access of commensurate scientific, technical, entrepreneurship education and research skills for innovation and creativity to enhance employment opportunities for wealth creation.

5.0 MOTTO

Endeavour and Achieve (Jiddu Tajidu)

6.0 CORE VALUES

In the conduct of its business the Technical University of Mombasa shall endeavour to institutionalize, and inculcate the following values that foster a strong corporate culture that promotes excellence, cohesion and achievement:

- i) Professionalism
- ii) Efficiency and Efficacy
- iii) Equity and Social Justice
- iv) Commitment
- v) Service Delivery
- vi) Team Work
- vii) Creativity and Innovativeness
- viii) Integrity
- ix) Environmental Sustainability

7.0 AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent staff.
- (ii) To establish standards of recruitment, training and advancement of staff within the career structures on the basis of qualifications, merit and ability as reflected in work performance and results.
- (iii) To provide for clearly defined job descriptions at all levels within the career and grading structure that will ensure proper deployment and utilization of staff.
- (iv) To ensure appropriate career planning and succession management.

8.0 RECOGNIZED QUALIFICATIONS

The recognized qualifications for purposes of these Schemes of Service are:

- (a) Certificate of Secondary Education.
- (b) Certificate of proficiency in relevant field from a recognized training institutions/examining body.
- (c) Professional Certificates awarded by recognized training institutions/examining bodies.
- (d) Diploma in relevant field awarded by a recognized training institution/examining body.
- (e) Higher Diploma in relevant field awarded by a recognized training institution/examining body.
- (f) Bachelors Degree relevant to the field from a recognized university.
- (g) Masters Degree relevant to the field from a recognized university.
- (h) Doctorate Degree relevant to the field from a recognized university.
- (i) Such other qualification as the Council may consider acceptable and equivalent to the above.

9.0 STAFF CATEGORIES

Staffing of the Technical University of Mombasa is banded into two major categories based on the distinct roles, as Academic (Grade 10A to 15A) and Non Teaching. The Non- Teaching service is further classified into four divisions based on the levels of responsibilities, namely:

- | | | | |
|------|--------------------------|---|-------------------------------|
| i) | Support | : | All staff of Grade 2N to 4N. |
| ii) | Supervisory | : | All staff of Grade 5N to 10N: |
| iii) | Management | : | All staff of Grade 11N to 15A |
| iv) | Senior Management | : | All staff of Grade 16 to 18 |

10.0 ENTRY INTO THE SCHEMES OF SERVICE

Entry to the Schemes of Service shall be as a result of, either, direct entry OR promotion.

10.1 Direct Entry

This applies to persons recruited on first appointment into the service of the University College.

10.2. Promotion

This applies to advancement to a higher grade of a serving member of staff within the service of the University College. Promotion shall be subject to:-

- (i) Existence of a vacancy in the authorized establishment.
- (ii) Merit and ability evidenced by work performance and results.
- (iii) Possession of relevant qualifications.
- (iv) Requisite Experience.

11.0 APPOINTMENT AND PROMOTION

Appointment/promotion shall take place by filling a vacant position, created new establishment OR in the event of established position falling vacant. Appointment/Promotion of staff members shall always be subject to the minimum requirements set out above and to the availability of resources. Granting of promotion shall be based on individual achievement and shall be competitive. The University being an equal opportunity employer will ensure that recruitment and personnel selection procedures will pay specific attention to merit and will not be biased against race, gender, pregnancy, marital status, health status, ethnic OR social Origin, age, disability, religion, belief, conscience, culture, dress, language OR birth considerations. However, in some cases, the University may apply affirmative action, without prejudice OR precedence. In the categories of Associate Professors/Professors, peer review will be required.

12.0 GENERAL GUIDELINES FOR APPOINTMENT/PROMOTION

12.1 ACADEMIC SERVICE

12.1.1 MINIMUM REQUIREMENT

The minimum requirements for appointment/promotion to any grade of the academic staff shall be a relevant and acceptable Masters Degree from a University OR Institution recognized by the Academic Board of the University College. However, Teaching Assistants/Research Assistants shall be appointed with a Bachelors Degree of First Class Honours OR Second Class Honours (Upper Division) Degree. It will also include some OR all of the following: teaching, research expertise, publications and other professional achievements. These, however, do not guarantee either appointment OR promotion. Although Masters Degree is the minimum qualification, it is a requirement that all academic staff should attain a Doctoral qualification.

12.1.2 RESEARCH, SCHOLARSHIP AND ACADEMIC ACHIEVEMENTS

In addition to the minimum requirements, consideration shall be given to the following:

- (i) Published journal articles
- (ii) Refereed conference papers
- (iii) University level books, chapters in books
- (iv) Published tertiary level text books
- (v) Editorships
- (vi) E-learning modules developed
- (vii) Commissioned research on which reports have been written and subjected to discussion
- (viii) Graduate students supervision (Masters level and upwards)
- (ix) Completed collaborative research projects
- (x) Conference proceedings (The first three Conference Papers are equivalent to one refereed journal paper. The remaining papers will not be considered)

- (xi) One patented innovation will be equal to two refereed journals
- (xii) Resource mobilization
- (xiii) Book reviews published in international journals
- (xiv) Faculty/departmental responsibility
- (xv) Any other documented achievement

12.1.3 PRESENTATION OF PUBLICATIONS

FOR every publication, the following information should be indicated:

- (i) Title
- (ii) Publisher and place
- (iii) Year of publication
- (iv) For a book, number of pages, ISBN and for a journal article, page numbers and ISSN
- (v) For co-authored works all authors should be considered to have had equal contribution.
- (vi) For works that are not yet published but have been accepted for publication (i), (ii), (iii) and (iv) above apply. In addition, a letter of acceptance by the publisher must be submitted

12.2 NON-TEACHING SERVICE

The General guidelines of appointment/promotion to the Non-Teaching service are as outlined in the appended Table 1.

13.0 CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

13.1 ACADEMIC SERVICE

The criteria for specific appointment/promotion to the Academic service are as outlined in the appended Table 2.1

13.2 NON-TEACHING SERVICE

The criteria for specific appointment/promotion to the Non - Teaching service are as outlined in the appended Table 2.2.

14.0 EFFECTIVE DATE

The Schemes of Service herein takes effect from **November, 2012**, and shall be reviewed after every **five (5) years**, OR as need arises.

TABLE 1: GENERAL CRITERIA FOR APPOINTMENT/PROMOTION TO NON-TEACHING SERVICE

1.1: SUPPORT SERVICE (Grade 2 N – 4N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Support Staff	2N	➤ Must possess a Certificate of Secondary education.
Support Staff	3N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of Secondary education. ➤ Must have undertaken a certificate course lasting at least six (6) months in their relevant fields. ➤ Experience not required on first appointment. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Those without training lasting at least six (6) months and have served in Grade 2 for a minimum of ten (10) years will also be considered.
Support Staff	4N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of Secondary education. ➤ Must have undertaken professional training lasting between one (1) year and two (2) years in their relevant fields. ➤ Candidates will be required to have at least three (3) years’ relevant experience in Grade 3 OR equivalent position. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Those without training lasting between one (1) year and two (2) and have served in Grade 3 for a minimum of ten (10) years will also be considered.

1.2: SUPERVISORY SERVICE (Grade 5N – 10N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Supervisory Staff	5N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of Secondary education ➤ Must have a Diploma from a recognized institution in the relevant field.
Supervisory Staff	6N	➤ Must possess a Diploma from a recognized institution in the relevant field with at least three (3) years’ relevant experience at Grade 5 OR any other relevant OR comparable position.
Supervisory Staff	7N	➤ Must possess a Diploma from a recognized institution in the relevant field with at least three (3) years’ relevant experience at Grade 6 OR any other relevant OR comparable position.
Supervisory Staff	8N	➤ Must possess a Higher National Diploma OR Degree from a recognized institution in the relevant field.
Supervisory Staff	9N	➤ Must possess a Higher National Diploma OR Bachelors Degree plus at least three (3) years relevant experience at Grade 8 OR any other relevant OR comparable position.
Supervisory Staff	10N	<ul style="list-style-type: none"> ➤ Candidates serving at Grade 9 shall be required to have three (3) years experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess Masters Degree from a recognized institution in the relevant field.

TABLE 1: GENERAL CRITERIA FOR APPOINTMENT/PROMOTION TO NON-TEACHING SERVICE (Contd.)

1.3: MANAGEMENT SERVICE (Grade 11N - 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Management Staff	11N	➤ Must possess a Masters Degree with three (3) years working experience at Grade 10 OR any other comparable position.
Management Staff	12N	➤ Must possess a Masters Degree. ➤ Additional professional qualifications shall be a requirement. ➤ Candidates must also have at least three (3) years working experience at Grade 11 OR any other relevant OR comparable position. ➤ Must be affiliated to a relevant professional body.
Management Staff	13N	➤ Must possess Masters Degree from a recognized University plus relevant professional qualification and at least five (5) years experience at Grade 12 OR comparable position. ➤ Must be affiliated to a relevant professional body. ➤ Possession of a PhD Degree in the relevant field will be an added advantage.
Management Staff	14N	➤ Must possess PhD in the relevant field with three (3) years experience in Grade 13. ➤ Must be affiliated to a relevant professional body. OR ➤ Must possess a Masters Degree from a recognized University and additional professional qualification and at least five (5) years experience at Grade 13 OR comparable position. ➤ Must be affiliated to a relevant professional body.
Management Staff	15A	➤ Must possess a PhD in the relevant field with five (5) years experience in Grade 14 in managerial position. ➤ Must be affiliated to a relevant professional body. OR ➤ Must possess a Masters Degree from a recognized University and additional professional qualification and at least seven (7) years experience at Grade 14 OR comparable position. ➤ Must be affiliated to a relevant professional body.

1.4: SENIOR MANAGEMENT SERVICE (Grade 16 - 17)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Principal	16	➤ Be a holder of Ph.D degree from a reputable university; ➤ Be at least an Associate Professor in a reputable university and in a field of study covered in programmes of study within the University; ➤ Have at least eight (8) years of academic and administrative experience at senior level and posses demonstrated leadership in an academic and/or research institution having served substantively with demonstrable results at least in the position of a Dean of Faculty or a Director of a school/ institute/ of a University, or in other similar institutions at comparable levels; ➤ Have demonstrable competence in academic leadership in an academic/research environment; ➤ Be a recognized scholar as evidenced by refereed journals publications, university level books as well as project grants and awards; ➤ Have demonstrable experience in technological education training including Technical and Vocational Education and Training (TVET); ➤ Have excellent understanding of the Kenya Vision 2030 and its relevance to technical education in Kenya;

