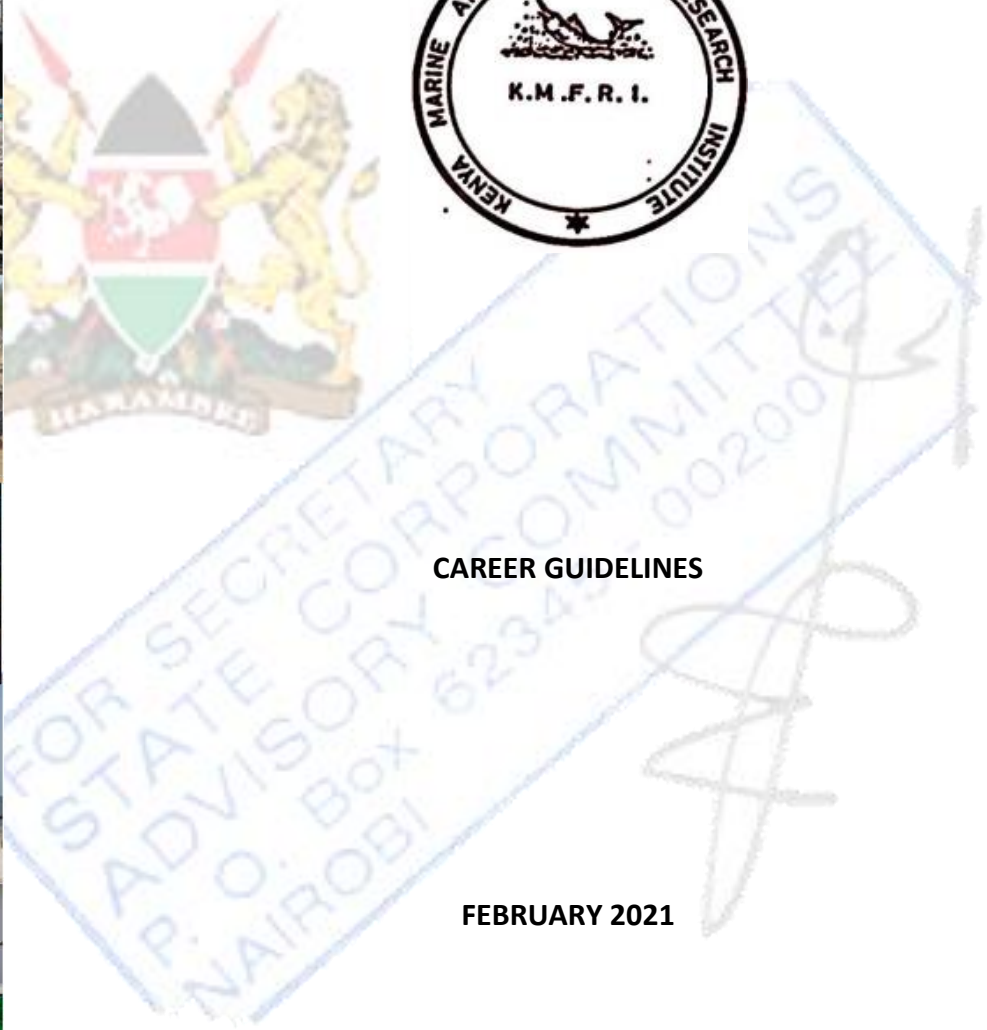


KENYA MARINE AND FISHERIES RESEARCH INSTITUTE



CAREER GUIDELINES

FEBRUARY 2021

Contents

FOREWORD	xi
PREFACE	xii
1.0 General Provisions	1
1.1 Introduction	1
1.2 Mandate	1
1.3 Aims and Objectives of the Career Guidelines	1
1.4 Administration of the Career Guidelines	2
1.5 Training and career development scope	2
1.6 Considerations for advancement	2
1.7 Serving officers	2
1.8 Provision of posts	3
1.9 Incremental credit	3
1.10 Implementation of the Career Guidelines	3
1.11 Grading structure and scope	3
1.12 Recognized Qualifications	4
1.13 Monitoring and Evaluation	4
1.14 Review of the Guidelines	4
2.0 Director General	5
2.1 Career Guidelines for the Director General	5
a. Job Purpose.....	5
b. Functions.....	5
c. Grading Structure and Scope	6
d. Recognized Qualifications.....	6
e. Job and Person Specifications.....	7
3.0 Directorates of Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics	9
3.1 Career Guidelines For Research Scientists	9
a. Job Purpose.....	9
b. Functions.....	9
c. Grading Structure and Scope	10
d. Recognized Qualifications.....	10

e.	Job and Person Specifications.....	11
3.2	Career Guidelines for Laboratory Analysts.....	22
a.	Job Purpose.....	22
b.	Functions.....	22
c.	Grading Structure and Scope	22
d.	Recognized Qualifications.....	23
e.	Job and Person Specifications.....	23
3.3	Career Guidelines for Laboratory Technologists.....	28
a.	Job Purpose.....	28
b.	Functions.....	29
c.	Grading Structure and Scope	29
d.	Recognized Qualifications.....	29
e.	Job and Person Specifications.....	30
3.4	Career Guidelines for Laboratory Technicians	33
a.	Job Purpose.....	33
b.	Functions.....	33
c.	Grading Structure and Scope	33
d.	Recognized Qualifications.....	34
e.	Job and Person Specifications.....	34
3.5	Career Guidelines for Field Assistants	37
a.	Job Purpose.....	37
b.	Functions.....	37
c.	Grading Structure and Scope	37
d.	Recognized Qualifications.....	37
e.	Job and Person Specifications.....	38
3.6	Career Guidelines for Marine Captains	40
a.	Job Purpose.....	40
b.	Functions.....	40
c.	Grading Structure and Scope	40
d.	Recognized Qualifications.....	40
e.	Job and Person Specifications.....	41
3.7	Career Guidelines for Coxswains	45

a.	Job Purpose.....	45
b.	Functions.....	45
c.	Grading Structure and Scope	45
d.	Recognized Qualifications.....	45
e.	Job and Persons Specification.....	45
3.8	Career Guidelines for Deck Officers.....	48
a.	Job Purpose.....	48
b.	Functions.....	48
c.	Grading Structure and Scope	48
d.	Recognized Qualifications.....	48
e.	Job and Persons Specification.....	49
3.9	Career Guidelines for Divers	51
a.	Job Purpose.....	51
b.	Functions.....	51
c.	Grading Structure and Scope	51
d.	Recognized Qualifications.....	52
e.	Job and Persons Specifications	52
3.10	Career Guidelines for Seamen	54
a.	Job Purpose.....	54
b.	Functions.....	54
c.	Grading Structure and Scope	55
d.	Recognized Qualifications.....	55
e.	Job and Persons Specification.....	55
3.11	Career Guidelines for Gear Technologists	58
a.	Job Purpose.....	58
b.	Functions.....	58
c.	Grading Structure and Scope	58
d.	Recognized Qualifications.....	58
e.	Job and Persons Specification.....	59
3.12	Career Guidelines for GIS and Remote Sensing Officers.....	60
a.	Job Purpose.....	60
b.	Functions.....	61

c.	Grading Structure and Scope	61
d.	Recognized Qualifications.....	61
e.	Key Competencies and Skills.....	62
f.	Job and Person Specifications.....	62
4.0	Directorate of Strategy & Planning, Compliance, Partnership Development and Resource Mobilization.....	64
4.1	Career Guidelines for the Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization	64
a.	Job Purpose.....	64
b.	Functions.....	65
c.	Grading Structure and Scope	66
d.	Recognized Qualifications.....	66
e.	Job and Person Specifications.....	67
4.2	Career Guidelines for Planning Officers	70
a.	Job Purpose.....	70
b.	Functions.....	70
c.	Grading Structure and Scope	71
d.	Recognized Qualifications.....	71
e.	Job and Persons Specification	72
4.3	Career Guidelines for Information, Communications and Technology Officers	84
a.	Job Purpose.....	84
b.	Functions:.....	84
c.	Grading Structure and Scope	85
d.	Recognized Qualifications.....	85
e.	Job and Persons Specifications	86
4.4	Career Guidelines for Resource Mobilization and Partnership Development Officers	95
a.	Job Purpose.....	95
b.	Functions.....	95
c.	Grading Structure and Scope	96
d.	Recognized Qualifications.....	96
e.	Job and Persons Specifications	97
4.5	Career Guidelines for Hospitality Officers.....	106

a.	Job Purpose.....	106
b.	Functions.....	106
c.	Grading Structure and Scope	106
d.	Recognized Qualifications.....	107
e.	Job and Persons Specification.....	107
4.6	Career Guidelines for Cooks.....	114
a.	Job Purpose.....	114
b.	Functions.....	114
c.	Grading Structure and Scope	114
d.	Recognized Qualifications.....	114
e.	Job and Persons Specification.....	115
4.7	Career Guideleines for Waiters.....	117
a.	Job Purpose.....	117
b.	Functions.....	117
c.	Grading Structure and Scope	117
d.	Recognized Qualifications.....	118
e.	Job and Persons Specification.....	118
4.8	Career Guidelines for Capacity Building Officers	120
a.	Job Purpose.....	120
b.	Functions.....	120
c.	Grading Structure and Scope	121
d.	Recognized Qualifications.....	121
e.	Key Competencies and skills	122
f.	Job Specification and Person Specification.....	122
4.9	Career Guidelines for Risk Management and Quality Assurance Officers	125
a.	Job Purpose.....	125
b.	Functions.....	125
c.	Grading Structure and Scope	126
d.	Recognized Qualifications.....	127
e.	Job and Person Specifications.....	127
4.10	Career Guidelines for Business Development Officers	135
a.	Job Purpose.....	135

b.	Functions.....	135
c.	Grading Structure and Scope	136
d.	Recognized Qualifications.....	136
e.	Job and Person Specifications.....	137
4.11	Career Guidelines for Sales and Marketing Officers	143
a.	Job Purpose.....	143
b.	Functions.....	143
c.	Grading Structure and Scope	143
d.	Recognized Qualifications.....	144
e.	Job and Person Specification	144
5.0	Directorate of Corporate Services	147
5.1	Career Guidelines for Director, Corporate Services	147
a.	Job Purpose.....	147
b.	Functions.....	147
c.	Grading Structure and Scope	148
d.	Recognized Qualifications.....	148
e.	Director, Corporate Services - KMFRI Grade 2.....	149
5.2	Career Guidelines for Accountants	151
a.	Job Purpose.....	151
b.	Functions.....	151
c.	Grading Structure and Scope	152
d.	Recognized Minimum Qualifications	153
e.	Key Competencies.....	153
f.	Job and Person Specifications.....	153
5.3	Career Guidelines for Human Resource Management Officers.....	163
a.	Job Purpose.....	163
b.	Functions.....	164
c.	Grading Structure and Scope	164
d.	Recognized Qualifications.....	165
e.	Key Competencies.....	166
f.	Job and Person Specifications.....	166
5.4	Career Guidelines for Administration Officers.....	177

a.	Job Purpose.....	177
b.	Functions.....	177
c.	Grading Structure and Scope	177
d.	Recognized Qualifications.....	178
e.	Key Competencies.....	178
f.	Job and Person Specifications.....	178
5.5	Career Guidelines for Office Administrators	186
a.	Job Purpose.....	186
b.	Functions.....	187
c.	Grading Structure and Scope	187
d.	Recognized Qualifications.....	188
e.	Key Competencies and Skills.....	188
f.	Job and Person Specifications.....	189
5.6	Career Guidelines for Office Assistants	194
a.	Job Purpose.....	194
b.	Functions.....	194
c.	Grading Structure and Scope	195
d.	Recognized Qualifications.....	195
e.	Key Competencies and Skills.....	196
f.	Job and Person Specifications.....	196
5.7	Career Guidelines for Drivers.....	198
a.	Job Purpose.....	198
b.	Functions.....	198
c.	Grading Structure and Scope	199
d.	Recognized Qualifications.....	199
e.	Key Competencies.....	200
f.	Job and Person Specifications.....	200
5.8	Career Guidelines for Security Officers	203
a.	Job Purpose.....	203
b.	Functions.....	203
c.	Grading Structure and Scope	204
d.	Recognized Qualifications.....	204

e.	Key Competencies.....	204
f.	Job and Person Specifications.....	205
5.9	Career Progression Guidelines for Corporate Communication and Public Relations Officers	
	207	
a.	Job Purpose.....	207
b.	Functions.....	207
c.	Grading Structure and Scope	208
d.	Recognized Qualifications.....	209
e.	Key Competencies.....	210
f.	Job and Person Specifications.....	210
5.10	Career Guidelines For Customer Care Assistants	226
a.	Job Purpose.....	226
b.	Function	226
c.	Grading Structure and Scope	226
d.	Recognized Qualifications.....	227
e.	Job and Person Specifications.....	227
5.11	Career Guidelines For Information Scientists	231
a.	Job Purpose.....	231
b.	Functions.....	231
c.	Grading Structure and Scope	231
d.	Recognized Qualifications.....	232
e.	Key Competencies and Skills.....	233
f.	Job and Person Specifications.....	233
5.12	Career Guidelines For Records Management Officers	241
a.	Job Purpose.....	241
b.	Functions.....	242
c.	Grading Structure and Scope	242
d.	Recognized Minimum Qualifications	243
e.	Key Competencies and Skills.....	243
5.13	Career Guidelines Artisans	249
a.	Job Purpose.....	249
b.	Functions.....	249

c.	Grading Structure and Scope	249
d.	Recognized Qualifications.....	249
e.	Job and Person Specifications.....	250
5.14	Career Guidelines for Engineering Technicians	258
a.	Job Purpose.....	258
b.	Functions.....	258
c.	Grading Structure and Scope	258
d.	Recognized Qualifications.....	259
e.	Job and Person Specifications.....	259
5.15	Career Guidelines for Engineers	262
a.	Job Purpose.....	262
b.	Functions.....	262
c.	Grading Structure and Scope	262
d.	Recognized Qualifications.....	263
e.	Job and Person Specifications.....	263
6.0	Office of the Corporation Secretary/ Director of Legal Services Directorate	268
6.1	Career Guidelines for Corporation Secretary and Legal Officers.....	268
a.	Job Purpose.....	268
b.	Functions.....	268
c.	Grading Structure and Scope	269
d.	Recognized Qualifications.....	269
e.	Key Competencies and Skills.....	270
f.	Key Competencies and Skills.....	271
7.0	Supply Chain Management Department.....	284
7.1	Career Guidelines for Supply Chain Management Officers and Assistants.....	284
a.	Rationale	284
b.	Functions.....	284
c.	Grading Structure and Scope	284
d.	Recognized Qualifications.....	285
e.	Job and Person Qualifications.....	285
8.0	Directorate of Internal Audit	294
8.1	Career Guidelines for Internal Auditors	294

a. Job Purpose..... 294

b. Functions..... 294

c. Grading Structure and Scope 295

d. Recognized Qualifications..... 296

e. Job and Person Specifications..... 296



FOREWORD

A career progression guideline is an important human resource management tool that facilitates recruitment, retention, development, training and promotion on the basis of merit, competence and ability. With the development of these career progression guidelines that are in tandem with government policies and relevant circulars, effective implementation of the career guideline will usher in a new dawn for the Institute.

Staff members will be empowered, motivated and facilitated to contribute effectively towards achievement of Institute's mandate which is key to the development agenda of our nation. These career progression guidelines provide a linkage between an officer's performances, career advancement, and adopts a new job classification based on complexities of the roles, qualifications and competencies required to undertake work at different levels.

It is therefore, my expectation that the Institute shall have a robust, re-energized work force which will raise the level of service delivery to our stakeholders.

I therefore, urge the KMFRI Management and all those involved to ensure effective implementation of this career guidelines.

Hon. John Safari Mumba
CHAIRMAN, BOARD OF MANAGEMENT

PREFACE

The need to have effective career progression guidelines for the Institute cannot be overemphasized. For the Institute to realize its strategic plan, mandate and objectives, career progression guidelines that ensure specific qualifications, skills and competencies for cadres are required.

Some of the human resource capacity challenges that have been facing the Institute relate to attraction, motivation and staff retention of the highly specialized researchers and professional staff. The career progression guidelines (CPG) seek to address such challenges by providing linkages to Institute's Strategic Plans, Performance Contracting and Performance Appraisal System.

The career guidelines will provide job holder's specifications which are varied to suit the nature and operations of Institute. Further, the CPG outlines the personal qualities and core competencies required for each job classification (cadre).

The implementation of this career progression guidelines will improve the way human resources are managed and at the same time motivate and equip employees with the right skills for service delivery.