Deputy Vice Chancellor/Principal	17	<ul style="list-style-type: none"> ➤ Be a holder of Ph.D degree from a reputable university; ➤ Be at least an Associate Professor in a reputable university and in a field of study covered in programmes of study within the University; ➤ Have at least ten (10) years of academic and administrative experience at senior level and posses demonstrated leadership in an academic and/or research institution having served substantively with demonstrable results at least in the position of a Deputy Principal of a constituent university college or a Principal of a school/ institute/campus of a University, or in other similar institutions at comparable levels; ➤ Have demonstrable competence in academic leadership in an academic/research environment; ➤ Be a recognized scholar as evidenced by refereed journals publications, university level books as well as project grants and awards; ➤ Have demonstrable experience in technological education training including Technical and Vocational Education and Training (TVET); ➤ Have excellent understanding of the Kenya Vision 2030 and its relevance to technical education in Kenya; ➤ Have a good understanding of policies and strategies governing technical university education and training in Kenya; and a broad awareness of the factors shaping the development of higher education in Kenya. ➤ Be registered with, and be active members of professional associations in his/her profession; ➤ Have demonstrable experience in networking, fundraising and resource mobilization in an academic/ research institution; ➤ Have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills; and ➤ Be of the highest ethical standards, integrity and professionalism and comply with the requirements of Chapter six (6) of the Constitution.
Vice Chancellor	18	<ul style="list-style-type: none"> ➤ Be a holder of Ph.D degree from a reputable university; ➤ Be at least an Associate Professor in a reputable university and in a field of study covered in programmes of study within the Technical University; ➤ Have at least ten (10) years of academic and administrative experience at senior level and posses demonstrated leadership in an academic and/or research institution having served substantively with demonstrable results at least in the position of a Principal of a constituent university college or as a Deputy Vice-Chancellor of a university, or in other similar institutions at comparable levels; ➤ Have demonstrable experience in technological education training including Technical and Vocational Education and Training (TVET); ➤ Have excellent understanding of the Kenya Vision 2030, financial and fiscal policies, strategic planning, human resource management, ICT and procurement; ➤ Have excellent understanding of the current trends in university education and training in Kenya and globally; ➤ Have potential to plan, develop and implement academic programmes and develop strategic institutional linkages; ➤ Be registered with, and be active members of professional associations in their profession; ➤ Have demonstrable experience in networking, fundraising and resource mobilization in the development of a university; ➤ Have excellent analytical, problem solving, decision making, team building, organizational, interpersonal and communication skills; and ➤ Be of the highest ethical standards, integrity and professionalism and comply with the requirements of Chapter six (6) of the Constitution.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.1 ACADEMIC SERVICE (Grade 10A – 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Teaching Assistant/ Graduate Research Assistant	10A	<ul style="list-style-type: none"> ➤ This grade shall be used to facilitate identification of outstanding graduates to be trained for academic positions. ➤ Must have at least a Second Class (Upper Division) Bachelor’s Degree in the relevant field and should be ready for registration for a Masters Degree. ➤ Must not be more than thirty (30) years of age. ➤ Appointment shall be on one (1) year contract, renewable to a maximum of three (3) years.
Tutorial Fellow/Junior Research Fellow	11A	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in the relevant field. ➤ Must be ready for PhD registration. ➤ Appointment shall be on two (2) years contract, renewable once for another two (2) years during which time he/she should have obtained the PhD.
Assistant Lecturer	11A	<ul style="list-style-type: none"> ➤ There shall be no direct entry to the grade except for candidates in Architecture, Law, Engineering, Medicine and Pharmacy who possess a Masters Degree from a recognized institution. ➤ Must be registered with the relevant professional body.
Lecturer/Adjunct Lecturer/Research Fellow	12A	<ul style="list-style-type: none"> ➤ Must possess a PhD in the relevant area. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess Masters Degree for those in Architecture, Law, Engineering Medicine and Pharmacy. ➤ Must have at least with five (5) years teaching experience at University level. ➤ Must have three (3) papers in refereed journals OR two (2) scholarly books (as shown on Section 12.1.2) since last promotion. ➤ Must be registered with the relevant professional body.
Senior Lecturer/ Adjunct Senior Lecturer/Senior Research Fellow	13A	<ul style="list-style-type: none"> ➤ Must possess a PhD in a relevant field. ➤ Must have three (3) years teaching/research experience at Lecturer level. ➤ Must have successfully supervised at least three (3) students, at Masters level OR 1 PhD level student and demonstrated the ability to attract research funds. ➤ Must have three papers in peer refereed journals OR three (3) chapters in a scholarly book OR one (1) scholarly book (as shown on Section 12.1.2) since last promotion. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess Masters Degree in Architecture, Law, Engineering, Medicine and Pharmacy. ➤ Must have at least six (6) years University teaching experience at Lecturer level. ➤ Must have published six (6) papers in refereed journals OR two (2) scholarly books (as shown on Section 12.1.2) OR six (6) scholarly book chapters since the last promotion may be considered. ➤ The candidate will be subjected to external academic peer review in consultation with the respective faculty. ➤ Must be actively affiliated to an appropriate professional body.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.1 ACADEMIC SERVICE (Grade 10A – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Associate Professor/ Adjunct Associate Professor/Principal Research Fellow	14A	<ul style="list-style-type: none"> ➤ Must possess PhD in a relevant field. ➤ Must have at least four (4) years of teaching and research at University as a Senior Lecturer/Senior Research Fellow. ➤ Must have published five (5) papers in refereed journals OR two (2) scholarly books OR four (4) papers and two (2) chapters in a scholarly book (as specified in Section 12.1.2) ➤ Must have successful supervision of one (1) PhD thesis and three (3) Master’s thesis OR twelve (12) Masters projects OR two (2) PhD thesis since last promotion to Senior Lecturer/Senior Research Fellow. ➤ Should have demonstrated academic leadership appropriate to this level. ➤ The candidate will be subjected to external academic peer review in consultation with the respective faculty. ➤ Must have proven ability to attract research funds. ➤ Must be actively affiliated to an appropriate professional body.
Professor/Adjunct Professor/Chief Research Fellow	15A	<ul style="list-style-type: none"> ➤ Must possess PhD plus at least five years of teaching and research at University as Associate professor. ➤ Must have published six (6) papers in refereed journals OR at least three (3) scholarly books (as specified in Section 12.1.2) in the area of specialization since their last promotion as Associate Professor. ➤ Must have successful supervision of two (2) PhD and four (4) Master’s thesis OR sixteen (16) Masters projects. ➤ Should have demonstrated strong academic leadership appropriate to this level. ➤ The candidate will be subjected to external academic peer review in consultation with the respective faculty. ➤ Must have proven ability to attract research funds. ➤ In addition, he/she must be actively affiliated to an appropriate professional body.
Sabbatical Appointments/ Visiting Scholars/ Adjunct Staff	None	<ul style="list-style-type: none"> ➤ Sabbatical appointment shall be offered to interested scholars from other institutions and whom there is expectation that they will, during their stay, make a significant contribution to research, curriculum development OR teaching at the University College. ➤ Such appointments shall normally be for one (1) year but could be offered for a semester OR shorter periods. ➤ Applications for a visiting scholar status shall be considered on a case by case basis with assessment based primarily on the academic worth of work to be carried out as well as the ability of the relevant department to accord such status
Professor Emeritus	None	<ul style="list-style-type: none"> ➤ The University may bestow this title on a Professor who leaves its service honorably after mandatory retirement age and has served at least ten (10) years as a Professor, and has had outstanding contribution in academics both nationally and internationally. ➤ The academic board shall from time to time determine how the University could best utilize the expertise of Emeritus Professors towards the fulfillment of its mission.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE****2.2.1: TECHNICAL SERVICE (Grade 3N – 15A)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Technical Assistant II	3N	<ul style="list-style-type: none"> ➤ Must possess EACE/KCSE/KCE/GCE academic certificate OR equivalent. ➤ Must have undertaken professional training lasting between six (6) months and one (1) year in their relevant fields. ➤ Holders of Government Trade Test (GTT) training OR equivalent will have an added advantage. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Those with 10 years experience at Grade 2N.
Technical Assistant I	4N	<ul style="list-style-type: none"> ➤ Must possess EACE/KCSE/KCE/GCE academic certificate OR equivalent. ➤ Must have undertaken professional training for at least one (1) year in their relevant fields. ➤ Must have at least three (3) years' relevant experience at Grade 3 OR comparable position.
Assistant Technologist	5N	<ul style="list-style-type: none"> ➤ Must possess KCSE/EACE/KCE academic certificate OR equivalent. ➤ Must possess Diploma in the relevant field OR equivalent.
Technologist III	6N	<ul style="list-style-type: none"> ➤ Must possess KCSE/KCE/EACE academic qualifications OR equivalent. ➤ Must possess Diploma OR equivalent qualification in a technical field. ➤ Must have at least three (3) years' relevant experience at Grade 5 OR comparable position.
Technologist II	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma OR equivalent qualification in a technical field. ➤ Must have at least three (3) years' relevant experience in Grade 6 OR comparable position.
Technologist I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR Higher National Diploma in a relevant area OR equivalent from a recognized institution.
Senior Technologist III	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR Higher National Diploma OR equivalent in a relevant area. ➤ Must have at least three (3) years experience at Grade 8 OR comparable position.
Senior Technologist II	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR Higher National Diploma OR equivalent in a relevant area. ➤ Must have at least three (3) years working experience at Grade 9 OR comparable position. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Possession of a Masters Degree OR equivalent in the relevant area will be considered.
Senior Technologist I	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree OR equivalent in the relevant area. ➤ Must have at least three (3) years experience at Grade 10 OR comparable position. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR Higher National Diploma OR equivalent in relevant area. ➤ Must have at least five (5) years experience at Grade 10 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body.
Chief Technologist	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree OR equivalent in the relevant area. ➤ Must have at least three (5) years experience at Grade 11 OR comparable position. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Engineering, Pharmacy, Medicine and Architecture OR equivalent in relevant area. ➤ Must have at least five years (5) at Grade 11 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE

2.2.1: TECHNICAL SERVICE (Grade 3N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Principal Technologist	13N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree OR equivalent in the relevant area. ➤ Must have at least three (3) years experience at Grade 12 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree with graduate qualification OR equivalent in relevant area. ➤ Must have at least five years (5) at Grade 12 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body. <p>OR</p> <ul style="list-style-type: none"> ➤ PhD holders in relevant area.
Senior Principal Technologist	14N	<ul style="list-style-type: none"> ➤ PhD holders in relevant area. ➤ Must be actively affiliated to an appropriate professional body. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Masters Degree OR equivalent in the relevant area. ➤ Must have at least five (5) years experience at Grade 13 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body.
Chief Principal Technologist	15A	<ul style="list-style-type: none"> ➤ PhD holders in relevant area. ➤ Must have at least three (3) years experience at Grade 14 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body <p>OR</p> <ul style="list-style-type: none"> ➤ .Must possess Masters Degree OR equivalent in the relevant area. ➤ Must have at least five (5) years experience at Grade 14 OR comparable position. ➤ Must be actively affiliated to an appropriate professional body.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.2: SECRETARIAL SERVICE (Grade 4N – 12N)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Office Administrator	4N	<ul style="list-style-type: none"> ➤ Must possess KCSE Certificate with a minimum mean grade of C- OR equivalent. ➤ Typing II (40 w.p.m.) from a recognized Institution. ➤ Office Practice II from a recognized Institution. ➤ Business English II from a recognized Institution. ➤ Must be computer literate.
Office Administrator III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualifications from a recognized institution, OR ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand II (90 wpm). ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
Office Administrator II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience at Grade 5 OR comparable position, OR ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand II (90 wpm). ➤ Must have at least three (3) years experience at Grade 5 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
Office Administrator I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience at Grade 6 OR comparable position, OR ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand II (90 wpm). ➤ Must have at least three (3) years experience at Grade 6 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.2: SECRETARIAL SERVICE (Grade 4N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Office Administrator III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Secretarial Studies OR Bachelor of Business and Office Management OR equivalent qualification from a recognized institution. OR ➤ Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualification from a recognized institution. OR ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English III. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand III (100 wpm). ➤ Office Practice II. ➤ Must have at least three (3) years experience at Grade 7 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
Senior Office Administrator II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Secretarial Studies OR Bachelor of Business and Office Management from a recognized institution. ➤ Must have at least three (3) years experience at Grade 8 OR comparable position. OR ➤ Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualification from a recognized institution. ➤ Must have at least three (3) years experience at Grade 8 OR comparable position OR ➤ Bachelors Degree AND ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand II (100 wpm). ➤ Must have at least three (3) years experience at Grade 8 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.2: SECRETARIAL SERVICE (Grade 4N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Office Administrator I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Secretarial Studies OR Office Management, OR ➤ Must possess Bachelors Degree in Secretarial Studies OR Bachelor of Business and Office Management OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience at Grade 9 OR comparable position, OR ➤ Must possess Higher National Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC) OR equivalent qualification from a recognized institution. <p>OR</p> <ul style="list-style-type: none"> ➤ Bachelors Degree, AND ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand III (120 wpm). ➤ Must have at least three (3) years experience at grade 9 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
Executive Office Administrator	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Secretarial Studies OR Office Management OR equivalent. ➤ Must have at least three (3) years experience at Grade 10. OR ➤ Must possess Bachelors Degree in Secretarial Studies OR Bachelor of Business and Office Management OR equivalent qualification from a recognized institution. ➤ Must have at least at least five (5) years experience at Grade 10 comparable position, OR ➤ Bachelors Degree OR equivalent, AND ➤ Must possess KCSE Certificate OR equivalent. ➤ Must possess Typewriting III (50 wpm). ➤ Must possess Office Management III. ➤ Must possess Business English II. ➤ Must possess Secretarial Studies II. ➤ Must possess Commerce II. ➤ Must possess Shorthand III (120 wpm). ➤ Must have at least five (5) years experience at Grade 10 OR comparable position. ➤ Must posse Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution.
Chief Office Administrator	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Secretarial Studies OR Office Management OR equivalent. ➤ Must have at least three (3) years experience at Grade 11 OR comparable position. ➤ Must possess Certificate in Computer Applications (Windows, MS-Word, MS-Excel, MS-Access, PowerPoint and Internet) from a recognized institution

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.3: ACCOUNTING SERVICE (Grade 4N – 15A)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Accounts Clerk	4N	<ul style="list-style-type: none"> ➤ Must possess ACNC Final OR KATC Final OR equivalent. ➤ Must have relevant Computer applications.
Accounts Assistant II	5N	<ul style="list-style-type: none"> ➤ Must possess CPA Part I Section 1 OR equivalent. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) from a recognized institution. ➤ Must be able to use relevant Computer applications.
Accounts Assistant I	6N	<ul style="list-style-type: none"> ➤ Must possess CPA Part I Section 1 & 2 OR equivalent. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) from a recognized institution. ➤ Must have at least three (3) years experience as Accounts Assistant II at Grade 5 OR comparable position. ➤ Must be able to use relevant Computer applications.
Assistant Accountant II	7N	<ul style="list-style-type: none"> ➤ Must possess CPA Part II Section 3 OR Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) OR a recognized institution. ➤ Must have at least three (3) years experience as Accounts Assistant I at Grade 6 OR comparable position. ➤ Must be able to use relevant Computer applications.
Assistant Accountant I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) OR its equivalent OR any other acceptable professional accountancy qualification by virtue of which the holder is exempted from Part I of the Certified Public Accountants (CPA) examination. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA Part II Section 4 OR equivalent. ➤ Must have at least three (3) years experience as Assistant Accountant II at Grade 7 OR comparable position. ➤ Must have relevant Computer applications.
Senior Assistant Accountant II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) OR its equivalent. ➤ Must have at least three (3) years experience as Assistant Accountant I at Grade 8 OR comparable position. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA Part III Section 5 OR equivalent ➤ Must have at least three (3) years experience as Assistant Accountant I at Grade 8 OR comparable position. ➤ Must be able to use relevant Computer applications.
Senior Assistant Accountant I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance). <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA (K) OR equivalent with proof of registration as a member to ICPAK. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) and CPA Part II Section 3 & 4 OR equivalent. ➤ Must have at least three (3) years experience as Senior Assistant Accountant II at Grade 9 OR comparable position. ➤ Must be able to use relevant Computer applications.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.3: ACCOUNTING SERVICE (Grade 4N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Accountant II	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA Part II OR equivalent. ➤ Must have at least three (3) years experience as Senior Assistant Accountant I at Grade 8 OR comparable position. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) and CPA Part III Section OR equivalent with three (3) years experience at grade 10 OR comparable position. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA (K) OR equivalent with five (5) years experience in Grade 10 OR any other relevant OR comparable position. <p>Must be able to use relevant Computer applications.</p>
Accountant I	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA Part III OR equivalent. ➤ Must have at least three (3) years experience at Grade 11 OR comparable position. ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree (Accounting/ Finance) and CPA (K) OR equivalent ➤ Must have at least five (5) years experience at Grade 11 OR comparable position. ➤ Must be able to use relevant Computer applications. ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage.
Senior Accountant	13N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) and CPA (K) OR equivalent. ➤ Must have at least three (3) years experience at Grade 12 OR any other relevant OR comparable position ➤ Must possess relevant Computer applications ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage
Deputy Finance Officer	14N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) and CPA (K) OR equivalent. ➤ Must have at least three (3) years experience at Grade 13 OR any other relevant OR comparable position. ➤ Must be able to use possess relevant Computer applications. ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage. ➤ PhD holders in accounting/ finance plus CPA (K) will have an added advantage.
Finance Officer	15A	<ul style="list-style-type: none"> ➤ Must possess PhD in accounting/finance plus CPA (K). ➤ Must have at least three (3) years experience at grade 14 OR comparable position. ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage OR ➤ .Must possess Masters Degree (Accounting/Finance) plus CPA (K) OR equivalent. ➤ Must have at least five (5) years experience at Grade 14 OR any other relevant comparable position. ➤ Possession of Certified Financial Analyst (CFA) will be an added advantage ➤ Must be able to use relevant Computer applications

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.4: AUDITING SERVICE (Grade 4N – 15A)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Audit Clerk I	4N	<ul style="list-style-type: none"> ➤ Must possess ACNC Final OR KATC Final OR equivalent. ➤ Must be able to use relevant Computer applications.
Internal Audit Assistant II	5N	<ul style="list-style-type: none"> ➤ Must possess CPA Part I Section 1 OR equivalent. ➤ Must have at least three (3) years experience as Audit Clerk at Grade 4 OR comparable position. ➤ Must be able to use relevant Computer applications. <p>OR</p> <ul style="list-style-type: none"> ➤ Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) OR a recognized institution. ➤ Must be able to use relevant Computer applications.
Internal Audit Assistant I	6N	<ul style="list-style-type: none"> ➤ Must possess CPA Part I Section 1 & 2 OR equivalent. ➤ Must be able to use relevant Computer applications. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) OR a recognized institution. ➤ Must have at least three (3) years experience as Audit Assistant Grade 5 OR comparable position. ➤ Must be able to use relevant Computer applications.
Assistant Internal Auditor II	7N	<ul style="list-style-type: none"> ➤ Must possess CPA Part II Section 3 OR equivalent ➤ Must have at least three (3) years experience as Internal Audit Assistant I at Grade 6 OR comparable position. ➤ Must be able to use relevant Computer applications. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Diploma in Accounting OR equivalent from Kenya National Examinations Council (KNEC) OR a recognized institution. ➤ Must have at least three (3) years experience as Internal Audit Assistant I at Grade 6 OR comparable position. ➤ Must be able to use relevant Computer applications.
Assistant Internal Auditor I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) OR its equivalent OR any other acceptable professional accountancy qualification by virtue of which the holder is exempted from part I of the Certified Public Accountants (CPA) examination. ➤ Must be able to use relevant Computer applications. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA Part II Section 4 OR equivalent. ➤ Must have at least three (3) years experience as Assistant Internal Auditor II at Grade 7 OR comparable position. ➤ Must be able to use relevant Computer applications.
Senior Assistant Internal Auditor II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelor of Commerce Degree (Accounting/Finance option) OR its equivalent OR any other acceptable professional accountancy qualification by virtue of which the holder is exempted from part I of the Certified Public Accountants (CPA) examination. ➤ Must have at least three (3) years experience as Assistant Internal Auditor I at Grade 8 OR comparable position. ➤ Must be able to use relevant Computer applications. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess CPA Part III Section 5 OR equivalent. ➤ Must have at least three (3) years experience as Assistant Internal Auditor I at Grade 8 OR comparable position. ➤ Must be able to use relevant Computer applications.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.4: AUDITING SERVICE (Grade 4N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Assistant Internal Auditor I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/Finance). OR ➤ Must possess CPA (K) OR equivalent OR ➤ Must possess CPA Part III Section 5 & 6 OR equivalent. ➤ Must have at least three (3) years experience as Senior Assistant Internal Auditor II at Grade 9 OR comparable position. ➤ Must be able to use relevant Computer applications
Internal Auditor II	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA Part II OR equivalent. ➤ Must have at least three (3) years experience as Senior Assistant Internal Auditor I at Grade 10 OR comparable position. ➤ Possession of Computerized Information Systems Audit certification (CISA). OR ➤ Must possess CPA (K) OR equivalent. ➤ Must have at least five (5) years experience as Senior Assistant Internal Auditor I at Grade 10 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage
Internal Auditor I	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA Part III OR equivalent. ➤ Must have at least three (3) years experience as Internal Auditor II at Grade 11 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) will be an added advantage. OR ➤ Must possess Bachelors Degree (Accounting/ Finance) and CPA (K) OR equivalent. ➤ Must have at least five (5) years experience as Internal Auditor II at Grade 11 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage.
Senior Internal Auditor	13N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA (K) OR equivalent. ➤ Must have at least three (3) years experience as Internal Auditor I at Grade 12 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage
Deputy Chief Internal Auditor Principal Internal Auditor	14N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree (Accounting/ Finance) plus CPA (K) OR equivalent. ➤ Must have at least three (3) years experience as Senior Internal Auditor at Grade 13 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage. ➤ PhD Degree in a relevant field will be an added advantage.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.5: AUDITING SERVICE (Grade 4N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/PROMOTION CRITERIA
Chief Principal Internal Auditor	15A	<ul style="list-style-type: none"> ➤ Must possess PhD in accounting/finance plus CPA (K) and three (3) years experience at grade 14 OR equivalent position ➤ Possession of Computerized Information Systems Audit (CISA) certification will be an added advantage. OR ➤ .Must possess Masters Degree (Accounting/Finance) plus CPA (K) OR equivalent. ➤ Must have at least five (5) years experience as Deputy Chief Internal Auditor at Grade 14 OR comparable position. ➤ Possession of Computerized Information Systems Audit (CISA) will be an added advantage ,

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.5: SUPPLY CHAIN SERVICE (Grade 4N – 15A)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Supply Chain Clerk	4N	<ul style="list-style-type: none"> ➤ Must possess a certificate in secondary education OR equivalent with a mean grade of C-with a minimum of C- in English, Mathematics. ➤ Must possess certificate in Supplies Management from a recognized Institution. ➤ Must be computer literate.
Senior Supply Chain Clerk	5N	<ul style="list-style-type: none"> ➤ Must possess a certificate in secondary education OR equivalent with a mean grade of C-with a minimum of C- in English, Mathematics. ➤ Must possess Diploma in Supplies Management ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.
Supply Chain Assistant III	6N	<ul style="list-style-type: none"> ➤ Must possess KCSE OR equivalent with a mean grade of C-with a minimum of C-in English, Mathematics. ➤ Must possess Diploma in Supplies Management from a recognized Institution ➤ Must have at least three (3) years experience as at Supply Chain Clerk I at Grade 5 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.
Supply Chain Assistant II	7N	<ul style="list-style-type: none"> ➤ Must possess KCSE OR equivalent with a mean grade of C-with a minimum of C- in English, Mathematics. ➤ Must possess Diploma in Supplies Management from a recognized Institution. ➤ Must have at least three (3) years experience as Supply Chain Assistant III at Grade 6 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.
Supply Chain Assistant I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree with a bias in Procurement/Supplies Management. ➤ OR ➤ Must possess Higher National Diploma in Procurement/Supplies Management from a recognized Institution ➤ Must have at least three (3) years experience as Supply Chain Assistant II at Grade 7 OR comparable position. ➤ Must be registered with a relevant professional body.
Senior Supply Chain Assistant III	9N	<ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Procurement/Supplies Management from a recognized Institution. ➤ Must have at least three (3) years experience as Supply Chain Assistant I at Grade 8 OR comparable position. ➤ Must be computer literate. OR ➤ Must possess Bachelors Degree with a bias in Procurement/Supplies Management. ➤ Must have at least three (3) years experience as Procurement Assistant II/Supplies Assistant II at Grade 8 OR comparable position. ➤ Must possess Post Graduate Diploma in Purchasing and Supplies (Foundation Stage - CIPS) OR equivalent from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.5: SUPPLY CHAIN SERVICE (Grade 4N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Assistant Supply Chain Officer II	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree with a bias in Procurement OR Supplies Management. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree with a bias in Procurement/Supplies Management. ➤ Must have at least three (3) years experience as Senior Assistant Supply Chain Assistant III at Grade 10 OR comparable position. at Grade 9. ➤ Must possess Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) OR equivalent from a recognized institution. ➤ Must possess Higher National Diploma in Procurement/Supplies Management from a recognized Institution. ➤ Must have at least three (3) years experience as Procurement Assistant I/Supplies Assistant I at Grade 10 OR comparable position. ➤ Must possess Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) OR equivalent from a recognized institution ➤ Must be registered with a relevant professional body ➤ Must be computer literate
Senior Assistant Supply Chain Officer I	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree with a bias in Procurement/Supplies. Management from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Assistant Supply Chain Officer II at Grade 10 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree with a bias in Procurement/Supplies Management. ➤ Must have at least five (5) years experience as Senior Assistant Procurement Officer II at Grade 10 OR comparable position. ➤ Must possess Post Graduate Diploma in Purchasing and Supplies (Final Stage - CIPS) OR equivalent from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.
Supply Chain Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree with a bias in Procurement/Supplies Management. ➤ Must have at least three (3) years experience as Senior Assistant Supply Chain Officer I at Grade 11 OR comparable position. ➤ Must have CIPS (Final Stage) from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.5: SUPPLY CHAIN SERVICE (Grade 4N – 15A) (Contd.)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Supply Chain Officer	13N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Procurement/Supplies Management. ➤ Must have at least three (3) years experience as Supply Chain Officer at Grade 12OR comparable position. ➤ Must possess CIPS (Final Stage) from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be computer literate.
Principal Supply Chain Officer	14N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree with a bias in Procurement/Supplies Management. ➤ Must have at least three (3) years experience as Senior Supply Chain Officer at Grade 13 OR comparable position. ➤ Must possess CIPS (Final Stage) from a recognized institution. ➤ Must be a Member of both Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies (MCIPS). ➤ A PhD in the relevant area will be an added advantage.
Chief Supply Chain Officer	15A	<ul style="list-style-type: none"> ➤ Must possess PhD in the relevant area. ➤ Must be a Member of both Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies (MCIPS). ➤ Must have at least three (3) years experience as Principal Procurement Officer at Grade 14 OR comparable position. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Masters Degree with a bias in Procurement/Supplies Management. ➤ Must have at least five (5) years experience as Principal Supply Chain Officer at Grade 14 OR comparable position. ➤ Must possess CIPS (Final Stage) from a recognized institution. ➤ Must be a Member of both Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies (MCIPS).