Prof. James Muriithi Njiru, PhD
DIRECTOR GENERAL | CHIEF EXECUTIVE OFFICER

1.0 General Provisions

1.1 Introduction

Kenya Marine and Fisheries Research Institute (KMFRI) is a state corporate body, established in 1979 under the Science and Technology Act (Cap 250), which has since been repealed by the Science, Technology, and Innovation Act No. 28 of 2013. Both Acts, in principle recognize the need to create an environment conducive to effective research necessary for national development. This calls for the creation of a team of adequate, competent, and dedicated research scientists as well as support personnel. KMFRI largely relied on the Civil Servants Scheme of service guidelines since its establishment in 1979 until 7th October 2011 when it developed its comprehensive scheme of service for scientists and support staff. There have however been delays and snags in the implementation of the harmonized Scheme of Service of 2011. This has caused inadequate job evaluation and workload analysis hence resulting in exodus of scientists and support staff. It is in view of this that this review has been done to establish a comprehensive reward system that can attract and retain highly qualified and competent research and support staff. Further, the Career Progression Guidelines provides for a grading structure and prescribes job descriptions, qualifications, and method of advancement for each of the designations.

1.2 Mandate

KMFRI is mandated to undertake research in marine and freshwater fisheries; aquaculture; environmental and ecological sciences; and chemical and physical oceanography, to provide scientific data and information to enhance sustainable exploitation, management, and conservation of Kenya's marine and fisheries resources, and promote aquatic environmental protection, food security, poverty alleviation, and employment creation. The institute also co-operates with other local and international organizations and institutions on matters relevant to research on marine and fresh water fishery resources and environment. In addition, KMFRI works with international partners in the public and private sector, as well as in the voluntary and community sector, to support the achievement of economic development priorities, in part, through the empowerment of local communities, institutional capacity building and address sustainability of programs; KMFRI liaises with and advises the National and County Governments in Kenya on matters relevant to development and management of marine and fresh water fishery resources and environment and the dissemination of research findings.

1.3 Aims and Objectives of the Career Progression Guidelines (CPG)

The aims and objectives of the CPG are:

- i. To establish a well-defined career structure that will attract, motivate, and retain high caliber staff at different levels of responsibility in the service of the Institute.
- ii. To facilitate career planning and succession management.
- iii. To provide for competent and effective cadre of staff with a consistent sense of professional integrity in the management of the Institute's finances.
- iv. To establish well-defined criteria for recruitment, training, appointments and advancement to higher grades in recognition of knowledge, performance, ability and integrity as reflected in the quality of work.

- v. To establish and maintain high quality accounting and financial management services in the Institute.
- vi. To develop clear job descriptions and job specifications with clear delineation of duties and responsibilities at all levels of each respective cadre, so as to ensure proper deployment and utilization of KMFRI personnel.

1.4 Administration of the Career Progression Guidelines (CPG)

The CPG will be separately but uniformly administered by the Director General in consultation with the Board of Management who will ensure that the CPG operates in accordance with the provisions made herein. In administering the CPG, the Board of Management will recognize the crucial importance of facilitating basic training of the institute's personnel to ensure that they are motivated, and their skills and talents are fully realized. The Director General will ensure that provisions of the CPG are strictly adhered to for fair and equitable treatment of the staff.

1.5 Training and career development scope

In administering the CPG, the Director General will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the respective cadres. However, Officers are also encouraged to undertake private initiatives and undergo training for self-development.

1.6 Considerations for advancement

In these guidelines, the minimum number of years required to advance from one job grade to the next will be as set out in the respective job specification subject to satisfactory performance and availability of a vacancy within the institution's approved establishment. Satisfactory performance shall be objectively assessed using the institute's performance management system. Advancement from one grade to another will also depend on:

- i. Relevant training and acquired experience for the particular cadre;
- ii. Merit and ability as reflected in work performance based on the institute's performance management system; and
- iii. Approval of the Board of Management where applicable.

In exceptional circumstances, such as Exemplary Performance, the Board may waive the time-in-service and time-in-grade requirements provided the officer meets all the other requirements.

1.7 Serving officers

Serving officers will adopt and convert as appropriate to the new grading structure and designations as stipulated in these Career Progression Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience stipulated in the CPG.

However, serving officers who meet all qualifications and/or experience requirements, except the minimum KCSE grade, for advancement to the next grade shall be considered provided they have attained

post-secondary school qualifications that would normally require the minimum KCSE grade for that position.

1.8 Provision of posts

These Career Progression Guidelines does not constitute authority for creation of posts(s). Any additional post(s) required under the new grading structure should be submitted for consideration and approval by the Board of Management.

1.9 Incremental credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications for a given grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credits, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade shall be excluded.

1.10 Implementation of the Career Progression Guidelines (CPG)

These Career Progression Guidelines will become operational with effect from the date of approval by the KMFRI Board of Management, upon concurrence by the State Corporations Advisory Committee (SCAC). On implementation, all serving officers will automatically convert to the respective positions in the CPG.

1.11 Grading structure and scope

This Career Progression Guidelines provides for the banding of KMFRI personnel in fifteen (15) broad categories based on their distinct roles. The fifteen categories are:

- i. Research Scientists;
- ii. Laboratory Technicians, Technologists and Analysts;
- iii. Maritime personnel;
- iv. Maintenance Department Personnel;
- v. Human Resource Management personnel;
- vi. Office Administrative Services personnel;
- vii. Finance and Planning personnel;
- viii. Internal Audit Personnel;
- ix. Supply Chain Management personnel;
- x. Communication Service personnel
- xi. Corporate Affairs personnel;
- xii. Legal Office personnel;
- xiii. Security Personnel;
- xiv. Drivers;

- xv. Support Personnel.

1.12 Recognized Qualifications

Recognized qualifications will be those attained from recognized institutions and colleges and Government approved Examination Bodies. These will include, among others: -

- i. Recognized Universities and Institutions.
- ii. Kenya National Examinations Council (KNEC).
- iii. Kenya School of Government.
- iv. Polytechnics, Technical and Vocational Training Institutions.
- v. Any other accredited institutions by the Commission for University Education (CUE) or the relevant Government Departments as examining bodies.

1.13 Monitoring and Evaluation

The Board of Management shall continuously monitor and evaluate the implementation of the Career Management Guidelines to ensure effectiveness. Monitoring and evaluation will be in-built in the process to facilitate implementation and achievement of results.

Information on implementation will be obtained from the Institute reports; visits; and through surveys. Specifically, quarterly reports on implementation from the Institute will inform further intervention and reviews.

1.14 Review of the Guidelines

These guidelines will be reviewed after five (5) years from the date of implementation or as circumstances shall determine.

2.0 Director General

2.1 Career Guidelines for the Director General

a. Job Purpose

The Director-General (DG) is the Chief Executive Officer of the Institute. The DG is responsible to the Board of Management for the implementation of the institutional strategy to achieve day to day operations of the Institute, ensuring achievement of the mandate, objectives and strategies of the institute, formulation of policies, prudent management of resources including financial and human resources, and implementation of the Board of Management decisions and enhancing the corporate image of the institute.

b. Functions

The Director General is responsible for the following functions:

- i. Advising the Board of Management on all policies and strategies related to Marine and Fisheries research.
- ii. Day to day operations of the institute.
- iii. Providing leadership to senior management and staff.
- iv. Prepare the annual budgets and establish proper internal controls.
- v. Responsible for the execution and communication of the Boards strategies, decision and policies.
- vi. Developing and recommending to the Board of Management the annual business plans for the organization.
- vii. Ensuring that the organization has an effective management structure including succession plans.
- viii. Ensuring that all Board papers are accurately written, are relevant and are availed to the Board members in good time.
- ix. Serving as the link between the Board of Management and the Management.
- x. Be responsible for the achievement of the objectives of the organization.
- xi. Put in place effective administrative structures, processes and systems.
- xii. Provide regular, thorough and prompt communication to the Board of Management on key technical financial and administrative matters.
- xiii. Responsible for stakeholder management and the enhancement of the corporate image of the organization.
- xiv. Fostering a corporate culture that promotes ethical practices and good corporate citizenship.
- xv. Ensuring corporate compliance with all statutory, legal, social regulatory requirements in the execution of the institute mandate

- xvi. Serve as the Secretary to the Board of Management.
- xvii. Be the principal spokesperson of the organization.

c. Grading Structure and Scope

The Career Guidelines establishes one (1) grade for the Director General who will be designated and graded as follows: -

Table 1: Director General

S/No.	Designation	KMFRI Grade
1.	Director General	1

d. Recognized Qualifications

- i. Doctorate in a Natural Resource Sciences or any other relevant discipline from a recognized institution;
- ii. Master's degree Natural Resource Sciences or any other relevant discipline from a recognized institution;
- iii. Bachelor's degree Natural Resource Sciences or any other relevant discipline from a recognized institution;
- iv. Membership in a professional body / society;
- v. Leadership course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;
- vi. Relevant years of experience;
- vii. Experience in senior management.
- viii. Evidence of publication in ISI peer reviewed journals;
- ix. Evidence of grant winning proposals developed;
- x. Proficiency in Computer skills;
- xi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- xii. Meets the requirements of Chapter 6 of the Constitution;
- xiii. Demonstration good results in work performance;
- xiv. Proficiency in computer applications;
- xv. Strong communication and reporting skills;
- xvi. Strong managerial skills and ability to lead teams;
- xvii. Mentoring, coaching and leadership skills;

- xviii. Attention to detail and quality orientation skills;
- xix. Problem solving and analytical skills;
- xx. Interpersonal and negotiation skills; and
- xxi. Good team player.

e. Job and Person Specifications

1. Director General - KMFRI Grade 1

a. Job Specification

Reporting to the Board of Management, the duties and responsibilities of the Director General will entail:

- i. Advising the Board of Management on all policies and strategies related to Marine and Fisheries research;
- ii. Responsible for the execution and communication of the Boards strategies, decisions and policies;
- iii. Developing and recommending to the Board of Management the annual business plans, work plans and budgets that are aligned to the overall mandate of the organization and establishment of proper internal controls;
- iv. Ensuring that all Board papers are accurately written, are relevant and are availed to the Board members in good time;
- v. Provide regular, thorough and prompt communication to the Board of Management on key technical financial and administrative matters;
- vi. Serving as the link between the Board of Management and the Management;
- vii. Serving as the Secretary to the Board of Management;
- viii. Overseeing the day to day operations of the institute;
- ix. Providing leadership to senior management and staff;
- x. Responsible for the achievement of the organization's objectives.
- xi. Ensuring that the organization has effective management structures, processes and systems.
- xii. Managing the corporate risks;
- xiii. Safeguarding human capital necessary for optimal corporate performance;
- xiv. Responsible for stakeholder management and the enhancement of the corporate image of the organization;
- xv. Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xvi. Ensuring corporate compliance with all statutory, legal, social regulatory requirements in the execution of the institute mandate; and
- xvii. Being the principal spokesperson of the organization.

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Doctorate degree in any of the following disciplines: Natural Resources Sciences or any other relevant discipline from a recognized institution;
- ii. Master's degree in any of the following disciplines: Natural Resources Sciences or its equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: Natural Resources Sciences or its equivalent qualification from a recognized institution;
- iv. Professional qualification and membership in good standing, where applicable;
- v. Leadership course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;
- vi. At least fifteen (15) years of relevant work experience, eight (8) of which must have been in senior management or a comparable position in public or private sector;
- vii. Must have published a minimum of twenty (20) peer reviewed publications in ISI – indexed journals or book chapters of international standards, ten (10) of which as the first author at the level of Chief Research Scientist or Research Director or equivalent position in a private or public sector;
- viii. Must have developed at least three (3) large proposals that have been funded;
- ix. Demonstrated good results in work performance;
- x. Proficiency in computer applications; and
- xi. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and inter personal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills;
- vi. Conflict management;
- vii. Ability to work under pressure, prioritize and multi task; and
- viii. Strong managerial skills and ability to lead teams.

3.0 Directorates of Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics

3.1 Career Guidelines For Research Scientists

a. Job Purpose

Research scientists are in-charge of implementing KMFRI's mandate of carrying out fisheries and marine research, cooperate with other organizations and institutions of higher learning, liaise with other research bodies within and outside Kenya carrying out similar research; disseminate research findings and technologies for sustainable management of aquatic resources; co-operate with the relevant state agencies in the development of research policies and priorities.

b. Functions

The Research Scientists are responsible for the following functions:

- i. Advising management on all policies and strategies in research;
- ii. Developing and reviewing strategies, policies and programmes in fishery resources development;
- iii. Identifying and advising the Board of Management on Research bodies and Institutions of higher learning within and outside Kenya to collaborate or partner with for enhancing technology and knowledge transfer;
- iv. Establishing linkages with other research bodies and institutions of higher learning within and outside Kenya to enhance technology and knowledge transfer;
- v. Initiating development of guidelines and regulations for research planning and implementation;
- vi. Guiding research planning, implementation and monitoring in any of the following four directorates:
 - a. Oceans and Coastal Systems& BE,
 - b. Freshwater Systems,
 - c. Aquaculture
 - d. Socioeconomics;
- vii. Collaborating in implementation of multidisciplinary research in any of the directorates, centers and stations;
- viii. Dissemination of research findings to publics, institutions of higher learning and other research institutions locally and internationally to increase KMFRI's visibility;
- ix. Building capacity of stakeholders in fisheries research;
- x. Promoting outreach of research programmes through various channels;
- xi. Development of policies for approval of scientific manuscripts for publication;
- xii. Developing guidelines and regulations for research planning and implementation; and

- xiii. Mobilizing resources for research and development.

c. Grading Structure and Scope

The Career Guidelines establishes six (6) grades of Research Scientists who will be designated and graded as follows:-

Table 1: Research Scientists

S/No.	Designation	KMFRI Grade
1.	Assistant Research Scientist	7
2.	Research Scientist	6
3.	Senior Research Scientist	5
4.	Principal Research Scientist	4
5.	Chief Research Scientist	3
6.	Director, Research	2

The position of an Assistant Research Scientist, KMFRI Grade 7 and the Research Scientist KMFRI 6 forms a common establishment.

d. Recognized Qualifications

- i. Doctorate in a Natural Resource Sciences / Relevant Social Sciences or other Related Scientific fields or equivalent from a recognized institution;
- ii. Master's Degree Natural Resource Sciences / Relevant Social Sciences or other Related Scientific fields or equivalent from a recognized institution;
- iii. Bachelor's degree Natural Resource Sciences / Relevant Social Sciences or other Related Scientific fields or equivalent from a recognized institution;
- iv. Membership in a professional body/ society;
- v. Leadership course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;
- vi. Project Management Course lasting not less than one (1) month from a recognized institution;
- vii. Relevant years of experience;
- viii. Number of publications in ISI peer-reviewed journals;
- ix. Proficiency in computer applications;
- x. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- xi. Supervisory course lasting not less than two (2) weeks;
- xii. Meets the requirements of Chapter 6 of the Constitution;

- xiii. Demonstration good results in work performance;
- xiv. Strong communication and reporting skills;
- xv. Strong managerial skills and ability to lead teams;
- xvi. Mentoring, coaching and leadership skills;
- xvii. Attention to detail and quality orientation skills;
- xviii. Problem solving and analytical skills;
- xix. Interpersonal and negotiation skills; and
- xx. Good team player.

e. Job and Person Specifications

1. Assistant Research Scientist - KMFRI Grade 7

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer. An assistant research scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in:-

- i. Identifying research problem with stakeholders;
- ii. Prioritizing research problems for implementation;
- iii. Developing research concepts;
- iv. Identifying relevant literature material;
- v. Collecting of data in the field;
- vi. Data Analysis;
- vii. Writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- viii. Organizing and implementing dissemination activities that include Open days, ASK shows;
- ix. Disseminating research findings in local fora that include seminar, workshops, congress;
- x. Mentor students on attachment, interns and visitors including High School and Colleges;
- xi. Implementing relevant ISO standards in their departments;
- xii. Compiling departmental quarterly and annual reports;

b. Persons Specification

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

- i. Upper second-class Bachelor's Honors degree or equivalent degree in any of the following fields: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management,

Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries and other relevant disciplines from a recognized University.

- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C+ (Plus) or equivalent; and
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Good Communication skills;
- ii. Good Interpersonal skills;
- iii. Good Organizational skills;
- iv. Good team player; and
- v. Ability to work under pressure.

2. Research Scientist - KMFRI Grade 6

A research scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas..