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION**2.2: NON-TEACHING SERVICE (Contd.)****2.2.6: MEDICAL SERVICE****2.2.6.1: MEDICAL RECORDS (Grade 3N – 10N)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Medical Records Clerk I	3N	<ul style="list-style-type: none"> ➤ Must possess KCSE certificate OR equivalent with a minimum of mean grade of C-. ➤ Should have undertaken a medical Records professional training lasting at least six (6) months from a recognized Institution. ➤ Must be Computer Literate.
Medical Records Clerk II	4N	<ul style="list-style-type: none"> ➤ Should have undertaken a medical Records professional training lasting at least six (6) months OR possess Medical Records Technician Certificate from a recognized Institution. ➤ Must have at least three (3) years experience as Medical Records Clerk at Grade 3 OR comparable position. ➤ Must be Computer Literate.
Assistant Medical Records Officer III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Medical Records OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience as Senior Medical Records Clerk at Grade 4 OR comparable position. ➤ Must be Computer Literate.
Assistant Medical Records Officer II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Medical Records OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience as Assistant Medical Records Officer III at Grade 5 OR comparable position. ➤ Must be Computer Literate.
Assistant Medical Records Officer I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Medical Records OR equivalent qualifications from a recognized institution. ➤ Must have at least three (3) years experience as Assistant Medical Records Officer II at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Medical Records Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Medical Records OR its equivalent. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Medical Records OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Assistant Medical Records Officer I at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Medical Records Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Medical Records OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Medical Records Officer III at Grade 8 OR comparable position. ➤ Must be Computer Literate.
Medical Records Officer I	10N	<ul style="list-style-type: none"> ➤ Masters Degree in Medical Records OR its equivalent from a recognized institution. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Medical Records OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Medical Records Officer II at Grade 9 OR comparable position. ➤ Must be Computer Literate.

TABLE 2: CRITERIA FOR SPECIFIC APPOINTMENT/PROMOTION

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.2: NURSE AIDE (Grade 3N – 5N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Nurse Aide III	3N	<ul style="list-style-type: none">➤ Must possess KCSE Certificate OR equivalent with a mean grade of C-.➤ Should have undertaken professional training in Nurse Aide lasting at least six (6) months.
Nurse Aide II	4N	<ul style="list-style-type: none">➤ Must have undertaken professional training in Nurse Aide lasting at least six (6) months.➤ Must have at least three (3) years experience as Clinic Aide III at Grade 3 OR OR comparable position.
Nurse Aide I	5N	<ul style="list-style-type: none">➤ Must have undertaken professional training in Nurse Aide lasting at least six (6) months.➤ Must have at least three (3) years experience as Clinic Aide III at Grade 3 OR OR comparable position.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.3: MEDICAL LABORATORY (Grade 4N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Medical Laboratory Assistant	4N	<ul style="list-style-type: none"> ➤ Must possess KCSE academic certificate OR equivalent. ➤ Must possess a Certificate in Medical Laboratory Science (MLS) from a recognized institution. ➤ Must be Computer literate.
Medical Laboratory Technologist III	5N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Medical Laboratory Science (MLS) from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate.
Medical Laboratory Technologist II	6N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Medical Laboratory Science (MLS) from a recognized institution. ➤ Must have at least three (3) years experience as Medical Laboratory Technologist III at Grade 5 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate
Medical Laboratory Technologist I	7N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Medical Laboratory Science (MLS) from a recognized institution. ➤ Must have at least three (3) years experience as Medical Laboratory Technologist II at Grade 6 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate.
Senior Medical Laboratory Technologist III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Medical Laboratory Science (MLS) OR equivalent from a recognized institution. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate.
Senior Medical Laboratory Technologist II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma Medical Laboratory Science (MLS) from a recognized Institution. ➤ Must have at least five (5) years experience as Senior Medical Laboratory Technologist III at Grade 8 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate.
Senior Medical Laboratory Technologist I	10N	<ul style="list-style-type: none"> ➤ Masters Degree in Medical Laboratory Science (MLS) OR equivalent. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma Medical Laboratory Science (MLS) from a recognized Institution. ➤ Must have at least five (5) years experience as Senior Medical Laboratory Technologist II at Grade 9 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Must be Computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.3: MEDICAL LABORATORY (Grade 4N – 12N)(Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Chief Medical Laboratory Technologist	11N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Medical Laboratory Science (MLS) OR equivalent from a recognized Institution.➤ Must have at least three (3) years experience as Senior Medical Laboratory Technologist I at Grade 10 OR comparable position.➤ Must be registered with a relevant professional body.➤ Must be Computer literate. OR <ul style="list-style-type: none">➤ Must possess Bachelors Degree/Higher National Diploma in Medical Laboratory Science (MLS) from a recognized Institution.➤ Must have at least five (5) years experience as Senior Medical Laboratory Technologist I at Grade 10 OR comparable position.➤ Must be registered with a relevant professional body.➤ Must be Computer literate.
Chief Medical Laboratory Technologist	12N	<ul style="list-style-type: none">➤ Must possess Masters Degree in MLS OR equivalent from a recognized Institution.➤ Must have at least three (3) years experience as Deputy Chief Medical Laboratory Technologist at Grade 10 OR comparable position.➤ Must be registered with a relevant professional body.➤ Must be Computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.4: MEDICAL COUNSELING (Grade 5N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Counselor III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must possess a VCT Certificate OR any other relevant field. ➤ Must be a member of a recognized Professional body. ➤ Must show proof of attending counseling supervision at least once a month. ➤ Must be computer literate.
Counselor II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must have at least three (3) years experience as Counselor III at Grade 5 OR comparable position. ➤ Must possess a VCT Certificate OR any other relevant field. ➤ Must be a member of a recognized Professional body. ➤ Must show proof of attending counseling supervision at least once a month. ➤ Must be computer literate.
Counselor I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must have at least three (3) years experience as Counselor II at Grade 6 OR comparable position. ➤ Must possess a VCT Certificate OR any other relevant field. ➤ Must be a member of a recognized Professional body. ➤ Must show proof that they have been attending counseling supervision at least once a month. ➤ Must be computer literate.
Senior Counselor III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Counseling/Medical/ Applied Psychology OR equivalent from a recognized institution. ➤ Must possess at least a VCT Certificate OR any other relevant field. ➤ Trainers of Trainers, Home Based Care, Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage. ➤ Must be a member of a recognized Professional body. ➤ Must be computer literate.
Senior Counselor II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Counseling/Medical/ Applied Psychology OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Senior Counselor III at Grade 8 OR comparable position. ➤ Must possess at least a VCT Certificate OR any other relevant field. ➤ Certificate/Diploma in any other medical field will have an added advantage. ➤ Trainers of Trainers, Home Based Care, Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage ➤ Must be a member of a recognized Professional body. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.4: MEDICAL COUNSELING (Grade 5N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Counselor I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Counseling/ Medical/Applied Psychology from a recognized institution. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Counseling/Medical/ Applied Psychology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Senior Counselor II at Grade 9 OR comparable position. ➤ Must possess at least a VCT Certificate OR any other relevant field. ➤ Certificate/Diploma in any other medical field will have an added advantage. ➤ Trainers of Trainers, Home Based Care, and Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage. ➤ Must be a member of a recognized Professional body. ➤ Must be computer literate.
Medical Counselor	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Counseling/Medical/Applied Psychology from a recognized institution. ➤ Must have at least three (3) years experience as Senior Counselor I at Grade 10 OR comparable position. ➤ Must possess at least a VCT Certificate OR any other relevant field. ➤ Must possess Diploma in any other medical field. ➤ Trainers of Trainers, Home Based Care, Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage. ➤ Must be a member of a recognized Professional body. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Counseling/Medical/ Applied Psychology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years experience as Senior Counselor I at Grade 10 OR comparable position. ➤ Must possess at least a VCT Certificate OR any other relevant field ➤ Trainers of Trainers, Home Based Care, and Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage. ➤ Certificate/Diploma in any other medical field will have an added advantage. ➤ Must be a member of a recognized Professional body ➤ Must be computer literate
Senior Medical Counselor	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Counseling/Medical/Applied Psychology from a recognized institution. ➤ Must have at least three (3) years experience as Medical Counselor at Grade 11 OR comparable position. ➤ Must possess at least a VCT Certificate OR any other relevant field ➤ Trainers of Trainers, Home Based Care, Prevention of Mother to Child Transmission, Drug and Substance Abuse Certificates are an added advantage. ➤ Certificate/Diploma in any other medical field will have an added advantage. ➤ Must be a member of a recognized Professional body. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.5: PHARMACY (Grade 4N – 13N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Pharmaceutical Assistant II	4N	<ul style="list-style-type: none"> ➤ Must possess a certificate of secondary education with a mean Grade C and C in Biology, Chemistry, and Physical Sciences OR Biological Sciences. ➤ Must possess Certificate in Pharmaceutical Technology OR equivalent from a recognized institution. ➤ Must be computer literate.
Pharmaceutical Assistant I	5N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Pharmaceutical Technologist III	6N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Pharmacy Assistant I at Grade 5 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Pharmaceutical Technologist II	7N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Pharmaceutical Technologist III at Grade 6 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Pharmaceutical Technologist I	8N	<ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Pharmaceutical Technologist II at Grade 7 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Senior Pharmaceutical Technologist III	9N	<ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Pharmaceutical Technologist I at Grade 8 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Senior Pharmaceutical Technologist II	10N	<ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years experience as Senior Pharmaceutical Technologist III at Grade 9 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.
Senior Pharmaceutical Technologist I	11N	<ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Pharmaceutical Technology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years experience as Senior Pharmaceutical Technologist II at Grade 10 OR comparable position. ➤ Must be registered with the Kenya Pharmacy and Poisons Board. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.5: PHARMACY (Grade 4N – 13N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Chief Pharmacist	12N	<ul style="list-style-type: none">➤ Must possess Bachelors Degree in Pharmacy from a recognized institution.➤ Must be registered with the Kenya Pharmacy and Poisons Board.
Principal Pharmacist	13N	<ul style="list-style-type: none">➤ Must possess a Masters Degree in Pharmacy from a recognized institution.➤ Must be registered with the Kenya Pharmacy and Poisons Board. OR <ul style="list-style-type: none">➤ Must possess Bachelors Degree in Pharmacy from a recognized institution.➤ Must have at least three (3) years experience as Chief Pharmacist at Grade 12 OR comparable position.➤ Must be registered with the Kenya Pharmacy and Poisons Board.➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.6: NURSING (Grade 6N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Nursing Officer II	6N	<ul style="list-style-type: none"> ➤ Must possess KCSE academic certificate OR its equivalent. ➤ Must possess Kenya Enrolled Community Nurse Certificate and be registered with Kenya Nursing Council. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.
Nursing Officer I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Kenya Registered Community Health Nursing OR its equivalent from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.
Senior Nursing Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Kenya Registered Community Health Nursing OR its equivalent from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must have at least three (3) years experience as Nursing Officer II at Grade 7 OR comparable position. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.
Senior Nursing Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Nursing from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage <p><i>Candidates with a BSc Degree in Nursing will join the Service at Job Grade 9 but two (2) points above the minimum for the grade (Revised Scheme of Service for Nursing Officers – August 2002, Office of the President)</i></p>
Senior Nursing Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Nursing from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must have at least three (3) years experience as Nursing Officer II at Grade 9 OR comparable position. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.
Deputy Chief Nursing Officer	11N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Nursing from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must have at least three (3) years experience as Senior Nursing Officer I at Grade 10 OR comparable position. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.
Chief Nursing Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Nursing from a recognized Institution. ➤ Must be registered with Kenya Nursing Council. ➤ Must have at least five (5) years experience as Deputy Chief Nursing Officer at Grade 11 OR comparable position. ➤ Must be computer literate. ➤ Evidence of continuing medical education will be an added advantage.

2.2: NON-TEACHING SERVICE (Contd.)**2.2.6: MEDICAL SERVICE (Contd.)****2.2.6.7: CLINICAL SERVICE (Grade 8N – 12N)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Clinical Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Clinical Medicine from a recognized Institution. ➤ Must be registered as Clinical Officer with the Clinical Officers Council. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Senior Clinical Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Clinical Medicine/Community Health OR related area of specialization from a recognized Institution. ➤ Must be registered as Clinical Officer with Clinical Officers Council ➤ Evidence of continuing medical education will be an added advantage ➤ Must be computer literate.
Senior Clinical Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Clinical Medicine/Community Health OR related area of specialization from a recognized Institution. ➤ Must have at least three (3) years experience as Clinical Officer II at Grade 9 OR comparable position. ➤ Must be registered as Clinical Officer with Clinical Officers Council. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Deputy Chief Clinical Officer	11N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree/Higher National Diploma in Clinical Medicine/Community Health OR related area of specialization from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Clinical Officer I at Grade 10 OR comparable position. ➤ Must be registered as Clinical Officer with Clinical Officers Council. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Chief Clinical Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Clinical Medicine/Community Health OR related area of specialization from a recognized Institution. ➤ Must have at least five (5) years experience as Senior Clinical Officer II at Grade 11OR comparable position. ➤ Must be registered as Clinical Officer with Clinical Officers Council. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)**2.2.6: MEDICAL SERVICE (Contd.)****2.2.6.7: PUBLIC HEALTH SERVICE (Grade 8N – 12N)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Public Health Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess a Diploma in Public Health/Community Health Environmental Health from a recognized Institution. ➤ Must be registered with a relevant professional body. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Senior Public Health Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Public Health/Community Health Environmental Health from a recognized Institution. ➤ Must be registered with a relevant professional body. ➤ Evidence of continuing medical education will be an added advantage ➤ Must be computer literate.
Senior Public Health Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Public Health/Community Health Environmental Health from a recognized Institution. ➤ Must have at least three (3) years experience as Public Health Officer II at Grade 9 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Deputy Chief Public Health Officer	11N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree/Higher National Diploma in Public Health/Community Health Environmental Health from a recognized Institution. ➤ Must have at least three (3) years experience as Public Health Officer I at Grade 10 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.
Chief Public Health Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree/Higher National Diploma in Public Health/Community Health Environmental Health from a recognized Institution. ➤ Must have at least five (5) years experience as Deputy Chief Public Health Officer at Grade 11 OR comparable position. ➤ Must be registered with a relevant professional body. ➤ Evidence of continuing medical education will be an added advantage. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.6: MEDICAL SERVICE (Contd.)