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in identifying research problem with stakeholders;
- ii. Prioritizing research problems for implementation;
- iii. Participating in developing research concepts for donor support;
- iv. Participating in identifying suitable sites for establishing experiment;
- v. Participating in designing experimental trials;
- vi. Collecting of data in the field;
- vii. Assist in budgeting for research projects and resource management;
- viii. Participating in data analysis and preparation of reports;
- ix. Participating in writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- x. Supervising the implementation of dissemination activities that include Open days, ASK shows;
- xi. Disseminating research findings in local and international meetings that include seminar, workshops, congress;
- xii. Mentor students on attachment, interns and visitors including High School, Colleges;
- xiii. Participating in implementing relevant ISO standards in their departments; and

- xiv. Develop and produce reports and peer reviewed publications to disseminate research findings and innovations to end users
- xv. Data entry, analysis and interpretation of research data using specialized computer software.
- xvi. Develop and submit metadata
- xvii. Participate and assist in knowledge sharing/transfer and mentoring of ARO's

b. Persons Specification

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

- i. At least three (3) years of relevant work experience as an Assistant Research Scientist or a comparable position in the public or private sector;
- ii. Bachelor's degree or equivalent degree in any of the following fields: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Bio-statistics, Marine engineering, Geology, Sociology, Economics, Anthropology, Biometrics, Biotechnology; or any other aquatic, fisheries and other relevant disciplines from a recognized institution;
- iii. Published a minimum of two (2) peer reviewed publications in ISI-indexed journals.
- iv. Proposal writing and/or publication courses
- v. Proficiency in computer applications;
- vi. Demonstrated merit and ability as reflected in work performance and results; and
- vii. Meets the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Good communication and reporting skills;
- ii. Attention to detail and quality orientation skills;
- iii. Problem solving and analytical skills;
- iv. Good interpersonal and negotiation skills;
- v. Conflict management;
- vi. Team building; and
- vii. Ability to work under pressure.

3. Senior Research Scientist – KMFRI Grade 5

A senior research scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Prioritizing research problems for implementation;

- ii. Developing research concepts for donor support;
- iii. Guiding research scientists in identification of research areas;
- iv. Reviewing project proposals, scientific publications and grant applications for submission;
- v. Coordinating medium sized multi-disciplinary research teams;
- vi. Budgeting for research projects and resource management;
- vii. Writing relevant technical reports including refereed journal papers, book chapters, research notes, technical notes, conference papers and posters, dissemination flyers for stakeholder sensitization;
- viii. Disseminating research findings in local and international fora that include seminar, workshops, congress;
- ix. Briefing visitors including County and National government on the institution's research activities;
- x. Participating in planning and executing relevant capacity building courses to improve research skills for scientists;
- xi. Implementing relevant ISO standards in their departments;
- xii. Training, supervising and mentoring scientists, technologists, and students;
- xiii. Implementing institute's and national aquatic research policies;
- xiv. Identifying innovations and technologies for up-scaling;
- xv. Assist in providing scientific advisory services on behalf of the Institute;
- xvi. Responding to calls for proposals for consultancies (e.g. on development projects, status of environment) upon request
- xvii. Developing Policy briefs
- xviii. Organizing monthly internal seminars
- xix. Participating in conferences, field days, and workshop
- xx. Participating in joint research (both locally and internationally) through combined development of research proposals and publications
- xxi. Soliciting for grants to organize scientific workshops (local, regional, international)

b. Persons Specification

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

- i. At least six (6) years of relevant experience, three (3) of which must have been as a Research Scientist or a comparable position in the public or private sector;
- ii. Bachelor's degree or equivalent degree in any of the following fields: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental

studies, Geology, Bio-statistics, Marine engineering, Sociology, Economics, Anthropology, Biometrics, Biotechnology; or any other aquatic, fisheries and other relevant disciplines from a recognized institution;

- iii. Master's degree in any of the following fields: Marine or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies; or equivalent from a recognized institution;
- iv. Published a minimum of five (5) peer reviewed publications in ISI-indexed journals, with at least two (2) first authorship as a Research Scientist, KMFRI Grade 6, or a comparable position.
- v. A supervisory course lasting not less than two (2) weeks.
- vi. Project Management Course lasting not less than one (1) month from a recognized institution;
- vii. Demonstrated professional competence as reflected in work performance and results; and
- viii. Meets the requirements of Chapter 6 of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

4. Principal Research Scientist - KMFRI Grade 4

A Principal research scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Advising the Director on matters of research and development in respective directorate;
- ii. Participating in developing aquatic and allied natural resources, research and development policies;
- iii. Participating in the coordination of research and development activities in high profile international fora and publications;
- iv. Developing and coordinating medium to large sized multi-disciplinary research teams;
- v. Identifying opportunities for international profile and reputation of the institute;
- vi. Participating in monitoring and evaluation of research and development activities;
- vii. Developing proposals for resource mobilization for research and development;

- viii. Participating in writing appropriate technical reports including refereed journal papers, book chapters, research notes, technical notes, conference papers and posters, dissemination flyers;
- ix. Disseminating research findings in local and international fora that include seminar, workshops, congress;
- x. Briefing visitors including County and National government on department research activities;
- xi. Planning and executing relevant courses to improve research skills for scientists;
- xii. Participating in implementing relevant ISO standards in their departments;
- xiii. Coordinating the training, supervision and mentoring of scientists, technologists, and students;
- xiv. Coordinating the identification of innovations and technologies for up-scaling.
- xv. Monitoring and evaluation of research contracts;
- xvi. Providing scientific advisory services;
- xvii. Coordinating the development, implementation and review of the institute's and national marine and fisheries research policies;
- xviii. Coordinate the supervision of interns and students on attachment
- xix. Appraisal of staff
- xx. Coordination of proposal developments for research work;
- xxi. Mentoring young scientists and technical staff.
- xxii. Identifying research questions and development proposals
- xxiii. Reviewing research proposals developed by scientists
- xxiv. Reviewing Environmental Impact Assessments and Audit from NEMA
- xxv. Coordinate the development of research budgets for preparation of annual research work plan
- xxvi. Mentoring and guiding scientists and technical staff;
- xxvii. Presentation of research proposals and findings to stakeholders;
- xxviii. Linking up and networking with research scientists in the region and abroad for new research innovations.

b. Persons Specification

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

- i. At least eight (8) years of relevant experience, at least three (3) years of which as a Senior Research Scientist or in a comparable position in the public or private sector;
- ii. Bachelor's Degree in any of the following; Mathematical Sciences, Earth Sciences, Social Sciences, Environmental Science, Natural Resource Management or; or any other aquatic, fisheries or equivalent from a recognized institution;

- iii. Master's Degree in any of the following; Marine or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies; or equivalent from a recognized institution;
- iv. Doctorate Degree in any of the following; Aquatic or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies; or equivalent from a recognized institution;
- v. Published a minimum of nine (9) peer reviewed publications in ISI-indexed journals, with at least three (3) first authorship as a Senior Research Scientist, KMFRI Grade 5, or a comparable position.
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Evidence of engagement in community work or country contribution
- viii. Evidence of funds development / research funds attraction as Co/Principal in a large project as a Senior Research Scientist;
- ix. Membership in a relevant professional body and in good standing;
- x. Demonstrated outstanding professional competence as reflected in work performance and results.
- xi. Proficiency in computer skills; and
- xii. Meets the requirements of Chapter 6 of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Good interpersonal and negotiation skills;
- v. Conflict management;
- vi. Ability to work under pressure, prioritize and multi task; and
- vii. Strong managerial skills and ability to lead teams.

5. Chief Research Scientist - KMFRI Grade 3

A chief research scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Ensuring the development of aquatic and allied natural resources, research and development policies;

- ii. Ensuring the development and coordination of activities in specific research departments through participation in high profile international fora and publications;
- iii. Ensure the identification and exploitation of opportunities for international profile and reputation of the institute;
- iv. Preparing scientific manuscripts and book chapters for publication;
- v. Reviewing and guiding scientific manuscripts and book chapters by research scientists for publication
- vi. Ensuring effective monitoring and evaluation of research and development activities;
- vii. Ensuring the development of proposals for external resource mobilization for research and development;
- viii. Mentoring, supervising and guiding scientists and technical staff within the department;
- ix. Ensuring the preparation of the departmental quarterly and annual reports;
- x. Appraising staff performance;
- xi. Reviewing technical reports including refereed journal papers, book chapters, research notes, technical notes, conference papers and posters, dissemination flyers;
- xii. Disseminating research findings in local and international fora that include seminar, workshops, congress;
- xiii. Developing and coordinating the implementation of large multi-disciplinary national research programmes;
- xiv. Ensuring budgeting and resource management of research programmes;
- xv. Ensuring the implementation of the institute's and national marine and fisheries research policies;
- xvi. Reviewing and guiding scientific publications and research grant applications;
- xvii. Ensuring the identification of innovations and technologies for up-scaling; mentoring,
- xviii. Guiding and supervising scientists
- xix. Spearheads practical application of scientific research results in national development

b. Persons Specification

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

- i. At least ten (10) years relevant experience, three (3) of which must have been at the level of Principal Research Scientist or equivalent position in a research institution in the public or private sector;
- ii. Bachelor's Degree in any of the following; Mathematical Sciences, Earth Sciences, Social Sciences, Environmental Science, Natural Resource Management, aquatic, fisheries and other relevant disciplines from a recognized institution;

- iii. Master's Degree in any of the following; Marine or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies or equivalent from a recognized institution;
 - iv. Doctorate Degree in any of the following; Aquatic or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies; or equivalent from a recognized institution;
 - v. Demonstrated thorough understanding of the Aquatic Resources Sector;
 - vi. A minimum of twelve (12) peer reviewed publications in ISI-indexed journals / book chapters of which at least six (6) are as first author in the level of Principal research Scientist or its equivalent position;
 - vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
 - viii. Evidence of engagement in community work or country contributions
 - ix. Evidence of development/research funds attraction as Co/Principal in a large project.
 - x. Membership of a professional body/ association;
 - xi. Strong interpersonal, communication, facilitation and presentation skills;
 - xii. Demonstrated outstanding professional competence as reflected in work performance and exhibited thorough understanding of national goals, policies, objectives and ability to relate them to research and development function;
 - xiii. Proficiency in Computer skills; and
 - xiv. Meets the requirements of Chapter 6 of the Constitution.
- c. Key Competencies and Skills**
- i. Strong reporting skills;
 - ii. Strong analytical and numerical skills;
 - iii. Strong organization and inter personal skill;
 - iv. Strong negotiation skills;
 - v. Conflict management skills;
 - vi. Ability to work under pressure, prioritize and multi task; and
 - vii. Strong managerial skills and ability to lead teams.

6. Director, Research Science - KMFRI Grade 2

A director, research science may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a. Job Specification

Reporting to the Director General, the duties and responsibilities of the Director, Research Science entail:

- i. Advising the Director General on matters of research and development
- ii. Advising management on all policies and strategies related to marine and fisheries research
- iii. Advising the Board of Management on Research bodies and Institutions of higher learning within and outside Kenya to collaborate or partner with for enhancing technology and knowledge transfer;
- iv. Developing research policies, strategies and programmes related to the specific field;
- v. Overseeing the planning, implementation, monitoring and evaluation of marine and fisheries research;
- vi. Coordination of research conducted in KMFRI research centers and stations;
- vii. Ensuring the presence of KMFRI in complex multi-disciplinary national and international research programmes;
- viii. Enhancing the image and reputation of the institute in international fora;
- ix. Reviewing and guiding scientific publications and research grant applications;
- x. Approving scientific manuscripts for publication;
- xi. Oversee the identification of innovations and technologies for up-scaling;
- xii. Establishing linkages with other research bodies and institutions of higher learning within and outside Kenya to enhance technology and knowledge transfer;
- xiii. Overseeing the dissemination of research findings to publics, institutions of higher learning and other research institutions locally and internationally to increase KMFRI's visibility;
- xiv. Overseeing capacity building of stakeholders in marine and fisheries research and blue economy;
- xv. Overseeing the promotion of outreach of marine and fisheries programmes through various channels;
- xvi. Overseeing the monitoring and evaluation of research activities;
- xvii. Mobilizing resources for research;
- xviii. Overseeing the monitoring and evaluation of research contracts.
- xix. Overseeing the mentoring, management and training of scientists in the respective directorate;
- xx. Deployment of technical staff in the respective directorate;
- xxi. Submitting the directorate quarterly and annual reports;
- xxii. Development of the Directorate's agenda for the Board of Management; and
- xxiii. Prosecuting the agenda of the directorate in the relevant Board Committee Meeting;

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Bachelor's degree or equivalent degree in any of the following fields: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Biometrics, Biotechnology; or any other aquatic, fisheries or equivalent from a recognized institution;
 - ii. Master's degree in any of the following fields: Marine or Fisheries Sciences, Biological or Physical Sciences, Sociology, Economics, Biometrics, Environmental Studies; or equivalent from a recognized institution;
 - iii. Doctorate Degree in in any of the relevant research disciplines applicable to the institute from a recognized institution;
 - iv. At least twelve (12) years' relevant work experience in Research and Development, five (5) of which must be in management or an equivalent position in the private or public sector;
 - v. Published at least 14 peer-reviewed publications in ISI – indexed journals / book chapters of which at least eight (8) are as first author from the latest date of promotion.
 - vi. Led the development of at least three large project proposal that have been funded;
 - vii. Leadership course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution.
 - viii. Strong interpersonal, communication, facilitation and presentation skills;
 - ix. Demonstrated outstanding professional, managerial, and leadership competencies as reflected in work performance and results as exhibited thorough the understanding of national goals, policies, and objectives.
 - x. Ability to relate national goals, policies and objectives to marine and fisheries research and development function;
 - xi. Proficiency in computer applications; and
 - xii. Meets the requirements of Chapter 6 of the constitution of Kenya.
- c. Key Competencies and Skills**
- i. Strong communication and reporting skills;
 - ii. Strong analytical and numerical skills;
 - iii. Strong organization and inter personal skill;
 - iv. Mentoring, coaching and leadership skills;
 - v. Interpersonal and negotiation skills;
 - vi. Conflict management skills; and
 - vii. Strong managerial skills and ability to lead teams.

3.2 Career Guidelines for Laboratory Analysts

a. Job Purpose

The Laboratory Analysts are responsible for carrying out diagnostic work in laboratories, including sampling or receiving of specimen, identification, incubation and applying standard procedures to derive desired results. Further, the officers evaluate the results and collaborate with the scientists in drawing out the way forward in terms of application of the results.

b. Functions

The laboratory personnel are responsible for the following functions:

- i. Developing, validating and implementing standard operating procedures in specified laboratories;
- ii. Carrying out analytical and diagnostic work;
- iii. Recording and managing analytical data;
- iv. Validating application of new analytical techniques and kits;
- v. Developing appropriate specifications for laboratory consumables and equipment;
- vi. Formulating and implementing laboratory quality control procedures;
- vii. Evaluating laboratory services;
- viii. Implementation of good laboratory practices;
- ix. Undertaking laboratory risk assessment;
- x. Preventive maintenance of laboratory equipment;
- xi. Technical evaluation of quotations and tenders for laboratory supplies; and
- xii. Monitoring and evaluation of laboratory services

c. Grading Structure and Scope

The Career Guideline establishes five (5) grades of Laboratory Analysts who will be designated and graded as follows:

Table: Laboratory Analysts

S / No	Designation	KMFRI Grade
1.	Laboratory Analyst	7
2.	Senior Laboratory Analyst	6
3.	Principal Laboratory Analyst	5
4.	Assistant Director, Laboratory Services	4
5.	Deputy Director, Laboratory Services	3

The grades of Laboratory Analyst / Senior Laboratory Analyst KMFRI Grade 7 / 6 will form a common establishment.

d. Recognized Qualifications

- i. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management or equivalent from a recognized institution;
- ii. Master's Degree in any of the following; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management or equivalent from a recognized institution.
- iii. Professional qualification and membership;
- iv. Publication of peer reviewed papers in ISI-indexed journals;
- v. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C+ or equivalent
- vi. A Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution.
- viii. Leadership course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution.
- ix. Proficiency in computer applications
- x. Demonstrated competence in work performance.
- xi. Meets the requirements of Chapter Six of the Constitution.

e. Job and Person Specifications

1. Laboratory Analyst – KMFRI Grade 7

This will be the entry grade for graduates into this cadre. An officer at this level will work under direct supervision of a senior officer.

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Identifying the chemical and consumables required for an experiment;
- ii. Collecting and preparing samples and specimens, managing and safely disposing samples and specimens;
- iii. Maintaining the inventory of laboratory equipment;
- iv. Carrying out experimental work;
- v. Undertaking analytical work;
- vi. Maintaining and preserving specimens and cultures;

- vii. Recording of experimental data;
- viii. Setting and maintaining laboratory equipment;
- ix. Maintaining laboratory records; and
- x. Carrying out demonstrations of laboratory functions to clients/visitors.