2.2.6.8: MEDICAL DOCTORS (Grade 12N – 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Chief Medical Officer	12N	<ul style="list-style-type: none">➤ Must possess MB, ChB Degree.➤ Must be registered with Kenya Medical Practitioners and Dentist Board.➤ Must be computer literate.➤ Evidence of continuing medical education will be an added advantage.
Principal Medical Officer	13N	<ul style="list-style-type: none">➤ Must possess Masters Degree in relevant medical field.➤ Evidence of continuing medical education will be an added advantage.➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none">➤ Must possess MB, ChB Degree.➤ Must be registered with Kenya Medical Practitioners and Dentist Board.➤ Must have at least three (3) years experience at Grade 12 OR comparable position.➤ Evidence of continuing medical education will be an added advantage.➤ Must be computer literate.
Senior Principal Medical Officer	14N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Medicine.➤ Must have at least three (3) years experience as Principal Medical Officer at Grade 13 OR comparable position, three (3) years of which must be in Hospital Administration.➤ Evidence of continuing medical education will be an added advantage.➤ Must be computer literate <p>OR</p> <ul style="list-style-type: none">➤ Must possess MB, ChB Degree.➤ Must be registered with Kenya Medical Practitioners and Dentist Board.➤ Must have at least five (5) years experience as Senior Medical Officer at Grade 13 OR comparable position.➤ Evidence of continuing medical education will be an added advantage.➤ Must be computer literate.
Chief Principal Medical Officer	15A	<ul style="list-style-type: none">➤ Must possess Masters Degree in Medicine with at least seven (7) years experience as Senior Principal Medical Officer at Grade 14, five (5) years of which must be in Hospital Administration.➤ PhD holders will have an added advantage.➤ Evidence of continuing medical education will be an added advantage.➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.7: CATERING SERVICE (Grade 2N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Catering Assistant II	2N	➤ Must possess Certificate of Secondary Education.
Catering Assistant I/ Cook III	3N	➤ Must possess Certificate of Secondary Education. ➤ Must possess at least a six (6) months course certificate in Food Production OR Food and Beverage Service OR relevant area from recognized Institution. OR ➤ Those without training lasting at least six (6) months and have served as Catering Assistant at Grade 2 for a minimum of ten (10) years will also be considered
Senior Catering Assistant III/ Cook II	4N	➤ Must possess Certificate of Secondary Education. ➤ Must possess at least a six (6) months course certificate in Food Production OR Food and Beverage Service OR relevant area from recognized Institution. ➤ Must have at least three (3) years experience as Catering Assistant I at Grade 3 OR comparable position.
Senior Catering Assistant II/ Cook I	5N	➤ Must possess Certificate of Secondary Education. ➤ Must have a Diploma in Food Production OR Food and Beverage Service OR Hospitality Management OR relevant area from recognized Institution. ➤ Must be computer literate.
Senior Catering Assistant I/ Head Cook	6N	➤ Must possess Certificate of Secondary Education. ➤ Must have a Diploma in Food Production OR Food and Beverage Service OR Hospitality Management OR relevant area from recognized Institution. ➤ Must have at least three (3) years experience as Cook I at Grade 5 OR comparable position. ➤ Must be computer literate.
Assistant Cateress/ Assistant Caterer	7N	➤ Must possess Diploma in Food Production OR Food and Beverage Service OR Hospitality Management OR relevant area from recognized Institution. ➤ Must have at least three (3) years experience as Head Cook I at Grade 6 OR comparable position. ➤ Must be computer literate.
Senior Cateress III/Senior Caterer III	8N	➤ Must possess Bachelors Degree in relevant field OR equivalent from a recognized Institution. ➤ Must be computer literate.
Senior Cateress II/Senior Caterer II	9N	➤ Must possess Bachelors Degree in relevant field OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Cateress III/Senior Caterer III at Grade 8 OR comparable position. ➤ Must be computer literate.
Senior Cateress I/Senior Caterer I	10N	➤ Must possess Masters Degree in relevant area. ➤ Must be computer literate. OR ➤ Must possess Bachelors Degree in relevant field OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Cateress II/Senior Caterer II at Grade 9 OR comparable position. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.7: CATERING SERVICE (Grade 2N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Catering Manager	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant field OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Cateress I/Senior Caterer I at Grade 10 OR comparable position. ➤ Must be computer literate <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in relevant field OR equivalent from a recognized Institution. ➤ Must have at least five (5) years experience as Senior Cateress I/Senior Caterer I at Grade 10 OR comparable position. ➤ Must be computer literate.
Catering Manager	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant field OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience Assistant Manager at Grade 11 OR comparable position. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.8: ACCOMMODATION SERVICE (Grade 2N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Accommodation Assistant II	2N	➤ To be considered in the relevant categories
Accommodation Assistant I/Janitor II	3N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess at least a six (6) months course certificate in Housekeeping OR Accommodation Services OR relevant area from recognized Institution. ➤ Must be Computer Literate. OR ➤ Those without training lasting at least six (6) months and have served as Accommodation Assistant II at Grade 2 for a minimum of ten (10) years will also be considered. ➤ Must be Computer Literate.
Assistant Housekeeper/Janitor II	4N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess Certificate in ➤ Must possess at least a six (6) months course certificate in Housekeeping OR Accommodation Services OR relevant area from recognized Institution. ➤ Must have served in grade 3N for at least 3 years. ➤ Must be Computer Literate.
Housekeeper II /Janitor I	5N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess Diploma in Housekeeping OR Accommodation Services OR relevant area from a recognized Institution. ➤ Must be Computer Literate.
Housekeeper I/ Janitor Supervisor	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Housekeeping OR Accommodation Services OR relevant area from a recognized Institution. ➤ Must have at least three (3) years experience as Housekeeper II at Grade 5 OR comparable position. ➤ Must be Computer Literate.
Assistant Senior Housekeeper II	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Housekeeping OR Accommodation Services OR relevant area from a recognized Institution. ➤ Must have at least three (3) years experience as Housekeeper I at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Assistant Senior Housekeeper I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Institutional Management OR equivalent from a recognized Institution. ➤ Must be Computer Literate.
Senior Housekeeper II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Institutional Management OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Assistant Senior Housekeeper I at Grade 8 OR comparable position. ➤ Must be Computer Literate.
Senior Housekeeper I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must be Computer Literate OR ➤ Must possess Bachelors Degree in Institutional Management OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Housekeeper II at Grade 9 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.8: ACCOMMODATION SERVICE (Grade 2N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Accommodation Manager	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must have at least three (5) years experience as Senior Housekeeper I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Institutional Management OR equivalent from a recognized Institution. ➤ Must have at least three (5) years experience as Senior Housekeeper I at Grade 10 OR comparable position. ➤ Must be Computer Literate.
Accommodation Manager	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must have at least three (3) years experience as Assistant Accommodation Manager at Grade 11 OR comparable position. ➤ Must be Computer Literate

2.2: NON-TEACHING SERVICE (Contd.)

2.2.9: HOTEL SERVICE (Grade 2N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Kitchen Steward II/ Room Steward II/Waiter II/ Launder II	2N	➤ Must possess Certificate of Secondary Education.
Kitchen Steward I/ Room Steward I/ Waiter I/ Launder I	3N	➤ Must possess Certificate of Secondary Education. ➤ Should have at least six (6) months course certificate in relevant areas from a recognized Institution. ➤ Those without training lasting at least six (6) months and have served in Grade 2 for a minimum of ten (10) years will also be considered.
Kitchen Commis / Assistant Housekeeper	4N	➤ Must possess Certificate of Secondary Education. ➤ Must have at least a six (6) months course certificate in Food & Beverage/Housekeeping/Accommodation Services OR relevant area from a recognized Institution. ➤ Must be Computer Literate.
Cook /Restaurant Supervisor II/ Housekeeper II	5N	➤ Must possess Certificate of Secondary Education. ➤ Must possess Diploma in Food & Beverage/Housekeeping/ Accommodation Services OR relevant area from a recognized Institution. ➤ Must be Computer Literate.
Assistant Chef/Restaurant Supervisor I/ Housekeeper I	6N	➤ Must possess Certificate of Secondary Education. ➤ Must possess Diploma in Food & Beverage/Housekeeping/ Accommodation Services OR relevant area from a recognized Institution. ➤ Must have at least three (3) years as Cook / Restaurant Supervisor II/ Housekeeper II experience as at Grade 5 OR comparable position. ➤ Must be Computer Literate.
Chef / Superintendent II(<i>Restaurant/Room Service</i>)	7N	➤ Must possess Diploma in Housekeeping/Accommodation Services OR relevant area from a recognized Institution. ➤ Must have at least three (3) years experience as Assistant Chef (<i>Assistant Head Cook</i>)/Restaurant Supervisor I/ Housekeeper I at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Superintendent I (<i>Restaurant/Room Service</i>)	8N	➤ Must possess Bachelors Degree/Higher Diploma in Hospitality & Tourism Management OR equivalent from a recognized Institution. ➤ Must be Computer Literate.
Senior Superintendent II (<i>Restaurant/Room Service</i>)	9N	➤ Must possess Bachelors Degree in Hospitality & Tourism Management OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Superintendent I (<i>Restaurant/Room Service</i>) at Grade 8 OR comparable position. ➤ Must be Computer Literate.
Senior Superintendent I (<i>Restaurant/Room Service</i>)	10N	➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must be Computer Literate OR ➤ Must possess Bachelors Degree in Hospitality & Tourism Management OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Superintendent II (<i>Restaurant/Room Service</i>) at Grade 9 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.9: HOTEL SERVICE (Grade 2N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Hotel Manager	IIN	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Superintendent I (<i>Restaurant/Room Service</i>) at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Hotel and Institutional Management OR equivalent from a recognized Institution. ➤ Must have at least three (5) years experience as Senior Superintendent I (<i>Restaurant/Room Service</i>) at Grade 10 OR comparable position. ➤ Must be Computer Literate
Hotel Manager – Grade 12N	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Assistant Hotel Manager at Grade 11 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.10: STUDENTS WEFARE SERVICE (Grade 8N – 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Student Counselor	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must a member of a recognized professional body. ➤ Must show evidence of attending counseling supervision at least once a month. ➤ Must be computer literate.
Staff/ Student Counselor III	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must a member of a recognized professional body. ➤ Must have at least three (3) years experience as Assistant Student/ Staff Counselor at Grade 5N OR comparable position. ➤ Must show evidence of attending counseling supervision at least once a month. ➤ Must be computer literate.
Staff/ Student Counselor II	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Counseling from a recognized institution. ➤ Must a member of a recognized professional body. ➤ Must have at least three (3) years experience as Student/ Staff Counselor III at Grade 6N OR comparable position. ➤ Must show evidence of attending counseling supervision at least once a month. ➤ Must be computer literate.
Placement Officer	8N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in education. OR ➤ Must possess a Bachelors Degree and a postgraduate Diploma in education. ➤ Must be Computer Literate.
Assistant Staff /Students Counselor – Grade 8N	8N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Counseling. OR ➤ Must possess a Bachelors Degree and a Diploma in Counseling. ➤ Must be Computer Literate.
Assistant Dean of Students III – Grade 9N	9N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in education. ➤ Must have at least three (3) years experience as Placement Officer at Grade 8N OR comparable position. ➤ Must be Computer Literate. OR ➤ Must possess a Bachelors and postgraduate Diploma in education. ➤ Must have at least three (3) years experience as Placement Officer at Grade 8N OR comparable position. ➤ Must be Computer Literate.
Staff/Students Counselor II	9N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Counseling. ➤ Must have at least three (3) years experience as Assistant Staff /Students Counselor –Grade 8N OR comparable position. ➤ Must be Computer Literate. OR ➤ Must possess a Bachelors Degree and a Diploma in Counseling. ➤ Must have at least three (3) years experience as Assistant Staff /Students Counselor –Grade 8N OR comparable position. ➤ Computer Literate.
Assistant Dean of Students II	10N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in education. ➤ Must be Computer Literate. OR ➤ Must possess a Bachelors Degree in education. ➤ Must have at least three (3) years experience as Assistant Dean of Students III at Grade 9N OR comparable position. ➤ Must be Computer Literate. OR