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C plus (C+) or equivalent
- iii. Proficiency in computer applications
- iv. Meets the requirements of chapter 6 of the Constitution of Kenya.

c. Key Competencies and Skills

- i. Communication skills
- ii. Interpersonal skills
- iii. Organizational skills
- iv. Computer proficiency

2. Senior Laboratory Analyst - KMFRI Grade 6

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. The duties and responsibilities of the officer will entail:-
- ii. Ordering of laboratory consumables;
- iii. Preparing and managing samples and specimens;
- iv. Safely disposing samples and specimens;
- v. Carrying out analytical work;
- vi. Maintaining and preserving specimens and cultures;
- vii. Recording of experimental data;
- viii. Keeping laboratory records;
- ix. Carrying out routine maintenance of laboratory equipment;
- x. Ensuring laboratory safety; and
- xi. Guiding junior laboratory personnel.

b. Person Specification

For appointment to this grade an officer must have at least:

- i. A minimum of three (3) years of relevant work experience as a Laboratory Analyst or an equivalent position in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C plus (C+) or equivalent.
- iii. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of Chapter 6 of the Constitution;

c. Key Competencies and Skills

- i. Analytical skills;
- ii. Strong communication and reporting skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills.

3. Principal Laboratory Analyst - KMFRI Grade 5

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Implementing the standard operating procedures in specialized laboratories;
- ii. Validating new analytical techniques and kits;
- iii. Requisitioning laboratory consumables;
- iv. Undertaking data analysis;
- v. Preparing, managing and safely disposing samples and specimens;
- vi. Carrying out analytical work;
- vii. Maintaining and preserving specimens and cultures;
- viii. Recording of experimental data;
- ix. Keeping laboratory records;
- x. Carrying out routine calibration and preventive maintenance of laboratory equipment;
- xi. Ensuring laboratory safety; and
- xii. Guiding junior laboratory personnel.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. A minimum of six (6) years of relevant work experience, three (3) of which must be in the position of Senior Laboratory Analyst or its equivalent in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C plus (C+) or equivalent
- iii. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
- iv. A Supervisory Course lasting not less than two (2) weeks from a recognized institution
- v. Proficiency in computer applications
- vi. Meets the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Analytical skills;
- ii. Strong communication and reporting skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills.

4. Assistant Director, Laboratory Services - KMFRI Grade 4

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Implementation of the standard operating procedures in specialized laboratories;
- ii. Validation and application of new analytical techniques and kits;
- iii. Determination of standards for analytical work and analysis;
- iv. Managing and safe disposal samples and specimens;
- v. Maintenance and preservation of specimens and cultures;
- vi. Implementing and monitoring departmental policies and procedures for recording and safe custody of experimental data;
- vii. Managing the inventory of laboratory consumables;
- viii. Implementing and monitoring the departmental plans and policies on maintenance and calibration of laboratory equipment; and
- ix. Facilitating implementation of good laboratory practices;

b. Person Specification

- i. A minimum of eight (8) years of relevant work experience, three (3) of which must be in the position of Principal Laboratory Analyst or its equivalent in the public or private sector.
 - ii. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
 - iii. Master's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
 - iv. Published a minimum of two (2) peer reviewed publications in ISI-indexed journals.
 - v. Professional qualification and membership;
 - vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
 - vii. Proficiency in computer applications; and
 - viii. Meets the requirements of Chapter six of the Constitution.
- c. Key Competencies and Skills**
- i. Strong communication and reporting skills;
 - ii. Strong analytical and numerical skills;
 - iii. Strong organization and inter personal skill;
 - iv. Mentoring, coaching and leadership skills;
 - v. Interpersonal and negotiation skills;
 - vi. Conflict management;
 - vii. Ability to work under pressure, prioritize and multi task; and
 - viii. Strong managerial skills and ability to lead teams

5. Deputy Director, Laboratory Services - KMFRI Grade 3

a. Job Specifications

Duties and responsibilities of the officer will entail;

- i. Ensuring the implementation of the standard operating procedures in specialized laboratories;
- ii. Ensuring validation and application of new analytical techniques and kits;
- iii. Overseeing analytical work and analysis;
- iv. Ensuring the Managing and safe disposal samples and specimen;
- v. Ensuring the maintenance and preservation of specimens and cultures;
- vi. Ensuring that the department has sufficient policies and procedures for recording and safe custody of experimental data;

- vii. Ensuring that the laboratory has sufficient policies and procedures for management of reagents and consumables.
- viii. Ensuring that the department has sufficient plans and procedures for the maintenance and calibration of laboratory equipment; and
- ix. Ensuring that good laboratory practices are implemented and operate effectively;

b. Person Specification

For appointment to this grade an officer must have at least:

- i. A minimum of ten (10) years of relevant work experience, three (3) of which must be in the position of Assistant Director, Laboratory Services, or its equivalent in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C Plus (C+) or equivalent
- iii. Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
- iv. Master's Degree in any of the following; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution.
- v. Published a minimum of three (3) peer reviewed publications in ISI-indexed journals;
- vi. Proficiency in computer applications;
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution; and
- viii. Meets the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Analytical skills;
- ii. Computer proficiency;
- iii. Strong communication and reporting skills;
- iv. Strong managerial skills and ability to lead teams;
- v. Mentoring, coaching and leadership skills; and
- vi. Interpersonal and negotiation skills.

3.3 Career Guidelines for Laboratory Technologists

a. Job Purpose

The Laboratory Technologists are responsible for carrying out diagnostic work in laboratories, including sampling or receiving of specimen, identification, incubation and applying standard procedures to derive

desired results. Further, the officers evaluate the results and collaborate with the scientists in drawing out the way forward in terms of application of the results.

b. Functions

laboratory personnel are responsible for the following functions:

- i. Developing, validating and implementing standard operating procedures in specified laboratories;
- ii. Carrying out analytical and diagnostic work;
- iii. Recording and managing analytical data;
- iv. Validating application of new analytical techniques and kits;
- v. Developing appropriate specifications for laboratory consumables and equipment;
- vi. Formulating and implementing laboratory quality control procedures;
- vii. Evaluating laboratory services;
- viii. Implementation of good laboratory practices;
- ix. Undertaking laboratory risk assessment;
- x. Preventive maintenance of laboratory equipment;
- xi. Technical evaluation of quotations and tenders for laboratory supplies; and
- xii. Monitoring and evaluation of laboratory services.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Laboratory Technologist who will be designated and graded as follows:

Table 2: Laboratory Technologists

S/No	Designation	KMFRI Grade
1.	Laboratory Technologist	9
2.	Senior Laboratory Technologist	8
3.	Principal Laboratory Technologist	7

The grade of Laboratory Technologist / Senior Laboratory Technologist Grade KMFRI 9 / 8 will form a common establishment.

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C or equivalent

- ii. Diploma in any of the following disciplines: - Applied Biology; Science Laboratory Technology, Analytical Chemistry; Food Science Technology, Environmental science, Microbiology, Biotechnology, Electronics or equivalent from a recognized institution
- iii. Higher National Diploma in Applied Biology / Laboratory Technology / Analytical Chemistry, Microbiology, Food Science Technology, Electronics or equivalent from a recognized institution;
- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- v. Meets the requirements of Chapter Six of the Constitution.
- vi. Demonstrated competence in work performance.

e. Job and Person Specifications

1. Laboratory Technologist - KMFRI Grade 9

a. Job Specification

The duties and responsibilities of the officer will entail:-

- i. Collecting, preparing, managing and safely disposing samples and specimens;
- ii. Carrying out analytical work;
- iii. Cleaning laboratory equipment after use;
- iv. Maintaining and preserving specimens and cultures;
- v. Recording experimental data;
- vi. Maintaining laboratory equipment;
- vii. Keeping and maintaining laboratory records; and
- viii. Carrying out demonstrations of laboratory functions to clients / visitors.

b. Person Specification

- i. Diploma in any of the following disciplines: - Applied Biology; Science Laboratory Technology, Analytical Chemistry; Food Science Technology Environmental science; Natural Resource Management Electrical engineering, electronics engineering, Instrumentation and controls engineering or equivalent from a recognized institution;
- ii. KCSE C- (Minus) or equivalent from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills;
- iii. Good organizational skills; and

- iv. Ability to work under pressure.

2. Senior Laboratory Technologists - KMFRI Grade 8

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Identifying the chemical and consumables required for an experiment;
- ii. Collecting and preparing samples and specimens, managing and safely disposing samples and specimens;
- iii. Maintaining and preserving specimens and cultures;
- iv. Recording of experimental data;
- v. Setting and maintaining laboratory equipment;
- vi. Maintaining laboratory records; and
- vii. Maintaining the inventory of laboratory equipment;
- viii. Carrying out experimental work;
- ix. Undertaking analytical work;
- x. Carrying out demonstrations of laboratory functions to clients/visitors.

b. Person Specification

- i. Diploma in a relevant field;
 - ii. KCSE C (Minus)
 - iii. At least three (3) years relevant work experience;
 - iv. Computer Literacy; and
 - v. Fulfill the requirements of Chapter Six of the Constitution
- OR
- i. Higher National Diploma in Laboratory Technology;
 - ii. At least two (2) years relevant work experience;
 - iii. KCSE C (Minus) or equivalent; and
 - iv. Meets the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i. Good communication and reporting skills;
- ii. Attention to detail and quality orientation skills;
- iii. Good interpersonal and negotiation skills; and
- iv. Supervisory skill
- v. Good interpersonal skills;

3. Principal Laboratory Technologists - KMFRI Grade 7

a. Job Specification

The duties and responsibilities of the officer will entail:-

- i. Implementing the standard operating procedures in specialized laboratories;
- ii. Validating new analytical techniques and kits;
- iii. Requisitioning laboratory consumables;
- iv. Undertaking data analysis;
- v. Preparing, managing and safely disposing samples and specimens;
- vi. Carrying out analytical work;
- vii. Maintaining and preserving specimens and cultures;
- viii. Recording of experimental data;
- ix. Keeping laboratory records;
- x. Carrying out routine calibration and preventive maintenance of laboratory equipment;
- xi. Ensuring laboratory safety; and
- xii. Guiding junior laboratory personnel.

b. Person Specification

- i. A minimum of six (6) years relevant work experience with three (3) years' as a Senior Laboratory Technologist or its equivalent position in the public or private sector.
- ii. Satisfactory work performance.
- iii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- iv. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C (Plain) or equivalent; and
- v. Diploma in any of the following disciplines: - Applied Biology; Science Laboratory Technology, Analytical Chemistry; Food Science Technology, microbiology, Environmental science; Natural Resource Management or equivalent qualification from a recognized institution;

Or

- vi. Higher National Diploma in Applied Biology / Science Laboratory Technology / Analytical Chemistry, Microbiology, Environmental science; Natural Resource Management, Electrical engineering, electronics engineering, Instrumentation and controls engineering or equivalent from a recognized institution where applicable.

c. Key Competencies and Skills

- i. Good communication and reporting skills;

- ii. Attention to detail and quality orientation skills;
- iii. Good interpersonal and negotiation skills; and
- iv. Supervisory skill
- v. Good interpersonal skills;

3.4 Career Guidelines for Laboratory Technicians

a. Job Purpose

The Laboratory technician are responsible for carrying out diagnostic work in laboratories, including sampling or receiving of specimen, identification, incubation and applying standard procedures to derive desired results. They work closely with the laboratory technologist in their activities providing back up. Further, the officers evaluate the results and collaborate with the scientists in drawing out the way forward in terms of application of the results

b. Functions

The laboratory technicians are responsible for the following functions:

- i. Setting up equipment;
- ii. Cleaning up the laboratory;
- iii. Carrying out simple analytic work;
- iv. Collecting and preparing, managing and safely disposing samples and specimens;
- v. Cleaning and storing of laboratory apparatus and equipment;
- vi. Maintaining and preserving specimens and cultures;
- vii. Recording of experimental data;
- viii. Maintaining laboratory equipment;
- ix. Keeping laboratory records; and
- x. Carrying out demonstrations of laboratory functions to clients/visitors.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Laboratory Technicians who will be designated and graded as follows:

Table: Laboratory Technicians

S / No	Designation	KMFRI Grade
1.	Laboratory Technician	11
2.	Senior Laboratory Technician	10
3.	Principal Laboratory Technician	9

The grade of Laboratory Technician / Senior Laboratory Technician Grade KMFRI 11 / 10 will form a common establishment.

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'C-' (minus) or its equivalent qualifications;
- ii. Two-year Science or Biological Laboratory Technician Certificate from Kenya National Examination Council (KNEC) or equivalent from a recognized institution;
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Demonstration of results in work performance;
- v. Relevant years of experience;
- vi. Proficiency in Computer Applications;
- vii. Meet requirements of Chapter Six (6) of the Constitution;
- viii. Communication and reporting skills;
- ix. Attention to detail and quality orientation skills;
- x. Interpersonal and negotiation skills; and
- xi. Supervisory skills;

e. Job and Person Specifications

1. Laboratory Technician - KMFRI Grade 11

a. Job Specification

This is the entry and training grade for laboratory technicians. An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Duties and responsibilities at this grade include

- i. Cleaning and sterilizing laboratory glass ware, surfaces, equipment, raceways, ponds
- ii. Storing of laboratory apparatus and equipment
- iii. Receiving and recording samples from aquatic environment for analysis;
- iv. Support in Collecting, processing and preserving test samples
- v. Participates in arranging the laboratory reagents in cupboards
- vi. Carrying out elementary analytical work
- vii. Disposing of general laboratory waste
- viii. Maintenance of laboratory reports and records
- ix. Assisting in demonstrations of laboratory functions to clients and visitors; and any other duties as may be assigned from time to time.

b. Person Specifications

For appointment to this grade as an officer must have at least:

- i. Kenya Certificate of Secondary Education (KCSE) or equivalent;
- ii. A certificate in any of the following fields: Laboratory Science, Laboratory Technology, Food technology, environmental studies from a recognized institution; OR Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution; Certificate in Computer applications skills from a recognized institution; and
- iii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Integrity.

2. Senior Laboratory Technician - KMFRI Grade 10

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Cleaning tools and equipment in the laboratory
- ii. Collecting, processing, preserving samples from aquatic environment and other sources
- iii. Collecting, preparing, managing and safely disposing samples and specimens
- iv. Participating in carrying out basic analytical work
- v. Maintaining and preserving specimens and cultures
- vi. Recording of experimental data
- vii. Assisting in demonstrations of laboratory functions to clients and visitors
- viii. Guiding junior personnel, interns and students on attachment on laboratory practice
- ix. Assisting senior officers in training and guiding clients on improved technologies and any other duties as may be assigned from time to time.

b. Person Specification

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

- i. At least three (3) years' relevant work experience as Laboratory Technician or a comparable position in the public or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C- or equivalent
- iii. A certificate in any of the following fields: Laboratory Science, Laboratory Technology, Food technology, environmental studies from a recognized institution; OR Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution; Certificate in Computer applications skills from a recognized institution; and
- iv. Meets requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and Skills

- i. Communication skills; and
- ii. Interpersonal skills;
- iii. Integrity.

3. Principal Laboratory Technician - KMFRI Grade 9

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Collecting, preparing, managing and safely disposing samples and specimens;
- ii. Carrying out analytical work;
- iii. Cleaning laboratory equipment after use;
- iv. Maintaining and preserving specimens and cultures;
- v. Recording experimental data;
- vi. Maintaining laboratory equipment;
- vii. Keeping and maintaining laboratory records; and
- viii. Carrying out demonstrations of laboratory functions to clients/visitors.

b. Person Specification

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

- i. At least six (6) years relevant work experience with three (3) years' as Senior Laboratory Technician or a comparable position in the public or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C- or equivalent
- iii. A certificate in any of the following fields: Laboratory Science, Laboratory Technology, Food technology, environmental studies from a recognized institution; OR Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution; Certificate in Computer applications skills from a recognized institution;
- iv. Meets the requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and Skills

- i. Communication skills; and
- ii. Interpersonal skills;
- iii. Integrity.

3.5 Career Guidelines for Field Assistants

a. Job Purpose

Field assistants are responsible for collecting fisheries and aquaculture data. They are also responsible for general management of aquaculture systems. They also assist research scientist in sampling of fish and water from fish ponds, cages and aquaria.

b. Functions

Field assistants are responsible for the following functions:

- i. Collection of fisheries and aquaculture data.
- ii. Daily maintenance of fish ponds, cages and aquaria
- iii. Cleaning of laboratories, fish ponds, cages and aquaria
- iv. Seining and harvesting fish from culture facilities
- v. Feeding of fish in fish ponds, cages and aquaria
- vi. Observing and reporting any abnormal behavior of fish in aquaculture systems.
- vii. Observing and reporting functional faults in aquaculture systems

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Field Assistants who will be designated and graded as follows:

Table: Field Assistants

S / No	Designation	KMFRI Grade
1.	Field Assistant	12
2.	Senior Field Assistant	11
3.	Principal Field Assistant	10

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) or its equivalent qualifications;
- ii. Attended a Supervisory course lasting not less than two (2) weeks from a recognized institution;
- iii. Demonstration of results in work performance;
- iv. Proficiency in computer applications;
- v. Relevant years of experience;
- vi. Meet requirements of Chapter Six (6) of the Constitution;
- vii. Attention to detail;
- viii. Ability to work with minimal supervision; and
- ix. Communication skills.

e. Job and Person Specifications

1. Field Assistant - KMFRI Grade 12

a. Job Specification

This is the entry and training grade for Field Assistants. An officer at this level will work under the supervision and guidance of a more senior and experienced officer.