		<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree and postgraduate Diploma in education. ➤ Must have at least three (3) years experience as Assistant Dean of Students III at Grade 9N OR comparable position. ➤ Must be Computer Literate.
Assistant Staff/Students Counselor I	10N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Counseling OR relevant field. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Counseling. ➤ Must have at least three (3) years experience as Staff/Students Counselor II at Grade 9N OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree and a Diploma in Counseling. ➤ Must have at least three (3) years experience as Staff/Students Counselor II at Grade 9N OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.10: STUDENTS WELFARE SERVICE (Grade 8N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Assistant Dean of Students III	11N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in education. ➤ Must have at least three (3) years experience as Assistant Dean of Students I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in education. ➤ Must have at least with five (5) years experience at as Assistant Dean of Students I at Grade 10 OR comparable position. ➤ Must be Computer Literate <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree and Postgraduate Diploma in Education. ➤ Must have at least with five (5) years experience at as Assistant Dean of Students I at Grade 10 OR comparable position. ➤ Must be Computer Literate.
Senior Assistant Staff/Students Counselor III	11N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Counseling OR relevant field. ➤ Must have at least three (3) years experience as Staff/Students Counselor I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Counseling. ➤ Must have at least five (5) years experience as Assistant Staff/Students Counselor I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree and a Diploma in Counseling with five (5) years experience as Assistant Staff/Students Counselor I at Grade 10 OR comparable position. ➤ Must be Computer Literate.
Senior Assistant Dean of Students II	12N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Education. ➤ Must have at least three (3) years experience as Senior Assistant Dean of Students III at Grade 11 OR comparable position. ➤ Must be Computer Literate.
Senior Assistant Staff/Students Counselor II	12N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Counseling. ➤ Must have at least three (3) years experience as Senior Assistant Staff/Students Counselor III at Grade 11 OR comparable position. ➤ Must be Computer Literate.
Senior Assistant Dean of Students I	13N	<ul style="list-style-type: none"> ➤ Must possess a PhD in the relevant field. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Education. ➤ Must have at least five (5) years experience as Senior Assistant Dean of Students II at grade 12 OR comparable position. ➤ Must be Computer Literate.
Senior Assistant Staff/Students Counselor I	13N	<ul style="list-style-type: none"> ➤ Must possess a PhD in Counseling OR relevant field. ➤ Must have at least three (3) years relevant experience as Senior Assistant Staff/Students Counselor II at Grade 12 OR comparable position. ➤ Must be Computer Literate <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Counseling. ➤ Must have at least five (5) years experience as Senior Assistant Staff/Students Counselor II at Grade 12 OR comparable position. ➤ Must be Computer Literate

2.2: NON-TEACHING SERVICE (Contd.)

2.2.10: STUDENTS WELFARE SERVICE (Grade 8N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Dean of Students/Associate Dean of Students	14N	<ul style="list-style-type: none"> ➤ Must possess a PhD in Education Administration OR relevant field. ➤ Must have at least five (5) years experience Senior Assistant Dean of Students I at Grade 13 OR comparable position. ➤ Must be Computer Literate <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Education Administration OR relevant field. ➤ Must have at least seven (7) years experience in Grade 13 OR comparable position. ➤ Must be Computer Literate
Dean of Students	15A	<ul style="list-style-type: none"> ➤ Must possess a PhD in Education Administration OR relevant field. ➤ Must have at least five (5) years experience as Deputy Dean of Students/Associate Dean of Students at Grade 14 OR comparable position. ➤ Must be Computer Literate <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Education Administration OR relevant field. ➤ Must have at least seven (7) years experience as Deputy Dean of Students/Associate Dean of Students at Grade 14 OR comparable position, five (5) years of which must be of progressive responsible student affairs experience. ➤ Must be Computer Literate

2.2: NON-TEACHING SERVICE (Contd.)

2.2.11: SECURITY SERVICE (Grade 3N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Security Officer II	3N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must have a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must be Computer Literate.
Assistant Security Officer I	4N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must have a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must have at least three (3) years experience as Assistant Security Officer II Guard III/Janitor III at Grade 3 OR comparable position. ➤ Must be Computer Literate.
Security Officer III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma OR equivalent in the relevant area from a recognized Institution. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must have a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate.
Security Officer II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in the relevant area from a recognized institution. ➤ Must have at least three (3) years experience as Security Officer III Guard I/Janitor I at Grade 5 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate. ➤ Must possess a Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate. OR ➤ Must have served as a Non-commissioned officer in Disciplined Forces ➤ Must be Computer Literate.
Security Officer I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in the relevant area from recognized institutions. ➤ Must have at least three (3) years experience as Security Officer II at Grade 6 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate ➤ Must possess Certificate of Good Conduct ➤ Must possess First Aid Certificate ➤ Must possess Fire Fighting Certificate ➤ Must be Computer Literate. OR ➤ Must have served as a Non-commissioned officer in the Disciplined Forces with three (3) years experience as Security Supervisor/ Janitor Supervisor at Grade 6 OR comparable position. ➤ Must be Computer Literate

2.2: NON-TEACHING SERVICE (Contd.)

2.2.11: SECURITY SERVICE (Grade 3N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Security Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in the relevant field with basic training in disciplined Forces. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Diploma in the relevant area from recognized institutions. ➤ Must at least three (3) years experience as Security Officer I at Grade 7 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must have served as a Commissioned Officer in the Disciplined Forces at the level of Inspector of Police OR Administration Police OR equivalent OR Captain in the Armed Forces. ➤ Must be Computer Literate.
Senior Security Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in the relevant field with basic training in disciplined Forces. ➤ Must at least three (3) years experience as Senior Security Officer III in Grade 8 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate, OR ➤ Must have served as a Commissioned Officer in the Disciplined Forces at the level of Inspector of Police OR Administration Police OR equivalent OR Captain in the Armed Forces. ➤ Must at least three (3) years experience as Security Officer III in Grade 8 OR comparable position. ➤ Must be Computer Literate.
Senior Security Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in the relevant field with basic training in disciplined Forces. ➤ Must at least three (3) years experience as Senior Security Officer II in Grade 9 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate, OR ➤ Must have served as a Commissioned Officer in the Disciplined Forces at the level of Chief Inspector of Police OR Administration Police OR equivalent OR Major in the Armed Forces ➤ Holders of Masters Degree in the relevant field will have an added advantage. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.11: SECURITY SERVICE (Grade 3N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Chief Security Officer	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree. ➤ Must have at least three (3) years experience as Senior Security Officer I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in the relevant field with basic training in disciplined Forces. ➤ Must have at least five (5) years experience as Security Officer I at Grade 10 OR comparable position. ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate. ➤ Must possess Certificate of Good Conduct. ➤ Must possess First Aid Certificate. ➤ Must possess Fire Fighting Certificate. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must have served as a Commissioned Officer in the Disciplined Forces at the level of Chief Inspector of Police OR Administration Police OR equivalent OR Major in the Armed Forces with five (5) years experience as Security Officer I at Grade 10 OR comparable position. ➤ Must be Computer Literate.
Chief Security Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree. ➤ Must have at least three (3) years experience as Security Officer I at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must have worked with any of the Disciplined Forces of Kenya OR any other reputable security firm. ➤ Must possess a clean Discharge Certificate ➤ Must possess Certificate of Good Conduct ➤ Must possess First Aid Certificate ➤ Must possess Fire Fighting Certificate ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must have served as a Commissioned Officer in the Disciplined Forces at the level of Superintendent of Police OR Administration Police OR equivalent in the Armed Forces. ➤ Must have at least five (3) years experience as Deputy Chief Security Officer at Grade 11 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.12: RECORDS MANAGEMENT SERVICE (Grade 3N – 10N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Records Clerk II	3N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must be Computer Literate.
Records Clerk I	4N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must have at least three (3) years experience as Records Clerk II at Grade 3 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must possess Certificate in Records Management OR relevant field. ➤ Must be Computer Literate.
Senior Records Clerk	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Records Management OR relevant field. ➤ Must be Computer Literate.
Assistant Records Officer II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Records Management OR relevant field. ➤ Must have at least three (3) years experience as Assistant Records Officer III at Grade 5 OR comparable position. ➤ Must be Computer literate.
Assistant Records Officer I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Records Management OR relevant field. ➤ Must have at least three (3) years experience as Assistant Records Officer II at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Records Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Records Management OR its equivalent. ➤ Must be Computer Literate.
Records Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Records Management OR its equivalent. ➤ Must have at least three (3) years experience as Records Officer III at Grade 8 OR comparable position. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.
Records Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Records Management OR its equivalent. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Records Management OR its equivalent. ➤ Must have at least three (3) years experience as Records Officer II at Grade 9 OR comparable position. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.13: ADMINISTRATION SERVICE (Grade 3N – 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Clerical Officer II	3N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must be Computer Literate.
Clerical Officer I	4N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must have at least three (3) years experience as Clerical Officer II at Grade 3 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must possess Certificate in Social Sciences/Business Studies OR relevant field. ➤ Must be Computer Literate.
Senior Clerical Officer III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Social Sciences/Business Studies in relevant field OR its equivalent. ➤ Must be Computer Literate.
Senior Clerical Officer II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Social Sciences/Business Studies in relevant field OR its equivalent. ➤ Must have at least three (3) years experience as Senior Clerical Officer III at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Senior Clerical Officer I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Social Sciences/Business Studies in relevant field OR its equivalent. ➤ Must have at least three (3) years experience as Senior Clerical Officer II at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Administrative Assistant	8N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must be Computer Literate.
Senior Administrative Assistant III	9N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Administrative Assistant at Grade 8 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.
Senior Administrative Assistant II	10N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Senior Administrative Assistant III at Grade 9 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.
Senior Administrative Assistant I	11N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Senior Administrative Assistant II at Grade 10 OR comparable position. ➤ Must be Computer Literate.