Duties and responsibilities at this grade include

- i. Assisting in collection and transmission of fisheries and aquaculture data to scientists;
- ii. Assisting in the maintenance of fish ponds and aquaria;
- iii. Cleaning of laboratories, fish ponds and aquaria;
- iv. Assisting in seining and harvesting fish from ponds;
- v. Assisting in feeding of fish in fish ponds and aquaria;
- vi. Assist in observing and reporting abnormal behavior in aquaculture systems; and
- vii. Assist in observing and reporting functional faults in aquaculture systems.

b. Person Specifications

For appointment to this grade as an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) D Plain or equivalent;
- ii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Attention to detail;
- ii. Ability to work with minimal supervision
- iii. Good communication and interpersonal skills

2. Senior Field Assistant - KMFRI Grade 11

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Collection and transmission of fisheries and aquaculture data to scientists;
- ii. Assist in reporting abnormal observations in fisheries and aquaculture data
- iii. Maintenance of fish ponds and aquaria;
- iv. Laboratories, fish ponds and aquaria;
- v. Seining and harvesting fish from ponds and
- vi. Feeding of fish in fish ponds and aquaria
- vii. Observing and reporting abnormal behavior in aquaculture systems
- viii. Observing and reporting functional faults in aquaculture systems

- ix. Assist in fixing minor functional faults in aquaculture systems

b. Person Specification

For appointment to this grade as an officer must have:

- i. A minimum of three (3) years of experience as Field Assistant or equivalent position in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) D Plain or equivalent;
- iii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Attention to detail;
- ii. Ability to work with minimal supervision
- iii. Good communication and interpersonal skills

3. Principal Field Assistant - KMFRI Grade 10

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Collection and transmission of fisheries and aquaculture data to scientists;
- ii. Reporting abnormal observations in fisheries and aquaculture data
- iii. Maintenance of fish ponds and aquaria;
- iv. Laboratories, fish ponds and aquaria;
- v. Seining and harvesting fish from ponds and
- vi. Feeding of fish in fish ponds and aquaria
- vii. Observing and reporting abnormal behavior in aquaculture systems
- viii. Observing and reporting functional faults in aquaculture systems
- ix. Fixing minor functional faults in aquaculture systems

b. Person Specification

For appointment to this grade as an officer must have:

- i. A minimum of six (6) years of relevant work experience in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) D Plain or equivalent;
- iii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Attention to detail;
- ii. Ability to work with minimal supervision
- iii. Good communication and interpersonal skills

3.6 Career Guidelines for Marine Captains

a. Job Purpose

Marine captains are in charge of the following: Overseeing the planning and coordination of vessels' programmes, maintenance/vessel husbandry; career planning for deck personnel; provision of expert advice on all maritime and fishing affairs in the institute.

b. Functions

Marine Captains are responsible for the following functions:

- i. Ensuring that matters pertaining to the Institute's Policy and regulations are adhered to;
- ii. Planning and coordination of vessels' programmes, maintenance/vessel husbandry;
- iii. General discipline and good order of the vessel's crew at all times;
- iv. Preparation of docking list before hand in order to estimate docking charges;
- v. Responsible for safety and efficient navigation of vessel;
- vi. Ensuring compliance with the relevant operational standards, regulations and policies;
- vii. Provision of expert marine operational advice and support to the senior master fisherman and senior scientific managers; and
- viii. Liaising with Chief Gear Technologist in all matters regarding fishing gears i.e. design, new ideas, mending nets etc.

c. Grading Structure and Scope

The Career Guidelines establishes five (5) grades for marine captains as follows:

Table 1: Marine Captains

S/No	Designation	Grade
1	Marine Captain	7
2	Senior Marine Captain	6
3	Principal Marine Captain	5
4	Senior Principal Marine Captain	4
5	Chief Marine Captain	3

d. Recognized Qualifications

The following are the recognized qualifications for the entry into this Career Guideline:

- i. Bachelor of Science degree in Nautical studies, fisheries OR equivalent from a recognized Institution;
- ii. Diploma in Fisheries, nautical studies OR equivalent from a recognized Institution;
- iii. Certificates of competency in / Master Coasting/Master Inland Water /Master unlimited;
- iv. Standards of Training, Certification and Watch Keeping (STCW) course;
- v. Basic Safety Training / Basic Training Certificate or its equivalent from a recognized institution;
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- viii. Swimming skills; and
- ix. Able Seaman Certificate or its equivalent.

e. Job and Person Specifications

1. Marine Captain - KMFRI Grade 7

a. Job Specifications

Duties and responsibilities of the officer will entail assisting in:

- i. Ensuring that matters pertaining to the Institute's Policy and regulations are adhered to.
- ii. Ensuring safety and efficient navigation of vessel;
- iii. Ensuring safety and well-being of super numerary passengers and crew;
- iv. Supervising deck officers on board;
- v. Managing the shipping operations;
- vi. Ensuring compliance with merchants shipping acts are followed at all times at sea;

b. Person Specification

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade C +(Plus) or its equivalent;
- ii. Bachelor's degree in fisheries and Diploma in nautical studies OR Bachelor's degree in Navigation and Diploma in fisheries science or equivalent from a recognized institution;
- iii. Certificate of competency in Class 2 Coasting/ Inland Waters/unlimited or equivalent; and
- iv. Recency: 90 days sea time in the preceding 3 years on vessels of appropriate tonnage as a trainee.

c. Key Competencies and skills

- i. Navigational skills
- ii. Supervisory skills

2. Senior Marine Captain - KMFRI Grade 6

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Ensuring that matters pertaining to the Institute's Policy and regulations are adhered to.
- ii. Ensuring safety and efficient navigation of vessel;
- iii. Ensuring safety and well-being of super numerary passengers and crew;
- iv. Supervising deck officers on board;
- v. Managing the shipping operations;
- vi. Ensuring compliance with merchants shipping acts are followed at all times at sea;
- vii. Keeping watch of ship when afloat;
- viii. Responsible for loading all kinds of cargo;
- ix. Responsible for the stability of the ship;
- x. Preparation of docking list before hand in order to estimate docking charges;
- xi. In charge of all apprentices;
- xii. Custodian of all official documents regarding the ship; and
- xiii. Assisting in all navigational matters.

b. Person Specification

- i. At least three (3) years' relevant work experience as a Marine Captain or equivalent position in the public or private sector;
- ii. Bachelor's degree in fisheries and Diploma in nautical studies OR Bachelor's degree in Navigation and Diploma in fisheries science or equivalent from a recognized institution;
- iii. Certificates of competency in Class 1 Coasting/ Inland Waters/unlimited or equivalent;
- iv. Supervisory Course lasting not less than 2 weeks;
- v. Recency: 90 days sea time in the past 3 years on vessels of appropriate tonnage; and
- vi. 180 days of cumulative sea time as mate, chief mate, or master of ocean or near-coastal and / or Inland Waters on self-propelled vessels.

c. Key Competencies and skills

- i. Navigational skills
- ii. Supervision skills

3. Principal Marine Captain - KMFRI Grade 5

a. Job Specifications

- i. Ensuring that matters pertaining to the Institute's Policy and regulations are adhered to.

- ii. Ensuring safety and efficient navigation of vessel;
- iii. Ensuring safety and well-being of super numerary passengers and crew;
- iv. Planning and coordination of vessels' programs,
- v. Supervising deck officers on board;
- vi. Provision of expert marine operational advice and support to the senior marine captain and senior scientific managers;
- vii. Managing the shipping operations;
- viii. Ensuring compliance with merchants shipping acts are followed at all times at sea;
- ix. Keeping watch of ship when afloat;
- x. Responsible for loading all kinds of cargo;
- xi. Responsible for the stability of the ship;
- xii. Preparation of docking list before hand in order to estimate docking charges;
- xiii. Ensuring proper maintenance/ship husbandry;
- xiv. In charge of all apprentices;
- xv. Custodian of all official documents regarding the ship; and
- xvi. Assisting in all navigational matters.

b. Person Specification

For appointment to this grade, a candidate must have:

- i. At least six (6) years' relevant work experience, at least three (3) of which as a Senior Captain or equivalent position in the public or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ or its equivalent;
- iii. Bachelor's degree in fisheries and Diploma in nautical studies OR Bachelor's degree in Navigation and Diploma in fisheries science or equivalent from a recognized institution;
- iv. Certificates of competency in / Master Coasting/Master Inland Water /Master unlimited;
- v. Supervisory course lasting not less than two (2) weeks, or equivalent, from a recognized institution;
- vi. Recency: 90 days in the past 3 years on vessels of appropriate tonnage; and
- vii. 270 days of service (Sea time) as mate, chief mate, or master of ocean or near-coastal and/or Inland Waters on self-propelled vessels.

c. Key Competencies and skills

- i. Management skills
- ii. Navigational skills

4. Senior Principal Marine Captain - KMFRI Grade 4

a. Job Specifications

- i. Ensuring that matters pertaining to the Institute's Policy and regulations are adhered to.
- ii. Ensuring safety and efficient navigation of vessel;
- iii. Ensuring safety and well-being of super numerary passengers and crew;
- iv. Planning and coordination of vessels' programs,
- v. Supervising deck officers on board;
- vi. Provision of expert marine operational advice and support to the senior marine captain and senior scientific managers;
- vii. Managing the shipping operations;
- viii. Ensuring compliance with merchants shipping acts are followed at all times at sea;
- ix. Keeping watch of ship when afloat;
- x. Responsible for loading all kinds of cargo;
- xi. Responsible for the stability of the ship;
- xii. Preparation of docking list before hand in order to estimate docking charges;
- xiii. Ensuring proper maintenance/ship husbandry;
- xiv. In charge of all apprentices;
- xv. Custodian of all official documents regarding the ship;
- xvi. Assisting in all navigational matters;
- xvii. career planning for deck personnel; and
- xviii. representing the institute in national and international activities in which he/she is expected to participate.

b. Person Specification

For appointment to this grade, a candidate must have:

- i. At least eight (8) years' relevant work experience, three (3) of which must have been at the level of Principal Marine Captain or equivalent position in the public or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent;
- iii. Bachelor of science degree in Nautical studies from a recognized Institution;
- iv. Certificates of competency in / Master Coasting/Master Inland Water /Master unlimited;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Recency: 90 days in the past 3 years on vessels of appropriate tonnage; and

- vii. 360 days of service (Sea time) as mate, chief mate, or master of ocean or near-coastal and/or Inland Waters on self-propelled vessels.

c. Key Competencies and skills

- i. Supervision skills
- ii. Management skills
- iii. Navigational skills

3.7 Career Guidelines for Coxswains

a. Job Purpose

The coxswain is in charge of the following: pilotage of the institute vessels.

b. Functions

Coxswains are responsible for the following functions:

- i. Piloting of small support boats not requiring intricate navigation skills;
- ii. Supervision of Seamen; and
- iii. Effective and efficient performance of all aspects or regulating duties.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) grades of Coxswains as follows;

Table 1: Career guidelines for Coxswains

S/No	Designation	KMFRI Grade
1.	Coxswain	10
2.	Senior Coxswain	9
3.	Principal Coxswain	8

d. Recognized Qualifications

- i. Coxswain certificate of competency or any other relevant equivalent qualifications from a recognized institution.
- ii. Standards of Training Certificate and Watch-keeping (STCW) Survival at Sea Certificate; and
- iii. Exemplary Work Experience.

e. Job and Persons Specification

1. Coxswain - KMFRI Grade 10

A Coxswain will be deployed in the respective research vessels.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Piloting of small support boats not requiring intricate navigation skills;
- ii. Supervision of Seamen; and
- iii. Effective and efficient performance of all aspects or regulating duties.

b. Person Specifications

For appointment to the position of a Seaman, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade D+ (Plus) or its equivalent;
- ii. Coxswain certificate of competency or any other relevant equivalent qualifications from a recognized institution; and
- iii. Proven experience of at least three (3) years in piloting small boats.

c. Key Competencies and skills

- i. Interpersonal skills
- ii. Communication skills
- iii. Swimming skills

2. Senior Coxswain - KMFRI Grade 9

A Senior Coxswain will be deployed in the respective research vessels.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Overseeing the Seamen and Coxswains;
- ii. Piloting boats;
- iii. General discipline and good order of the vessel 's crew at all times;
- iv. Controlling movement of personnel in and out of the vessel at all times;
- v. Maintaining of correct records of the vessel; maintenance of complete records of lost and found property in the vessel and its disposal;
- vi. Executing disciplinary measures within the vessel fairly and in accordance with regulation;
- vii. Supervising crew and ensuring compliance with routines and standing orders; and
- viii. Ensuring that there is no trafficking of unauthorized persons, cargo, or liquor on board.

b. Person Specifications

For appointment to the position of Senior Coxswain, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade D+ (Plus) or equivalent;
- ii. Coxswain Certificate of competency or any other relevant equivalent qualifications from a recognized institution;

- iii. Proven experience of at least six (6) years of which three (3) years must have served as Coxswain in piloting small boats; and

c. Key Competencies and skills

- i. Interpersonal skills
- ii. Communication skills
- iii. Swimming skills

3. Principal Coxswain - Grade 8

A Principal Coxswain will be deployed in the respective research vessels.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Overseeing the Seamen and Coxswains;
- ii. Piloting boats;
- iii. General discipline and good order of the vessel 's crew at all times;
- iv. Controlling movement of personnel in and out of the vessel at all times;
- v. Maintaining of correct records of the vessel;
- vi. Maintenance of complete records of lost and found property in the vessel and its disposal;
- vii. Executing disciplinary measures within the vessel fairly and in accordance with regulation;
- viii. Supervising crew and ensuring compliance with routines and standing orders; and
- ix. Ensuring that there is no trafficking of unauthorized persons, cargo, or liquor on board.

b. Person Specifications

For appointment to the position of Senior Coxswain, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade D+ (Plus) or equivalent;
- ii. Coxswain Certificate of competency or any other relevant equivalent qualifications from a recognized institution;
- iii. Proven experience of at least nine (9) years in piloting small boats; and
- iv. Satisfactorily served as a Senior Coxswain, or equivalent for a minimum of three (3) years.

c. Key Competencies and skills

- i. Interpersonal skills
- ii. Communication skills
- iii. Swimming skills

3.8 Career Guidelines for Deck Officers

a. Job Purpose

The deck officers are in charge of the following: Keeping watch of vessel when afloat; all navigational matters; supervision of all Coxswains and Seamen; and any other duties as may be assigned from time to time.

b. Functions

Deck officers are responsible for the following functions:

- i. Responsible for loading all kinds of cargo;
- ii. Responsible for the stability of the vessel;
- iii. Preparation of docking list before hand in order to estimate docking charges;
- iv. In charge of all apprentices;
- v. Custodian of all official documents regarding the vessel;
- vi. Responsible for safety and efficient navigation of vessel;
- vii. Safety and well-being of super numerary passengers and crew;
- viii. Ultimately responsible for the entire management of the vessel; and
- ix. Responsible for providing food and other relevant provisions on board.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) grades for deck officers as follows:

Table 6: Career Guidelines for Deck officers

S / No	Designation	KMFRI Grade
1.	Third mate	9
2.	Second mate	8
3.	First mate	7

d. Recognized Qualifications

- i. Diploma in Navigation or its equivalent;
- ii. Certificate of competency in Mate Class 2 Coasting/Mate class 2 Inland Waters/2nd
- iii. Mate-unlimited or equivalent;
- iv. Certificates of competency in Mate Class 1 Coasting/Mate class 1 Inland Waters/1st Mate - unlimited or equivalent;
- v. Standards of Training Certificate and Watch-keeping (STCW) Survival at Sea Certificate;

- vi. Demonstrated exemplary work performance;
- vii. Work experience;
- viii. Supervisory Course lasting not less than two (2) weeks;
- ix. Meet requirements of Chapter six of the constitution.

e. Job and Persons Specification

1. Third mate – KMFRI Grade 9

A third mate may be deployed in their respective vessel operational areas.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in:

- i. Keeping watch of the vessel when afloat for safety of the vessel and crew, by supervising the coxswain, engineering technician and seamen.
- ii. Watching over the operations of the navigation equipment such as radar, echo sounder, GPS, chart plotter and compass by monitoring performance to ensure normal operation to give the right signals for safe navigation plotter and compass by monitoring performance to ensure normal operation to give the right signals for safe navigation.
- iii. Ensuring the stability of the vessel;
- iv. Preparation of docking list before hand in order to estimate docking charges; and
- v. Overseeing all apprentices.

b. Person Specifications

For appointment to the position of third mate, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade C (Plain) or its equivalent;
- ii. Diploma in Navigation or its equivalent;
- iii. Certificate of competency in class 2 Coasting/ class 2 Inland Waters/unlimited or equivalent; and
- iv. Recency: 90 days sea time in the past 3 years on vessels of appropriate tonnage as a trainee.

c. Key Competencies and skills

- i. Navigational skills
- ii. Supervisory skills

2. Second Mate – KMFRI Grade 8

A Second Mate may be deployed in their respective vessel operational areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Keeping watch of vessel when afloat;

- ii. Coordinates loading all kinds of cargo;
- iii. Custodian of all official documents regarding the vessel;
- iv. Navigation matters;
- v. Coordinate vessel sea trips by mobilizing the engineer to service the vessel, fueling, cleanliness, and general maintenance of the vessel.
- vi. Participate in planning of research activities by providing expert advice on maritime affairs

b. Person Specifications

For appointment to the position of a Second Mate, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade C (Plain) or its equivalent;
- ii. Diploma in Navigation or equivalent qualification;
- iii. Certificates of competency in Class 1 Coasting/ class 1 Inland Waters/ unlimited or equivalent; and
- iv. Served at the grade of third mate or its equivalent for at least three (3) years.
- v. Recency: 90 days sea time in the past three (3) years on vessels of appropriate tonnage as a third mate.

c. Key Competencies and skills

- i. Navigational skills
- ii. Supervision skills

3. First mate- KMFRI Grade 7

A First mate may be deployed in their respective vessel operational areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Keeping watch of vessel when afloat;
- ii. Coordinates loading all kinds of cargo;
- iii. Custodian of all official documents regarding the vessel;
- iv. Navigation matters;
- v. In charge of all assistant marine captains
- vi. Coordinate vessel sea trips by mobilizing the engineer to service the vessel, fueling, cleanliness, and general maintenance of the vessel.
- vii. Participate in planning of research activities by providing expert advice on maritime affairs

b. Person Specifications

For appointment to the position of a First Mate, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade C (Plain) or its equivalent;
- ii. Diploma in Navigation or equivalent qualification;
- iii. Certificates of competency in Class 1 Coasting/ class 1 Inland Waters/ unlimited or equivalent;
- iv. Served at the grade of a second mate or its equivalent for at least three (3) years;
- v. Supervisory course lasting not less than two (2) weeks; and
- vi. Recency: 90 days sea time in the past three (3) years on vessels of appropriate tonnage as a second mate.

c. Key Competencies and skills

- i. Navigational skills
- ii. Supervision skills

3.9 Career Guidelines for Divers

a. Job Purpose

Divers are in charge of the following: - Deployment and retrieving of Scientific Gear and Equipment; retrieval of sampling materials from under water; and any other duties as may be assigned from time to time.

b. Functions

Divers are responsible for the following functions:

- i. Deployment and retrieval of Scientific Gear and Equipment;
- ii. Calibration of Underwater equipment;
- iii. Planning and supervision of workshop activities; and
- iv. Underwater photography.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) grades of Divers as follows:-

Table 1: Career guidelines for Divers

S/No.	Designation	Grade
1.	Diving Technician	11
2.	Senior Diving Technician	10
3.	Principal Diving Technician	9

d. Recognized Qualifications

- i. Advanced Open Water Diver certificate from a recognized institution
- ii. Rescue Diver Certificate from a recognized institution
- iii. Dive Master Certificate from a recognized institution
- iv. Scuba Instructor Certificate from a recognized institution
- v. Swimming skills

e. Job and Persons Specifications

1. Diver - KMFRI Grade 11

A Diver may be deployed in their respective research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in:

- i. Deployment and retrieval of Scientific Gear and Equipment;
- ii. Underwater photography;
- iii. Assists in the event of emergency or medical situation;
- iv. Keep records of all diving equipment and spares, including making regular stock takes; and
- v. Maintenance of all diving related equipment and any other duties as may be assigned from time to time.

b. Person Specifications

For appointment to the position of a Diver, a candidate must have: -

- i. Advanced Open Water Diver certificate from a recognized institution; and
- ii. Rescue Diver Certificate from a recognized institution.

c. Key Competencies and skills

- i. Communication skills; and
- ii. Swimming skills.

2. Senior Diver - KMFRI Grade 10

A Senior Diver may be deployed in their respective research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Deployment and retrieval of Scientific Gear and Equipment;
- ii. Supervision of both training and non-training diving activities;

- iii. Inspection and testing of diving gears;
- iv. Underwater photography;
- v. Provide necessary dive training in Open water;
- vi. Overall of all scuba diving and snorkeling logistics during underwater research activities to manage all aspects of the diving operations for the marine conservation;
- vii. In conjunction with the Science Team organize/supervise the daily diving and snorkeling activities; and
- viii. Underwater navigation supervision.

b. Person Specifications

For appointment to the position of a Senior Diver, a candidate must have:

- i. Served at the position of Diver or equivalent for a minimum period of three (3) years in the public or private sector
- ii. Advanced Open Water Diver certificate from a recognized institution;
- iii. Rescue Diver Certificate from a recognized institution;
- iv. Dive Master Certificate from a recognized institution; and
- v. Scuba Instructor Certificate from a recognized institution.

c. Key Competencies and skills

- i. Communication skills
- ii. Swimming skills

3. Principal Diver - KMFRI Grade 9

A Principal Diver may be deployed in their respective research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Deployment and retrieval of Scientific Gear and Equipment;
- ii. Supervision of both training and non-training diving activities;
- iii. Inspection and testing of diving gears;
- iv. Underwater photography;
- v. Provide necessary dive training in Open water;
- vi. Overall of all scuba diving and snorkeling logistics during underwater research activities to manage all aspects of the diving operations for the marine conservation;

- vii. In conjunction with the Science Team organize/supervise the daily diving and snorkeling activities; and
- viii. Underwater navigation supervision.

b. Person Specifications

For appointment to the position of a Principal Diver, a candidate must have: -

- i. Served at the position of Senior Diver or equivalent for a minimum period of three (3) years in the public or private sector;
- ii. Advanced Open Water Diver certificate from a recognized institution;
- iii. Rescue Diver Certificate from a recognized institution;
- iv. Dive Master Certificate from a recognized institution; and
- v. Scuba Instructor Certificate from a recognized institution.

c. Key Competencies and skills

- i. Communication skills
- ii. Swimming skills

3.10 Career Guidelines for Seamen

a. Job Purpose

The seamen officers are in charge of general maintenance and upkeep of the vessels.

b. Functions

Seamen are responsible for the following functions:

- i. Maintaining general safety and upkeep of the vessel (painting, cleaning, chipping);
- ii. Keeping watch of the gangway and ensuring good ground look out of the vessel;
- iii. Assisting in the handling and operating all deck gear;
- iv. Maintaining and repairing of various types of equipment;
- v. Assisting with the movement of cargo on and off the vessel, lashing;
- vi. Overseeing use of emergency, lifesaving, damage control, and safety equipment on a vessel;
- vii. Performing general maintenance, repair, and sanitation duties;
- viii. Standing watch to ensure the vessel maintains a steady course;
- ix. Overseeing rigging;
- x. Overseeing general deck related vessel /boat maintenance; and
- xi. Performing of specialized assignments as may be assigned from time to time e.g. cleaning, painting, chipping, net mending, fishing.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) grades of Seamen as follows :-

Table 1: Career Guidelines for Seamen

S/No.	Designation	KMFRI Grade
1.	Ordinary Seaman	12
2.	Able Seaman	11
3.	Bosun	10

d. Recognized Qualifications

- i. Able Seaman Certificate or its equivalent
- ii. Swimming skills
- iii. Standards of Training Certificate and Watch-keeping (STCW) Survival at Sea Certificate
- iv. Meet requirements of Chapter Six (6) of the Constitution
- v. Relevant Work Experience

e. Job and Persons Specification

1. Ordinary Seaman - KMFRI Grade 12

This is the entry and training grade for seamen. An officer at this level will work under the supervision and guidance of an Able Seamen.

a. Job Specification

Duties and responsibilities at this grade entail assisting in:

- i. Maintaining general safety and upkeep of the vessel (painting, cleaning, chipping);
- ii. Keeping watch of the gangway and ensuring good ground look out of the vessel;
- iii. Assisting in the handling and operating all deck gear;
- iv. Maintaining and repairing of various types of equipment;
- v. Assisting with the movement of cargo on and off the vessel, lashing;
- vi. Overseeing use of emergency, lifesaving, damage control, and safety equipment on a vessel;
- vii. Performing general maintenance, repair, and sanitation duties;
- viii. Standing watch to ensure the vessel maintains a steady course;
- ix. Overseeing rigging;
- x. Overseeing general deck related vessel /boat maintenance; and

- xi. Performing of specialized assignments as may be assigned from time to time e.g. cleaning, painting, chipping, net mending, fishing.

b. Person Specifications

For appointment to the position of an Able Seaman, a candidate must have: -

- i. Able Seaman Certificate or its equivalent;
- ii. Standards of Training Certificate and Watch-keeping (STCW) Survival at Sea Certificate; and
- iii. Meet requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and skills

- i. Swimming skills
- ii. Communication skills`

2. Able Seaman – KMFRI Grade 11

Able Seaman may be deployed in their respective operational areas.

a. Job Specification

Duties and responsibilities of the officer's entail:

- i. Maintaining general safety and upkeep of the vessel (painting, cleaning, chipping);
- ii. Keeping watch of the gangway and ensuring good ground look out of the vessel;
- iii. Assisting in the handling and operating all deck gear;
- iv. Maintaining and repairing of various types of equipment;
- v. Assisting with the movement of cargo on and off the vessel, lashing;
- vi. Overseeing use of emergency, lifesaving, damage control, and safety equipment on a vessel;
- vii. Performing general maintenance, repair, and sanitation duties;
- viii. Standing watch to ensure the vessel maintains a steady course;
- ix. Overseeing rigging;
- x. Overseeing general deck related vessel /boat maintenance; and
- xi. Performing of specialized assignments as may be assigned from time to time e.g. cleaning, painting, chipping, net mending, fishing.

b. Person Specifications

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

- i. Satisfactorily served as an Ordinary Seaman or equivalent for a minimum of three (3) years.
- ii. Able Seaman Certificate or its equivalent;
- iii. Standards of Training, Certificate and Watch-keeping (STCW) Survival at Sea Certificate; and

iv. Meet requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and skills

i. Communication skills

ii. Swimming skills;

3. Bosun - KMFRI Grade 10

A Bosun may be deployed in their respective operational areas.

a. Job Specifications

The duties and responsibilities of the officer entail:

- i. Deploying and supervising personnel working under the officer;
- ii. Maintaining general safety and upkeep of the vessel;
- iii. keeping watch of the gangway and ensuring good ground look out of the vessel,
- iv. pay marks of respect of the ships and conduct colors and make general broadcasts;
- v. The actual mooring and unmooring of the vessel;
- vi. Handling and operating of all deck gear such as toppling,
- vii. Cradling and housing of booms; calling the watch;
- viii. Conducting emergency drills;
- ix. Performing of specialized assignments as may be assigned from time to time.

b. Person Specifications

For appointment to the position of a Bosun, a candidate must have: -

- i. Satisfactorily served as Able Seaman or equivalent for a minimum of three (3) years;
- ii. Able Seaman Certificate or its equivalent;
- iii. Standards of Training, Certificate and Watch-keeping (STCW) Survival at Sea Certificate;
- iv. swimming skills; and
- v. Meet requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and skills

i. Communication skills

ii. Swimming skills;

3.11 Career Guidelines for Gear Technologists

a. Job Purpose

The gear technologist is in charge of the following: - designing and formulation of fishing gear as required by scientists.

b. Functions

- i. Designing all fishing gears; formulation of all gears required by the Institute;
- ii. training the Seamen and Technicians in all aspects of gear making; and any other duties as may be assigned from time to time.
- iii. Modification of fishing gears; adapting different fishing gears to suit research tasks;
- iv. making fishing gears under instructions and proposals presented by research officers;
- v. requisition of materials and different gears required by the institute; and any other duties as may be assigned from time to time.
- vi. Handling complicated gear requests and designs; liaising with the vessel -crew and administration on gear related matters; and any other duties as may be assigned from time to time.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) grades of Gear Technologists

Table 3: Career guidelines for Gear Technologists

S/No.	Designation	KMFRI Grade
1.	Gear Technologist	9
2.	Senior Gear Technologist	8
3.	Principal Gear Technologist	7

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) Mean grade C (Minus) or its equivalent
- ii. Diploma in Gear Technology from a recognized Institution;
- iii. Work Experience
- iv. Demonstrated exemplary Performance
- v. Meet requirements of Chapter Six of the Constitution
- vi. Supervisory course lasting not less than two (2) weeks from a recognized institution.

e. Job and Persons Specification

1. Gear Technologist - KMFRI Grade 09

This will be the entry grade this cadre. An officer at this level will work under direct supervision of a senior Gear Technologist.

a. Job Specification

Duties and responsibilities of the officer will entail:

- i. Designing of all fishing gears;
- ii. Formulation of all gears required by the Institute; and
- iii. Training the Seamen and Technicians in all aspects of gear making.

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) Mean grade C (Minus) or its equivalent;
- ii. Diploma in Gear Technology from a recognized institution; and
- iii. Meets the requirements of Chapter Six of the Constitution.

c. Key competencies and skills

- i. Good communication skills
- ii. Good interpersonal skills
- iii. Ability to work in teams.

2. Senior Gear Technologist – KMFRI Grade 8

A Senior Gear Technologist may be deployed in their respective research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Designing of all fishing gears;
- ii. Formulation of all gears required by the Institute
- iii. Training the Seamen and Technicians in all aspects of gear making and repair

b. Person Specifications

For appointment to the position of Senior Gear Technologist, a candidate must have: -

- i. Served at the grade of Gear Technologist or its equivalent for a period not less than three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean grade C (Minus) or its equivalent;
- iii. Diploma in Gear Technology or its equivalent from a recognized Institution; and

iv. Meet requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Good communication skills
- ii. Good interpersonal skills
- iii. Ability to work in teams.