		<p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least five (5) years experience Senior Administrative Assistant II at Grade 10 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate.
Assistant Registrar	12N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Senior Administrative Assistant I at Grade 10 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate.
Senior Assistant Registrar	13N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least five (5) years experience as Assistant Registrar at Grade 12 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Those with a PhD Degree in a related field will have an added advantage. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.13: ADMINISTRATION SERVICE (Grade 8N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Registrar	14N	<ul style="list-style-type: none"> ➤ Must possess a PhD in Social Sciences/Business Studies. ➤ Must have at least three (3) years experience as Senior Assistant Registrar at Grade 13 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies. ➤ Must have at least five (5) years experience as Senior Assistant Registrar at Grade 13 OR comparable position. ➤ Relevant professional qualifications and Member of a relevant professional body
Registrar	15A	<ul style="list-style-type: none"> ➤ Must possess a PhD in Social Sciences/Business Studies. ➤ Must have at least five (5) years experience as Deputy Registrar at Grade 14 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Social Sciences/Business Studies ➤ Must have at least seven (7) years experience as Deputy Registrar at grade 14 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.14: HUMAN RESOURCE SERVICE (Grade 3N – 14N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Human Resource Clerk II	3N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must possess certificate in Human resource management/Business Administration. ➤ Must be Computer Literate.
Human Resource Clerk I	4N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must possess certificate in Human resource management/Business Administration related area. ➤ Must have served as a human resource clerk II for at least three (3) years. ➤ Must be Computer Literate.
Senior Human Resource Clerk	5N	<ul style="list-style-type: none"> ➤ Must possess certificate of secondary education with minimum grade of C-. ➤ Must possess Diploma in Human resource management/Business Administration or related area. ➤ Must have served as a human resource clerk II for at least three (3) years. ➤ Must be Computer Literate.
Human resource Assistant III Human Resource Assistant II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Human Resource Management OR relevant field. ➤ Must have at least three (3) years experience as Senior Human Resource Clerk at Grade 5 OR comparable position. ➤ Must be Computer literate.
Human Resource Assistant II Human Resource Assistant I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Diploma/Higher Diploma in Human Resource management OR relevant field. ➤ Must have at least three (3) years experience as Human Resource Officer II at Grade 6 OR comparable position. ➤ Must be Computer Literate.
Human resource Assistant I Human Resource Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Human Resource Management/Business Studies in relevant area OR its equivalent. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate
Human Resource Officer III Human Resource Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Social Sciences/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Administrative Assistant at Grade 8 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.
Human Resource Officer II Human Resource Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Human Resource Management/Business Studies in relevant area OR its equivalent. ➤ Must be affiliated to a relevant professional body ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Human resource Management/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Human Resource Officer III at Grade 9 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.14: HUMAN RESOURCE SERVICE (Grade 3N – 14N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Human Resource Officer I Senior Human Resource Officer	11N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Human Resource Management/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Human Resource Officer II at Grade 10 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Human Resource Management/Business Studies in relevant area OR its equivalent. ➤ Must have at least five (5) years experience Human Resource Officer II at Grade 10 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate.
Senior Human Resource Officer Assistant Manager	12N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Human Resource Management/Business Studies in relevant area OR its equivalent. ➤ Must have at least three (3) years experience as Human Resource Officer I at Grade 10 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate.
Deputy Human Resource Manager	13N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Human Resource management/Business Studies in relevant area OR its equivalent. ➤ Must have at least five (5) years experience as Senior Human Resource Manager at Grade 12 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Those with a PhD Degree in a related field will have an added advantage. ➤ Must be Computer Literate.
Human Resource Manager	14N	<ul style="list-style-type: none"> ➤ Must possess a PhD in Human Resource Management/Business Studies. ➤ Must have at least three (3) years experience as Deputy Human Resource Manager at Grade 13 OR comparable position. ➤ Must possess relevant professional qualifications. ➤ Must be affiliated to a relevant professional body. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Masters Degree in Human Resource Management/Business Studies. ➤ Must have at least five (5) years experience as Deputy Human Resource Manager at Grade 13 OR comparable position. ➤ Relevant professional qualifications and Member of a relevant professional body. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.15: ESTATES MANAGEMENT (Grade 2N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Office/Environmental Assistant/Assistant Estates Technician III	2N	➤ Must possess KCSE Certificate.
Office Assistant/ Environmental Assistant/ Assistant Estates Technician II	3N	➤ Must possess KCSE Certificate. ➤ Must possess GTT III OR Basic Proficiency Test certificate. ➤ Technician Mate with at least three (3) years and have just attained a GTT III OR Basic Proficiency Test certificate will be considered.
Office Assistant/ Environmental Assistant/ Assistant Estates Technician I	4N	➤ Must possess Certificate of Secondary Education. ➤ Must possess GTT II OR Intermediate Proficiency OR Craft I certificate. ➤ Assistant Technician II with at least three (3) years at Grade 3 OR comparable position and have just attained a GTT II OR Intermediate Proficiency Test certificate will be considered.
Estates Technician III / Office / Environmental Supervisor III	5N	➤ Must possess Diploma in relevant field from recognized Institutions. OR ➤ Must possess KCSE Certificate. ➤ Must possess GTT I OR Final Proficiency OR Craft II certificate. ➤ Must have at least three (3) years experience as Assistant Technician I at Grade 4 OR comparable position.
Estates Technician II/ Office / Environmental Supervisor II	6N	➤ Must possess Diploma OR craft III certificate in relevant field from recognized Institutions. ➤ Must have at least three (3) years experience at Grade 5 OR comparable position.
Office / Environmental/ Estates Supervisor I	7N	➤ Must possess Diploma in relevant field from recognized Institutions. ➤ Must have at least three (3) years experience at Grade 6 OR comparable position.
Estates Officer III	8N	➤ Must possess Higher National Diploma OR Bachelors Degree in relevant field from recognized Institutions. ➤ Must be Computer Literate. OR ➤ Must possess Diploma in relevant field from recognized Institutions. ➤ Must have at least three (3) years experience as Technician I at Grade 7 OR comparable position. ➤ Must be Computer Literate.
Estates Officer II	9N	➤ Must possess Higher National Diploma OR Bachelors Degree in relevant field from recognized Institutions. ➤ Must have at least three (3) years experience as Estates Officer III at Grade 8 OR comparable position. ➤ Must be Computer Literate.
Estates Officer I	10N	➤ Must possess a Masters Degree in the relevant field. ➤ Must be Computer Literate. OR ➤ Higher National Diploma OR Bachelors Degree in relevant field from recognized Institutions. ➤ Must have at least three (3) years experience as Estates Officer II at Grade 9 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.15: ESTATES MANAGEMENT (Grade 2N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Estates Manager	11N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in the relevant field. ➤ Must have at least three (3) years experience as Estates Officer I at Grade 10 OR comparable position. ➤ Must be registered with a relevant Professional body. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Higher National Diploma/Higher Diploma OR Bachelors Degree in relevant field from recognized Institutions. ➤ Must have at least five (5) years experience as Estates Officer I at Grade 10 OR comparable position. ➤ Must be registered with a relevant Professional body. ➤ Must be Computer Literate.
Estates Manager	12N	<ul style="list-style-type: none"> ➤ Must possess a Masters Degree in the relevant field. ➤ Must have at least three (3) years experience as Assistant Maintenance Officer at Grade 11 OR comparable position. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in relevant field from recognized Institutions. ➤ Must have at least five (5) years experience as Assistant Estates Manager at Grade 11 OR comparable position. ➤ Must be registered with a relevant Professional body. ➤ Must be Computer Literate. <p><i>* Clerk of Works duties will be assigned as need arises from among the Maintenance Officers by the Estates Manager.</i></p>

2.2: NON-TEACHING SERVICE (Contd.)

2.2.16: LIBRARY SERVICE (Grade 3N – 15A)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Library Attendant II	3N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education with a mean Grade of C-. ➤ Must possess Certificate in Library and Information Studies.
Bindery Attendant II	3N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess GTT III in Book Binding and Print Finishing from recognized institution.
Library Attendant I	4N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education with a mean Grade of C-. ➤ Must possess Certificate in Library and Information Studies. ➤ Must have at least three (3) years experience as Library Attendant II at Grade 3 OR comparable position.
Bindery Attendant I	4N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess GTT II in Book Binding and Print Finishing from recognized institution. ➤ Must have at least three (3) years experience as Bindery Attendant II at Grade 3 OR comparable position.
Library Assistant III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Library and Information Studies OR equivalent from a recognized institution. ➤ Must be Computer Literate.
Bindery Assistant III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Book Binding and Print Finishing from a recognized institution. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess GTT I OR Craft II Certificate in Book Binding and Print Finishing from recognized institution. ➤ Must have at least three (3) years experience Bindery Attendant I at Grade 4 OR comparable position. ➤ Must be Computer Literate.
Library Assistant II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience as Library Assistant III at Grade 5 OR comparable position. ➤ Must be Computer Literate.
Bindery Assistant II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Book Binding and Print Finishing from a recognized institution. ➤ Must have at least three (3) years experience as Bindery Assistant III at Grade 5 OR comparable position. ➤ Must be Computer Literate.
Library Assistant I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 6 OR comparable position ➤ Must be Computer Literate.
Bindery Assistant I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Book Binding and Print Finishing from a recognized institution. ➤ Must have at least three (3) years experience in Grade 6 OR comparable position. ➤ Must be Computer Literate

2.2: NON-TEACHING SERVICE (Contd.)

2.2.16: LIBRARY SERVICE (Grade 3N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Library Assistant III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must be Computer Literate.
Senior Bindery Assistant III	8N	<ul style="list-style-type: none"> ➤ Must possess Higher Diploma in Book Binding and Print Finishing from a recognized institution. ➤ Must be Computer Literate.
Senior Library Assistant II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 8 OR comparable position. ➤ Must be Computer Literate.
Assistant Head Binder	9N	<ul style="list-style-type: none"> ➤ Must possess Higher Diploma in Book Binding and Print Finishing from a recognized institution. ➤ Must have at least three (3) years experience in Grade 8 OR comparable position. ➤ Must be Computer Literate.
Senior Library Assistant I	10N	<ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Bachelors Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 9 OR comparable position. ➤ Must be Computer Literate.
Head Binder	10N	<ul style="list-style-type: none"> ➤ Higher Diploma in Book Binding and Print Finishing from a recognized institution. ➤ Must have at least three (3) years experience in Grade 9 OR comparable position ➤ Must be Computer Literate.
Assistant Librarian	11N	<ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 10 OR comparable position. ➤ Must be a member of a relevant professional body. ➤ Must be Computer Literate.
Librarian	12N	<ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 11 OR comparable position. ➤ Must be a member of a relevant professional body. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.16: LIBRARY SERVICE (Grade 3N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Librarian – Grade 13N	13N	<ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least three (3) years experience in Grade 12 OR comparable position. ➤ Must have evidence of independent Research in Information Science and must have published one scholarly paper OR a chapter in a scholarly book . ➤ Must be a member of a relevant professional body. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ PhD in Library and Information Studies OR equivalent from a recognized institution ➤ Must be a member of a relevant professional body ➤ Must be Computer Literate.
Deputy University Librarian	14N	<ul style="list-style-type: none"> ➤ PhD in Library and Information Studies OR equivalent from a recognized institution. ➤ Must be a member of a relevant professional body. ➤ Must have evidence of two publications. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least five (5) years experience in Grade 13 OR comparable position. ➤ Must have evidence of independent Research in Information Science and must have published one scholarly paper OR a chapter in a scholarly book. ➤ Must be a member of a relevant professional body. ➤ Must be Computer Literate.
University Librarian	15A	<ul style="list-style-type: none"> ➤ PhD in Library and Information Studies OR equivalent from a recognized institution. ➤ Must be a member of a relevant professional body. ➤ Must have evidence of two scholarly publications OR a chapter in a scholarly book since the last promotion. ➤ Must have at least five (5) years experience in Grade 14 OR comparable position in a large academic library. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Masters Degree in Library and Information Studies OR equivalent from a recognized institution. ➤ Must have at least seven (7) years experience in Grade 14 OR comparable position in a large academic library. ➤ Must be a member of a relevant professional body. ➤ Must have evidence of independent Research in Information Science and must have published one scholarly paper OR a chapter in a scholarly book. ➤ Must be Computer Literate..

2.2: NON-TEACHING SERVICE (Contd.)