3. Principal Gear Technologist - KMFRI Grade 7

A Principal Gear Technologist may be deployed in their respective research areas.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Modification of fishing gears;
- ii. Adapting different fishing gears to suit research tasks;
- iii. Fabricating of fishing gears; and
- iv. Requisition of materials and different gears required by the institute.

b. Person Specifications

For appointment to the position of Principal Gear Technologist, a candidate must have: -

- i. Satisfactorily served at the grade of Senior Gear Technologist or its equivalent for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean grade C- (Minus) or its equivalent;
- iii. Diploma in Gear Technology or its equivalent from a recognized institution;
- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution; and
- v. Meet requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Communication skills
- ii. Management skills

3.12 Career Guidelines for GIS and Remote Sensing Officers

a. Job Purpose

Geographical Information Systems (GIS) and Remote Sensing Officers are responsible for undertaking geospatial data collection, processing, interpretation and storage, mapping using GPS, map production and onscreen digitizing. They also undertake Satellite image processing and interpretation; modeling of fish biomass and aquatic resources and development of GIS and remote sensing tools, spatial database and other datasets for research.

b. Functions

This cadre is responsible for the following functions:

- i. Advising management on policies, strategies and programs relating to GIS and Remote Sensing as applicable to research;
- ii. Initiating the development, implementation and review of GIS and Remote Sensing plans and policies;
- iii. Coordinating GIS and Remote Sensing activities in the Institute and ensuring that they are consistent with institutional research plans;
- iv. Ensuring that the Institute adopts and implements effective strategies for planning, monitoring and evaluation of GIS and Remote Sensing activities for maximum value to the Institute;
- v. Developing GIS and Remote Sensing tools for research in the institute;
- vi. Coordinating GIS and Remote Sensing activities as applicable to research;

c. Grading Structure and Scope

The Career Guideline three (3) grades of GIS and Remote Sensing Officers, who will be designated and graded as follows:

Table 2.4.1: GIS and Remote Sensing Officers

S / No.	Designation	KMFRI Grade
1.	GIS and Remote Sensing officer	7
2.	Senior GIS and Remote Sensing Officer	6
3.	Principal GIS and Remote Sensing Officer	5

d. Recognized Qualifications

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

- i. Bachelor's Degree in Geospatial Engineering, Geomatics Engineering, Surveying / Surveying & Photogrammetry or equivalent qualifications from a recognized institution;
- ii. Master's Degree in Geospatial Engineering, Geomatics Engineering, Surveying / Surveying & Photogrammetry or equivalent qualifications from a recognized institution;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus) or its Equivalent;
- iv. Kenya Certificate of Secondary Education (KCSE) minimum grade C- (Minus) or its Equivalent;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Supervisory course lasting not less than two (2) weeks;
- vii. Proficiency in computer applications;
- viii. Relevant work experience;

- ix. Member of a relevant professional body;
- x. Shown merit and ability as reflected in work performance and results;
- xi. Fulfill Chapter Six of the Constitution.

e. Key Competencies and Skills

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Organizational skills;
- iv. Strong interpersonal skills.

f. Job and Person Specifications

1. GIS and Remote Sensing Officer - KMFRI Grade 7

a. Job Specification

Duties and responsibilities of the Officer will entail assisting in;

- i. Undertaking geospatial data collection, processing, storage and analysis;
- ii. Mapping using GPS, map production and onscreen digitizing;
- iii. Satellite image processing and interpretation;
- iv. Modeling of fish biomass and other aquatic resources;
- v. Developing GIS and remote sensing tools, spatial database and other datasets for research;
- vi. Identifying GIS and Remote Sensing needs of scientists and strategizing on how to address them;
- vii. Training on the application of GIS and remote sensing.

b. Person Specifications

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

- i. Bachelor's Degree in Geospatial Sciences or equivalent qualifications from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus) or its equivalent;
- iii. Proficiency in computer applications;
- iv. Fulfills the provisions of the Chapter Six of the Constitution.

c. Key competencies and skills

- i. Strong analytical skills; and
- ii. Communication skills;

2. Senior GIS and Remote Sensing Officer - KMFRI Grade 6

a. Job Specification

Duties and responsibilities of the Officer will entail;

- i. Undertaking geospatial data collection, processing, storage and analysis;
- ii. Mapping using GPS, map production and onscreen digitizing;
- iii. Undertake Satellite image processing and interpretation;
- iv. Ensuring tools are available to undertake modeling of fish biomass and other aquatic resources;
- v. Developing GIS and remote sensing tools, spatial database and other datasets for research;
- vi. Developing methods to identify GIS and Remote Sensing needs of scientists and strategizing on how to address them.
- vii. Organize training on the application of GIS and remote sensing.

b. Person Specifications

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

- i. At least three (3) years relevant working experience;
- ii. Bachelor's Degree in Geospatial Engineering, Geomatics Engineering, Surveying/ Surveying & Photogrammetry or equivalent qualifications from a recognized institution;
- iii. Relevant Master's degree is an added advantage;
- iv. Proficiency in computer applications;
- v. Fulfills the requirements of the Chapter Six of the Constitution.

c. Key competencies and skills

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Organizational skills;
- iv. Strong interpersonal skills.

3. Principal GIS and Remote Sensing Officer - KMFRI Grade 5

a. Job Specification

Duties and responsibilities of the Officer will entail;

- i. Coordinating geospatial data collection, processing, storage and analysis;
- ii. Ensure mapping, map production and onscreen digitizing using GPS;
- iii. Ensure accurate Satellite image processing and interpretation;
- iv. Undertake modeling of fish biomass and other aquatic resources;
- v. Developing GIS and remote sensing tools, spatial database and other datasets for research;
- vi. Identifying GIS and Remote Sensing needs of scientists and strategizing on how to address them.

- vii. Organize training on the applications of GIS and remote sensing.

b. Person Specifications

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

- i. At least six (6) years relevant work experience, three (3) of which should be in Senior GIS and Remote Sensing Officer or a comparable position in the public or private sector;
- ii. Bachelor's Degree in Geospatial Engineering, Geomatics Engineering, Surveying/ Surveying & Photogrammetry or equivalent qualifications from a recognized institution;
- iii. Relevant Master's degree from a recognized institution;
- iv. Must be a member of a relevant professional body in good standing;
- v. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- vi. Demonstrated good work performance;
- vii. Proficiency in computer applications;
- viii. Fulfills the requirements of the Chapter Six of the Constitution.

c. Key competencies and skills

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Organizational skills;
- iv. Strong interpersonal skills.

4.0 Directorate of Strategy & Planning, Compliance, Partnership Development and Resource Mobilization

4.1 Career Guidelines for the Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization

a. Job Purpose

The Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization is responsible for ensuring the Institute adopts and implements effective strategies for Internal Research, Planning, Corporate Strategy Management, Information Communication Management, Risk Management, Quality Assurance, Performance Management, Resource Mobilization and Partnerships Development as well as compliance to statutory and regulatory requirements. The Director will also be responsible for guiding the Institute in the implementation of Quality Management Systems (QMS), risk-based strategies, development and review of the strategic plan and monitoring and evaluation of implementation of the strategic plan, programmes and projects and the implementation of the ICT Strategy.

b. Functions

The Director is responsible for the following functions:

- i. Advising management on policies, strategies, plans and procedures relating to Internal Research, Planning, Strategy, Information Communication Technology (ICT), Risk Management, Quality Assurance, Performance Management, Monitoring and Evaluation, Partnerships Development, Collaborations, Business Development and Resource Mobilization;
- ii. Ensuring the development, implementation and review of the Institute's Strategic Plan, business plans, master plans and work plans;
- iii. Coordinating the budgeting process to ensure appropriate funding for projects and programmes for the Institute;
- iv. Overseeing the installation and maintenance of computer network systems;
- v. Coordinating preparation and monitoring implementation of the Institute's performance contract;
- vi. Managing performance management process in the Institute;
- vii. Monitoring implementation of the Institute's Strategic Plan, business plans and work plans;
- viii. Ensuring that the tools for internal corporate research are developed;
- ix. Overseeing the internal corporate research and dissemination of findings;
- x. Ensuring that the Institute adopts and implements effective strategies for planning, monitoring and evaluation of projects that deliver maximum value to the Institute
- xi. Coordinating preparation and implementation of the Institute's quality management system through quality assurance programmes;
- xii. Undertaking feasibility studies to assess the economic worth of projects and programs;
- xiii. Establishing operational linkages with other departments within the Institute;
- xiv. Ensuring development, implementation and review of the risk management framework in the Institute;
- xv. Monitoring implementation of the Quality Management System (QMS) and other business process reengineering initiatives;
- xvi. Coordinating development and submission of annual, quarterly and monthly reports from the Directorate;
- xvii. Developing and maintaining a database for strategic partners;
- xviii. Developing and implementing resource mobilization strategies for sourcing funds from individuals, bilateral, multi-lateral and private organizations;

- xix. Overseeing the development of partnerships and collaboration with research organizations, other government ministries, departments and agencies, Constituency Development Funds (CDF), county governments and other strategic development partners for resource mobilization;
- xx. Updating and enhancing strategic policy initiatives and Government priorities in line with the National Development Plan, Vision 2030, Mid-Term Performance Framework guidelines and the Sustainable Development Goals;
- xxi. Developing and implementing ICT Strategy and policies;
- xxii. Ensuring development of ICT systems and infrastructure;
- xxiii. Overseeing the Business Development to support commercialization of research technologies and outputs.
- xxiv. Overseeing the development and implementation of operational budgets for the Directorate;
- xxv. Managing the career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives; and
- xxvi. Participating in development of the Directorate's agenda for the Board of Management on issues of Corporate Planning and Strategy.

c. Grading Structure and Scope

The Career Guideline establishes one (1) grade of Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization who will be designated and graded as follows: -

Table 1: Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization

S/No.	Designation	KMFRI Grade
1.	Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization	2

d. Recognized Qualifications

- i. Master's Degree in Economics, or Economics and Mathematics, or Economics and Statistics, or Information Technology, Business information Technology, or Development Studies, or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or its equivalent from a recognized institution;
- ii. Bachelor's degree in Economics, or Economics and Mathematics, or Economics and Statistics, or Information Technology, Business information Technology, or Development Studies, or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or its equivalent from a recognized institution;
- iii. Certified Lead Quality Auditor/ Certified Quality Auditor;
- iv. Certified Public Accountant/Certified Secretary/Project Management;
- v. Certificate in Standards Implementation Course;

- vi. Membership to a professional body in good standing;
- vii. Relevant years of experience;
- viii. Computer Literacy;
- ix. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution;
- x. Meets the requirements of Chapter 6 of the Constitution;
- xi. Demonstration good results in work performance;
- xii. Strong communication and reporting skills;
- xiii. Strong managerial skills and ability to lead teams;
- xiv. Mentoring, coaching and leadership skills;
- xv. Attention to detail and quality orientation skills;
- xvi. Problem solving and analytical skills;
- xvii. Interpersonal and negotiation skills; and
- xviii. Good team player.

e. Job and Person Specifications

1. Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization – KMFRI Grade 2

a. Job specification

Reporting to the Director General, the duties and responsibilities of the Director, Strategy & Planning, Compliance, Partnership Development and Resource Mobilization will entail:

- i. Advising to the Director General and the Board of Management on policies, strategies and programs relating to Internal Research, Planning, Information Communication Management, Risk Management, Quality Assurance, Performance Management, Resource Mobilization, capacity building and Partnerships Development;
- ii. Directing the Institute's functions of performance contracting and work planning to ensure the personnel at the institute work efficiently towards supporting the institute's marine and fisheries research mandate;
- iii. Overseeing preparation of funding proposals for infrastructure development at the Institute by identifying key infrastructural needs and potential financiers then developing convincing proposals to seek resources that will boost the institute's marine and fisheries research capacity;
- iv. Spearheading the development, review and implementation of the institute's strategic plan and service charter;

- v. Spearheading macroeconomic research and policy analysis in liaison with the Parent Ministry, National Treasury and Ministry of Devolution & Planning on all research for aquatic issues;
- vi. Coordinating the preparation of Ministerial Public Expenditure Review (MPER) and Mid-term Expenditure Framework (MTEF) budget;
- vii. Coordinating project prioritization process for Medium Term Expenditure Framework (MTEF) in accordance to budget calendar;
- viii. Overseeing collection and collation of budgetary and statistical information from various sources for analysis;
- ix. Overseeing mobilization of resources for the institution from the National Treasury and development partners;
- x. Overseeing formulation of the institute's development and resource mobilization strategies;
- xi. Overseeing formulation, review and interpretation of planning, monitoring and evaluation policies;
- xii. Overseeing key aspects of the strategic planning process e.g. stakeholder analysis, SWOT analysis;
- xiii. Organizing for public participation to validate the institute's strategies and plans;
- xiv. Overseeing provision of expert advisory/guidance to departments during the preparation and implementation of strategic plan, annual work plans and budgets, monitoring and evaluation to ensure sound professional practices are followed;
- xv. Coordinating identification, financing and implementation of vision 2030 flagship projects geared towards realization of Sustainable Development Goals (SDGs);
- xvi. Coordinate the training and capacity building of the Management as well as Board of management on Institutes Strategic planning process and performance management strategies;
- xvii. Ensuring that all institute products and services meet quality standards before they go to the market;
- xviii. Managing the career development of the directorate personnel;
- xix. Providing administrative direction and support for operational activities of the ICT systems and equipment;
- xx. Ensuring products are designed with adherence to legal and safety standards;
- xxi. Guiding the implementation of the institute's policies in the Directorate by interpreting and cascading them to the directorate personnel;
- xxii. Overseeing the appraisal of development strategies and projects to inform their viability;
- xxiii. Overseeing the monitoring and implementation of the Institute budgets, annual work plan and financial resources that contribute effectively to the fulfilment of the mandate;

- xxiv. Overseeing development and implementation of ICT Strategy;
- xxv. Overseeing development of ICT systems and infrastructure;
- xxvi. Overseeing the development and implementation of operational budgets for the Directorate;
- xxvii. Managing the career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives; and
- xxviii. Participating in development of the Directorate's agenda for the Board of Management.

b. Person specification

For appointment to this grade a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: Economics, or Economics and Mathematics, or Economics and Statistics, Business Management, Business information Technology, Information Technology or Development Studies, or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or its equivalent from a recognized institution;
- ii. Masters of Arts (MA), Masters of Science (MSC) or Master of Philosophy (MPHIL) level in Economics, or Economics and Mathematics, or Business information Technology, Information Technology, Information Technology, or Economics and Statistics, or Development Studies or Social Sciences, or Social Economics, or International Relations, or Rural Development studies, or at least or their equivalent recognized qualifications;
- iii. At least twelve (12) years' relevant work experience, five (5) of which must be in management or an equivalent position in the private or public sector;
- iv. Member of a relevant professional body in good standing;
- v. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from recognized institution;
- vi. Proficiency in Computer skills;
- vii. Demonstration good results in work performance; and
- viii. Meet the provision of Chapter Six of Constitution.

c. Key competencies and skills

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Good organizational skills;
- vi. A team player;

- vii. Problem solving skills; and
- viii. Good negotiation skills.

4.2 Career Guidelines for Planning Officers

a. Job Purpose

Planning Officers are responsible for developing, implementing and review of policies and strategies for internal research; corporate planning; performance management; monitoring & evaluation and coordinating the budgeting process.

b. Functions

The Planning Officers are responsible for the following functions:

- i. Advising management on policies, strategies, plans and programmes relating to internal research, Planning and performance management;
- ii. Ensuring the development, implementation and review of corporate strategic plan, annual plans and work plans and ensuring that it is consistent with national plans;
- iii. Coordinating the budgeting process to ensure appropriate funding for projects and programmes for the Institute;
- iv. Ensuring that the Institute adopts and implements effective strategies for planning, monitoring and evaluation of projects that deliver maximum value to the Institute;
- v. Updating and enhancing strategic policy initiatives and Government priorities in line with the National Development Plan, Vision 2030, Mid-Term Performance Framework guidelines and the Sustainable Development Goals;
- vi. Undertaking feasibility studies to assess the economic worth of projects and programs;
- vii. Developing tools for internal corporate research;
- viii. Coordinating the internal corporate research and disseminating findings;
- ix. Coordinating development, review and implementation of the Institute's annual Performance Contracts;
- x. Monitoring and evaluating the implementation of Corporate Performance Contracts;
- xi. Ensuring development and implementation of monitoring and evaluation procedures and indicators;
- xii. Developing monitoring tools such as logical frame work for staff performance appraisal system appropriate to the design of the projects;
- xiii. Monitoring implementation of the annual work plans including all projects in the Institute; and
- xiv. Reporting quarterly and annual progress on all project activities in the Institute.

c. Grading Structure and Scope

The Career Guidelines establishes five (5) grades of Planning Officers who will be designated and graded as follows:-

Table 2: Planning officers

S/No.	Designation	KMFRI Grade
1.	Planning Officer	7
2.	Senior Planning Officer	6
3.	Principal Planning Officer	5
4.	Assistant Director Strategy and Planning	4
5.	Deputy Director Strategy and Planning	3

The grades of Planning Officer / Senior Planning Officer KMFRI Grade 7 / 6 will form a common establishment.

d. Recognized Qualifications

- i. Master's Degree Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, Project Management, Public Policy or its equivalent from a recognized institution;
- ii. Bachelor's degree Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies or its equivalent from a recognized institution;
- iii. Relevant Professional qualification and membership;
- iv. Monitoring and Evaluation course lasting not less than two (2) weeks from a recognized institution;
- v. Performance Management course lasting not less than two (2) weeks from a recognized institution;
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Supervisory course not lasting less than two (2) weeks;
- viii. Relevant years of experience;
- ix. Demonstration good results in work performance;
- x. Fulfill the requirements of Chapter 6 of the Constitution;
- xi. Proficiency in computer applications;
- xii. Strong communication and reporting skills;
- xiii. Strong managerial skills and ability to lead teams;
- xiv. Mentoring and coaching skills;

- xv. Attention to detail and quality orientation skills;
- xvi. Problem solving and analytical skills;
- xvii. Interpersonal and negotiation skills; and
- xviii. Good team player.

e. Job and Persons Specification

1. Planning Officer - KMFRI Grade 7

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a Senior Planning Officer. A planning Officer may be deployed in:

Strategy and Planning; Performance Management and Monitoring & Evaluation.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in: -

Strategy and Planning

- i. Preparation and reviewing of the Corporate Strategic Plans;
- ii. Executing the Institute's internal policies, regulations, guidelines and strategies;
- iii. Analyzing policy recommendations from various departments;
- iv. Preparation of policy position papers;
- v. Preparation of the MTEF Budget, State Corporations Budget and other operational budgets and review of the same;
- vi. Collecting and collating economic and statistical data on the planned programmes and projects;
- vii. Initiating proposals for integrating the institutes activities' in the Ministerial budgets and programmes;
- viii. Recommending the review updating and aligning the Institutes strategies with the government priorities and strategies in the medium term;
- ix. Ensuring implementation of departmental plan, policies, norms and procedures;
- x. Assessing the strengths, weaknesses of policy options and making policy recommendations from various departments; and
- xi. Conducting pre-feasibility and feasibility studies on projects and programmes.