2.2.17: SPORTS AND GAMES (Grade 3N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Sports and Games Attendant II	3N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess First Aid Certificate.
Sports and Games Attendant I	4N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess First Aid Certificate. ➤ Must possess Certificate in Coaching from a recognized institution. ➤ Must have at least three (3) years experience in Grade 3 OR comparable position.
Sports and Games Assistant III	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Physical Education OR relevant area from a recognized institution. ➤ Knowledge of maintenance of Sports pitches/courts will be an added advantage. ➤ Must be computer literate.
Sports and Games Assistant II	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Physical Education OR relevant area from a recognized institution. ➤ Must have at least three (3) years experience at Grade 5 OR comparable position. ➤ Knowledge of maintenance of Sports pitches/courts will be an added advantage. ➤ Must be computer literate.
Sports and Games Assistant I	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Physical Education OR relevant area from a recognized institution. ➤ Must have at least three (3) years experience at Grade 6 OR comparable position. ➤ Knowledge of maintenance of Sports pitches/courts will be an added advantage. ➤ Must be computer literate.
Sports & Games Assistant Officer III	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Physical Education OR relevant area from a recognized institution. ➤ Must possess advanced coaching certificate in relevant area. ➤ Must be computer literate.
Sports & Games Assistant Officer II	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Physical Education OR relevant area from a recognized institution. ➤ Must have at least three (3) years experience in Grade 8 OR comparable position. ➤ Must possess advanced coaching certificate in relevant area. ➤ Must be computer literate.
Sports & Games Assistant Officer I	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Physical Education OR equivalent related area from a recognized institution ➤ Must be computer literate. OR ➤ Must possess Bachelors Degree in Physical Education OR relevant area from a recognized institution. ➤ Must have at least three (3) years experience in Grade 9 OR comparable position. ➤ Must possess advanced coaching certificate in relevant area. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.17: SPORTS AND GAMES (Grade 3N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Assistant Sports & Games Officer	11N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Physical Education OR related area from a recognized institution➤ Must have at least three (3) years experience in Grade 10 OR comparable position.➤ Must possess advanced coaching certificate in relevant area.➤ Must be computer literate.
Sports & Games Officer	12N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Physical Education OR related area from a recognized institution.➤ Must have at least three (3) years experience in Grade 11 OR comparable position.➤ Must possess advanced coaching certificate in relevant area.➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.18: PUBLIC RELATIONS (Grade 3N – 13N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Customer Service Assistant III <i>(Switchboard/Front Office)</i>	3N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess Certificate in Front office from a recognized Institution. ➤ Must be Computer Literate.
Customer Service Assistant II <i>(Switchboard/Front Office)</i>	4N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess Certificate in Front Office from a recognized Institution. ➤ Must have at least three (3) years experience in Grade 3 OR comparable position. ➤ Must be Computer Literate.
Customer Service Assistant I <i>(Switchboard/Front Office)</i>	5N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess Diploma in Receptionist/Front office/ Customer care from a recognized Institution. ➤ Must be Computer Literate.
Assistant Public Relations Officer III/Customer Service Supervisor <i>(Switchboard/Front Office)</i>	6N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess Diploma in Communication/Receptionist/Front office/ Customer care from a recognized Institution. ➤ Must have at least three (3) years experience in Grade 5 OR comparable position. ➤ Must be Computer Literate.
Assistant Public Relations Officer II/ Customer Service Officer <i>(Switchboard/Front Office)</i>	7N	<ul style="list-style-type: none"> ➤ Must possess a Certificate of secondary education. ➤ Must possess Diploma in Telephone Operation from a recognized Institution. ➤ Must have at least three (3) years experience in Grade 6 OR comparable position. ➤ Must be Computer Literate.
Assistant Public Relations Officer I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Public Relations/Mass Communication/ Journalism/ Photography OR equivalent from a recognized Institution. ➤ Must be Computer Literate.
Public Relations Officer III	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Public Relations/Mass Communication/ Journalism/ Photography OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience at Grade 8 OR comparable position. ➤ Must be Computer Literate.
Public Relations Officer II	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area. ➤ Must be Computer Literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess a Bachelors Degree in Public Relations/Mass Communication/ Journalism/ Photography OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience at Grade 9 OR comparable position. ➤ Must be Computer Literate.
Public Relations Officer I	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must have at least three (3) years experience in Grade 10 OR comparable position. ➤ Must be Computer Literate.
Public Relations Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in relevant area from a recognized Institution. ➤ Must have at least three (3) years experience at Grade 11 OR comparable position. ➤ Must be Computer Literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.19: TRANSPORT SERVICE (Grade 3N – 12N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Mechanic III	3N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess GTT III OR Basic Proficiency Test certificate OR Motor Vehicle Mechanic III. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E. ➤ Those who have worked as Mechanics for at least three (3) years experience as Mechanic III and have just attained a GTT III OR Basic Proficiency Test certificate will also be considered.
Mechanic II	4N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess GTT II OR Motor Vehicle Mechanic II. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E. ➤ Those who have worked as Mechanic III at Grade 3 for at least three (3) years and have just attained a GTT II certificate will also be considered.
Mechanic I	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Mechanical Engineering (Automotive Option) OR equivalent from a recognized Institution. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E. ➤ Must possess GTT I in a relevant field. ➤ Must have at least three (3) years experience as Mechanic II at Grade 4 OR comparable position.
Senior Mechanic	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Mechanical Engineering (Automotive Option) OR equivalent from a recognized Institution. ➤ Must have at least three (3) years experience as Mechanic I at Grade 5 OR comparable position. ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID).
Assistant Transport Officer III	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Mechanic at Grade 6 OR comparable position. ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must be computer literate.
Assistant Transport Officer II	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR equivalent in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.19: TRANSPORT SERVICE (Grade 3N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Assistant Transport Officer I	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree OR equivalent in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least three (3) years experience as Assistant Transport Officer II at Grade 8 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate.
Senior Assistant Transport Officer	10N	<ul style="list-style-type: none"> ➤ Must have Masters Degree in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Bachelors Degree OR equivalent in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least three (3) years experience as Garage Assistant Transport Officer I at Grade 9 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate.
Deputy Transport Officer	11N	<ul style="list-style-type: none"> ➤ Masters Degree in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least three (3) years experience as Senior Assistant Transport Officer at Grade 10 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Bachelors Degree in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least five (5) years experience as Senior Assistant Transport Officer at Grade 10 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.19: TRANSPORT SERVICE (Grade 3N – 12N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Transport Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least three (3) years experience in Grade 11 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Bachelors Degree in Mechanical Engineering (Automotive Option) from a recognized Institution. ➤ Must have at least five (5) years experience as Deputy Transport Officer at Grade 11 OR comparable position. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must possess a Driving license Class A B C E and PSV license. ➤ Must be computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.20: DRIVING SERVICE (Grade 3N – 8N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Driver III	3N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a clean valid driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must have at least three (3) years driving experience. ➤ Must possess a Certificate in First Aid from a recognized institution. ➤ Must possess Occupational Trade Test III for drivers.
Driver II	4N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a clean valid driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must have at least three (3) years accident free driving experience as Driver III at Grade 3 OR comparable position. ➤ Must possess a Certificate in First Aid from a recognized institution. ➤ Must possess Occupational Trade Test III for drivers. ➤ Must have undergone Customer Care training.
Driver I	5N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a clean valid driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must have at least five (5) years driving experience as Driver II at Grade 4 OR comparable position, three (3) of which must be accident free. ➤ Must possess a Certificate in First Aid from a recognized institution. ➤ Must possess Occupational Trade Test II for drivers. ➤ Must possess Suitability Test for Drivers from the relevant Government Ministry. ➤ Must have undergone Customer Care training.
Senior Driver III	6N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a clean valid driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must have at least five (5) years driving experience as Driver I at Grade 5 OR comparable position, three (3) of which must be accident free. ➤ Must possess a Certificate in First Aid from a recognized institution. ➤ Must possess Occupational Trade Test II for drivers. ➤ Must possess Suitability Test for Drivers from the relevant Government Ministry. ➤ Must have undergone Customer Care training.
Senior Driver II	7N	<ul style="list-style-type: none"> ➤ Must possess Certificate of Secondary Education. ➤ Must possess a clean valid driving license Class A B C E and PSV license. ➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID). ➤ Must have at least five (5) years driving experience as Senior Driver III at Grade 6 OR comparable position, three (3) of which must be accident free. ➤ Must possess a Certificate in First Aid from a recognized institution. ➤ Must possess Occupational Trade Test I for drivers. ➤ Must possess Suitability Test for Drivers from the relevant Government Ministry. ➤ Must have undergone Defensive Driving Training. ➤ Must have undergone Public Relations training.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.20: DRIVING SERVICE (Grade 3N – 8N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Driver I	8N	<ul style="list-style-type: none">➤ Must possess Certificate of Secondary Education.➤ Must possess a clean valid driving license Class A B C E and PSV license.➤ Must possess a Certificate of Good Conduct from Criminal Investigation Department (CID).➤ Must have at least five (5) years driving experience as Senior Driver II at Grade 6 OR comparable position, three (3) of which must be accident free.➤ Must possess a Certificate in First Aid from a recognized institution.➤ Must possess Occupational Trade Test I for drivers.➤ Must possess Suitability Test for Drivers from the relevant Government Ministry.➤ Must have undergone Defensive Driving Training.➤ Must have undergone Public Relations training.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.21: LEGAL AFFAIRS (Grade 5N – 14N)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior Legal Clerk	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Legal Studies from a recognized institution. ➤ Must be Computer literate.
Legal Assistant III	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Legal Studies from a recognized institution. ➤ Must have at least three (3) years experience as Senior Legal Clerk at Grade 5 OR comparable position. ➤ Must be Computer literate.
Legal Assistant II	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Legal Studies from a recognized institution. ➤ Must have at least three (3) years experience as Legal Assistant III at Grade 6 OR comparable position. ➤ Must be Computer literate.
Legal Assistant I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Law. ➤ Must be an Advocate of the High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate.
Assistant Legal III	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Law. ➤ Must have at least three (3) years experience as Legal Assistant I at Grade 8 OR comparable position. ➤ Must be an Advocate of the High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate.
Assistant Legal Assistant II	10N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Law. ➤ Must have at least three (3) years experience as Assistant Legal Assistant III at Grade 9 OR comparable position. ➤ Must be an Advocate of the High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate.
Assistant Legal Officer I	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Law. ➤ Must be Advocate of the High Court. ➤ Must be registered with LSK ➤ Must be Computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Law. ➤ Must have at least three (3) years experience as Assistant Legal Assistant II at in Grade 10 OR comparable position. ➤ Must be Advocate of the High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate.
Senior Assistant Legal Officer	12N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Law. ➤ Must have at least three (3) years experience as Assistant Legal Officer I at Grade 11 OR comparable position. ➤ Must be Advocate of the High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Law. ➤ Must have at least five (5) years experience as Legal Officer at Grade 11 OR comparable position. ➤ Must be Advocate of High Court. ➤ Must be registered with LSK. ➤ Must be Computer literate.

2.2: NON-TEACHING SERVICE (Contd.)

2.2.21: LEGAL AFFAIRS (Grade 5N – 14N) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Deputy Legal Officer	13N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Law.➤ Must have at least five (5) years experience as Senior Legal Officer at Grade 12 OR comparable position.➤ Must be Advocate of the High Court.➤ Must be registered with LSK.➤ Must be a Commissioner of Oaths.➤ Must be Computer literate.
Legal Officer	14N	<ul style="list-style-type: none">➤ Must possess Masters Degree in Law.➤ Must have at least five (5) years experience as Deputy Chief Legal Officer at Grade 13 OR equivalent position.➤ Must be Advocate of the High Court.➤ Must be registered with LSK.➤ Must be a Commissioner of Oaths.➤ Must be Computer literate.

2.3: TEACHING AND NON-TEACHING SERVICES

**2.3.1: INFORMATION TECHNOLOGY & COMMUNICATION SERVICES (I.T.C.S)
(Grade 3N – 15A)**

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
ICT Assistant III	3N	<ul style="list-style-type: none"> ➤ Must possess a certificate of secondary education with at least a mean grade of C- with a minimum of C-in English, Mathematics and other relevant subjects. ➤ Must have undertaken a professional training lasting at least six (6) months in relevant fields.
ICT Assistant II	4N	<ul style="list-style-type: none"> ➤ Must possess a certificate of secondary education. ➤ Must have at least three (3) years' relevant experience as Assistant ICT Officer II at Grade 3 OR comparable position. ➤ Must have undertaken a professional training lasting at least one (1) year in relevant fields.
ICT Assistant I	5N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Computer Science/Computer Technology/Information technology OR its equivalent from a recognized institution.
ICT Officer III	6N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Computer Science/Computer Technology/ Information technology OR equivalent. ➤ Must have at least three (3) years experience as Assistant ICT Officer I at Grade 5 OR comparable position.
ICT Officer II	7N	<ul style="list-style-type: none"> ➤ Must possess Diploma in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Must have at least three (3) years experience as ICT Officer II/Assistant Technician II at Grade 6 OR comparable position. ➤ Relevant professional where required.
ICT Officer I	8N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Relevant professional where required. <p>OR</p> <ul style="list-style-type: none"> ➤ Must possess Higher National Diploma in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Relevant professional where required.
Senior ICT Officer III	9N	<ul style="list-style-type: none"> ➤ Must possess Bachelors Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Must have at least with three (3) years experience as Senior ICT Officer III at Grade 8 OR comparable position. ➤ Relevant professional where required. <p>OR</p> <ul style="list-style-type: none"> ➤ Higher National Diploma in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years in Grade e 8 OR comparable position. Relevant professional where required.

2.3: TEACHING AND NON-TEACHING SERVICES

2.3.1: INFORMATION TECHNOLOGY & COMMUNICATION SERVICES (I.T.C.S) (Grade 3N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Senior ICT Officer II	10N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Computer Science/Computer Technology/Information Technology OR its equivalent OR ➤ Must possess Bachelors Degree in Computer Science/Computer Technology/Information Technology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years experience as Senior ICT Officer III at Grade 9 OR comparable position. ➤ Relevant professional where required. OR ➤ Must possess Higher National Diploma in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Must have at least seven (7) years experience as Senior ICT Officer III at Grade 9 OR comparable position. ➤ Relevant professional where required.
Senior ICT Officer I	11N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent. ➤ Must have at least three (3) years experience as Senior ICT Officer II at Grade 10 OR comparable position. ➤ Relevant professional where required. OR ➤ Must possess Bachelors Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent from a recognized institution. ➤ Must have at least five (5) years in Grade 10 OR equivalent position ➤ Relevant professional where required.
Chief ICT Officer	12N	<ul style="list-style-type: none"> ➤ Masters Degree in Computer Science/Computer Technology/Information Technology OR its equivalent. ➤ Must have at least three (3) years experience as Senior ICT Officer I at Grade 11 OR comparable position. ➤ Relevant professional where required.
Principal ICT Officer	13N	<ul style="list-style-type: none"> ➤ Must possess Masters Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent. ➤ Must have at least three (3) years experience as Chief Principal ICT Officer at Grade 12 OR comparable position. ➤ Those who possess a PhD in Computer Science/ Computer Technology/ Information Technology OR its equivalent will have an added advantage. ➤ Relevant professional where required.
Senior Principal ICT Officer	14N	<ul style="list-style-type: none"> ➤ PhD in Computer Science/Computer Technology/Information Technology OR its equivalent. ➤ Must have at least three (3) years experience as Principal ICT Officer at Grade 13 OR comparable position. ➤ Relevant professional where required. OR ➤ Masters Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent. ➤ Must have at least five (5) years experience as Principal ICT Officer at Grade 13 OR comparable position. ➤ Relevant professional where required.

2.3: TEACHING AND NON-TEACHING SERVICES

2.3.1: INFORMATION TECHNOLOGY & COMMUNICATION SERVICES (I.T.C.S) (Grade 3N – 15A) (Contd.)

POSITION	GRADE	APPOINTMENT/ PROMOTION CRITERIA
Chief Principal ICT Officer	15A	<ul style="list-style-type: none">➤ Must possess PhD Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent.➤ Must have at least three (3) years experience as Deputy Chief Principal ICT Officer at Grade 14 OR comparable position.➤ Relevant professional where required. OR <ul style="list-style-type: none">➤ Masters Degree in Computer Science/Computer Technology/ Information Technology OR its equivalent.➤ Must have at least seven (7) years experience as Deputy Chief Principal ICT Officer at Grade 14 OR comparable position.➤ Relevant professional where required.

Note: The candidates will be expected to be certified by the requisite bodies as may required and approved from time to time depending on their areas of specialization.

2.4: DIRECTORATE SERVICES

Operational staff for all Directorates of the Technical University of Mombasa shall assume the Job Designations, and the Appointment/Promotional requirements of the respective positions in the Non-Teaching service.