Performance Management and Monitoring & Evaluation

- i. Coordination of the corporate performance management processes of all the Directorates and Departments at the Institute;
- ii. Liaising with the Public Service Performance Management Unit for development and implementation of the Institutes Performance Contract;

- iii. Ensuring linkage of the Performance Contract Indicators with provisions of the Strategic Plan;
- iv. Ensuring cascading of the Performance contract in the Institute;
- v. Development of Institute's Performance management framework including staff appraisals to ensure alignment of performance targets to national and Institute long term plans;
- vi. Monitoring and evaluation of the implantation of the Performance contract;
- vii. Development of the quarterly and annual performance reports;
- viii. Undertaking service delivery surveys;
- ix. Ensuring compliance with the Citizen's Service Delivery charter;
- x. Liaising with the human resource department on individual staff appraisal;
- xi. Participating in the development of national guidelines on Performance Contracting;
- xii. Collecting and collating economic and statistical data on the planned programmes and projects, writing and submitting reports on specific assignments;
- xiii. Establishing and implementing a monitoring and evaluation framework for the Institutes programs and activities;
- xiv. Developing of operational budget proposals for the department;
- xv. Assessing the strengths, weaknesses of policy options and making policy recommendations from various departments; and
- xvi. Monitoring and Evaluation of all the Institute's performance contracts, programmes and projects.

b. Persons Specification

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

- i. Bachelor's Degree in any of the following disciplines: Economics, or Economics and Mathematics, or Economics and Statistics, Development Studies or equivalent from a recognized institution;
- ii. Proficiency in Computer Applications skills; and
- iii. Meets the requirements of Chapter 6 of the Constitution.

c. Key competencies and skills

- i. Good interpersonal skills; and
- ii. Good organizational skills.

2. Senior Planning Officer - KMFRI Grade 6

a. Job Specifications

A senior planning officer may be deployed in: Strategy and Planning; Performance Management and

Monitoring & Evaluation. The duties and responsibilities entail: -

Strategy and Planning

- i. Preparation and reviewing of the Corporate Strategic Plans;
- ii. Executing the Institute's internal policies, regulations, guidelines and strategies;
- iii. Preparation of the MTEF Budget, State Corporations Budget and other operational budgets and review of the same;
- iv. Provide inputs in determination and allocation of resources (financial and other) for implementation of the strategic plan;
- v. Collecting and collating economic and statistical data on the planned programmers and projects;
- vi. Undertaking economic modelling and forecasting;
- vii. Initiating proposals for integrating the institutes activities' in the Ministerial budget and programmes;
- viii. Recommending the review updating and aligning the Institutes strategies with the government priorities and strategies in the medium term;
- ix. Ensuring implementation of departmental plans, policies, norms and procedures;
- x. Providing input in the development and review of various economic policies and strategies;
- xi. Participating in the development of operational budget proposals for the department;
- xii. Supervising staff working under him/her;
- xiii. Assessing the strengths, weaknesses of policy options and making policy recommendations from various departments; and
- xiv. Conducting pre-feasibility and feasibility studies on projects and programmes.

Performance Management and Monitoring & Evaluation

- i. Coordination of the corporate performance management processes of all the Directorates and Departments at the Institute;
- ii. Liaising with the Public Service Performance Management Unit for development and implementation of the Institutes Performance Contract;
- iii. Ensuring linkage of the Performance Contract Indicators with provisions of the Strategic Plan;
- iv. Conducting Programme Performance Reviews (PPRs);
- v. Ensuring cascading of the Performance contract in the Institute;
- vi. Monitoring and Evaluation of all the Institute's performance contracts, programmes and projects;
- vii. Ensuring compliance with the Citizen's Service Delivery charter;

- viii. Researching on Citizen Service's emerging issues;
- ix. Liaising with the human resource department on individual staff appraisal;
- x. Participating in the development of national guidelines on Performance Contracting;
- xi. Collecting and collating economic and statistical data on the planned programmes and projects, writing and submitting reports on specific assignments;
- xii. Participating in the development of a monitoring and evaluation framework for the Institutes programs and activities;
- xiii. Providing input in the development and review of the Institute's Strategic Plan and monitoring its implementation;
- xiv. Developing monitoring and evaluation tools;
- xv. Participating in the development of operational budget proposals for the department;
- xvi. Supporting the development of the Institute's plans and annual performance contract;
- xvii. Managing and preserving monitoring and evaluation data to ensure safety and accessibility
- xviii. Developing quarterly and annual Performance Contract report for the Institute for review by the Principal Planning Officers; and
- xix. Supervising staff working under him/her.

b. Persons Specification

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

- i. At least three (3) years' relevant work experience as a Planning Officer or a comparable position in the public or private sector;
- ii. Bachelor's Degree in any of the following disciplines: Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies from a recognized institution;
- iii. Monitoring and Evaluation / Policy Analysis / Performance Management course lasting not less than two (2) weeks from a recognized institution;
- iv. Member of a relevant professional body;
- v. Demonstrated merit and ability as reflected in work performance and results;
- vi. Experience and knowledge of data analysis and data management techniques such as SAS, SPSS, STATA, Access, Excel, and / or other databases; and
- vii. Meets the requirements of Chapter 6 of the Constitution.

c. Key competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;

- iii. Mentoring, coaching and leadership skills;
- iv. Attention to detail and quality orientation skills;
- v. Problem solving and analytical skills;
- vi. Interpersonal and negotiation skills; and
- vii. Good team player.

3. Principal Planning Officer - KMFRI Grade 5

a. Job Specifications

A Principal planning officer may be deployed in: Strategy and Planning; Performance Management and Monitoring & Evaluation. The duties and responsibilities entail:-

Strategy and Planning

- i. Preparing of development plans; interpreting and providing advice on planning and policy issues;
- ii. Participating in the preparation of Ministerial Public Expenditure Review (MPER) and Mid-Term Expenditure Framework (MTEF) Budget;
- iii. Participating in project prioritization process for MTEF in accordance to Budget calendar;
- iv. Preparing of Institute's budget;
- v. Reviewing and analyzing economic and statistical data on the planned programmes and projects, writing and submitting reports on specific assignments;
- vi. Reporting on progress in the implementation of projects and programmes;
- vii. Participating in development and review of internal policies, regulations, guidelines;
- viii. Participating in aligning strategies with national and county policies, plans and strategies;
- ix. Participating in economic analysis and analysis of strategies;
- x. Directing feasibility studies on all development projects;
- xi. Preparing project proposals for funding from GoK and development partners;
- xii. Coordinating development and implementation of the Strategic Plan and Service Charter;
- xiii. Ensuring provision of quality planning assistance and analysis services to the Institute;
- xiv. Ensuring production of quality planning reports;
- xv. Assessing the strengths and weakness of policy options;
- xvi. Analyzing policy recommendations from various departments;
- xvii. Preparing of policy position papers;
- xviii. Developing operational budget proposals for the department;
- xix. Supervising staff working under him/her; and

- xx. Appraising the planning staff through the Institute's Performance Appraisal system.

Performance Management and Monitoring & Evaluation

- i. Coordinating data collection, analyzing and preparing performance report of KMFRI programs on quarterly and annual basis;
- ii. Coordinating the development, implementation and evaluation of the Performance Contract and Master plan;
- iii. Liaising with the Public Service Performance Management Unit for development and implementation of the Institutes Performance Contract;
- iv. Developing the Institute Performance management framework including staff appraisals to ensure alignment of performance targets to national and Institute long term plans;
- v. Overseeing service delivery surveys;
- vi. Researching on Citizen Service's emerging issues;
- vii. Guiding the preparation, implementation, monitoring and evaluation of the work plans;
- viii. Coordinating corporate performance management process of all the departments and divisions;
- ix. Coordinating the development of monthly, quarterly, semi-annual and annual organizational performance reports;
- x. Reviewing and analyzing economic and statistical data on the planned programmes and projects, writing and submitting reports on specific assignments;
- xi. Developing of a monitoring and evaluation framework for the Institutes programs and activities;
- xii. Developing tools for monitoring and evaluation of projects and programs in the institute;
- xiii. Carrying out monitoring and evaluation of projects and programs in the institute;
- xiv. Disseminating projects monitoring and evaluation information to relevant stakeholders and service delivery;
- xv. Designing indicators for monitoring and evaluation in line with the SDG's and Blue economy;
- xvi. Coordinating the monitoring and evaluation of performance management process for the Institute;
- xvii. Managing and preserving monitoring and evaluation data to ensure safety and accessibility;
- xviii. Developing operational budget proposals for the department;
- xix. Supervising staff working under him/her; and
- xx. Appraising the planning staff through the Institute's Performance Appraisal system.

b. Persons Specification

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

- i. At least six (6) years relevant experience, three (3) of which must be at a level of Senior Planning Officer or equivalent in the public or private sector;
- ii. Bachelors degree second class honors in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, or its equivalent from a recognized institution;
- iii. Masters degree second class honors in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, Public Policy, Project Management, or its equivalent from a recognized institution;
- iv. Monitoring and Evaluation / Policy Analysis/Performance Management course lasting not less than two (2) weeks from a recognized institution;
- v. Resource mobilization course lasting not less than two (2) weeks from a recognized institution;
- vi. Supervisory course lasting not less than two (2) weeks;
- vii. Member of a relevant professional body in good standing;
- viii. Demonstrated merit and ability as reflected in work performance and results;
- ix. Experience and knowledge of data analysis and data management techniques such as SAS, SPSS, STATA, Access, Excel, and/or other databases;
- x. Demonstrated thorough understanding of the Macroeconomic Sector; and
- xi. Meet the provision of Chapter Six of Constitution.

c. Key competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Mentoring, coaching and leadership skills;
- iv. Attention to detail and quality orientation skills;
- v. Problem solving and analytical skills;
- vi. Interpersonal and negotiation skills; and
- vii. Good team player.

4. Assistant Director Strategy and Planning - KMFRI Grade 4

a. Job Specifications

An Assistant Director, Strategy and Planning may be deployed in: Strategy and Planning; Performance Management and Monitoring and Evaluation. The duties and responsibilities entail:-

Strategy and Planning

- i. Advising management on Corporate Strategy and economic planning in the Institute;

- ii. Ensuring the development, implementation and review of corporate strategic plan, annual plans and work plans and ensuring that it is consistent with national plans;
- iii. Negotiating for allocation of resources in sector budget working group;
- iv. Coordinating the budgeting process to ensure appropriate funding for projects and programmes for the Institute;
- v. Ensuring that the Institute adopts and implements effective strategies for planning, monitoring and evaluation of projects that deliver maximum value to the Institute;
- vi. Updating and enhancing strategic policy initiatives and Government priorities in line with the National Development Plan, Vision 2030, Mid-Term Performance Framework guidelines and the Sustainable Development Goals;
- vii. Interpretation of all circulars and guidelines pertaining to Strategy and Performance Management;
- viii. Ensuring the feasibility studies are conducted to assess the economic worth of projects and programs;
- ix. Ensuring development of tools for internal corporate research;
- x. Carrying out internal corporate research and disseminating findings to improve aquatic research work;
- xi. Participating in development, review and implementation of the Institute's annual Performance Contracts;
- xii. Participating in monitoring and evaluating of the implementation of Corporate Strategic Plan, Annual Performance Contracts, Programmes and Projects;
- xiii. Reporting quarterly and annual progress on all project activities in the Institute.
- xiv. Appraising the planning staff through the Institute's Performance Appraisal system;
- xv. Participating in development of the Directorate's agenda for the Board of Management on issues of corporate planning and strategy;
- xvi. Coordinating the development and implementation of operational budgets for the department; and
- xvii. Career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives.

Performance Management and Monitoring and Evaluation

- i. Advising on Performance Management and Monitoring and Evaluation;
- ii. Ensuring that the Institute adopts and implements effective strategies for performance management;
- iii. Interpretation of all circulars and guidelines pertaining to Performance Management;

- iv. Building a working relationship with the Public Service Performance Management Unit for development and implementation of the Institutes Performance Contract;
- v. Ensuring development of tools for internal corporate research;
- vi. Overseeing development of Institute Performance management framework including staff appraisals to ensure alignment of performance targets to national and Institute long term plans;
- vii. Coordinating research on Citizen Service's emerging issues;
- viii. Coordinating development, review and implementation of the Institute's annual Performance Contracts;
- ix. Coordinating monitoring and evaluating of the implementation of Corporate Strategic Plan, Annual Performance Contracts, Programmes and Projects;
- x. Coordinating development of monitoring tools such as logical frame works for Performance Management System appropriate to the design of the projects;
- xi. Appraising the planning staff through the Institute's Performance Appraisal system;
- xii. Participating in development of the Directorate's agenda for the Board of Management on issues of Performance Management;
- xiii. Career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives;
- xiv. Coordinating the development and implementation of operational budgets for the department;
- xv. Supervising staff working under him/her; and
- xvi. Reporting quarterly and annual progress on all project activities in the Institute.

b. Persons Specification

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

- i. At least eight (8) years relevant work experience, three (3) of which must have been in the position of Principal Planning Officer or equivalent in the public or private sector;
- ii. Bachelor's degree second class honors in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, or its equivalent from a recognized institution;
- iii. Masters of Arts (MA), Masters of Science (MSC) or Master of Philosophy (MPHIL) level in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, Project Management, Public Policy or their equivalent recognized qualifications;
- iv. Monitoring and Evaluation /Policy Analysis/Performance Management course lasting not less than two (2) weeks from a recognized institution;
- v. Resource mobilization course lasting not less than two (2); weeks from a recognized institution;
- vi. Demonstrated thorough understanding of the Macroeconomic Sector; and

- vii. Member of a relevant professional body in good standing;
- viii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- ix. Experience and knowledge of data analysis and data management techniques such as SAS, SPSS, STATA, Access, Excel, and/or other databases
- x. Meet the provision of Chapter Six of Constitution.

c. Key competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Mentoring, coaching and leadership skills;
- iv. Attention to detail and quality orientation skills;
- v. Problem solving and analytical skills;
- vi. Interpersonal and negotiation skills; and
- vii. Good team player.

5. Deputy Director, Strategy and Planning / Performance Management, Monitoring and Evaluation - KMFRI Grade 3

a. Job Specifications

This is the highest grade in this cadre. A Deputy Director, Strategy and Planning may be deployed in: Strategy and Planning; Performance Management and Monitoring and Evaluation. The duties and responsibilities entail:-

Strategy and Planning

- i. Advising management on policies, strategies, plans and programmes relating to internal research and Corporate Planning;
- ii. Overseeing the development, implementation and review of corporate strategic plan, annual plans and work plans and ensuring that it is consistent with national plans;
- iii. Overseeing the budgeting process to ensure appropriate funding for projects and programmes for the Institute;
- iv. Championing the role of the Institute in the national agenda through actively representing the Institute in various Government committees as well as contributing to the national aquatic policy;
- v. Spearheading the development and review of capital projects master plan for coordinated Institute infrastructural development;

- vi. Overseeing the overall long-term, medium-term and short technical and planning for the Institute and ALL its Partners and collaborators to determine the vision of the institute and the strategies towards its realization;
- vii. Updating and enhancing strategic policy initiatives and Government priorities in line with the National Development Plan, Vision 2030, Mid-Term Performance Framework guidelines and the Sustainable Development Goals;
- viii. Overseeing the implementation of the Institutes strategy in order to ensure delivery of services to all Kenyans;
- ix. Overseeing the development and implementation of operational budgets for the department;
- x. Overseeing the feasibility studies to assess the economic worth of projects and programs;
- xi. Overseeing the internal corporate research and disseminating findings;
- xii. Overseeing the quarterly and annual reporting on progress of all project activities in the Institute;
- xiii. Supervising staff working under him/her;
- xiv. Appraising the planning staff through the Institute's Performance Appraisal system;
- xv. Managing the career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives; and
- xvi. Participating in development of the Directorate's agenda for the Board of Management on issues of Corporate Planning and Strategy.

Performance Management and Monitoring and Evaluation

- i. Advising management on policies, strategies, plans and programmes relating to performance management;
- ii. Overseeing the development, review and implementation of the Institute's annual Performance Contracts;
- iii. Ensuring there is a working relationship with the Public Service Performance Management Unit for development and implementation of the Institutes Performance Contract;
- iv. Supervising the development Institute Performance management framework including staff appraisals to ensure alignment of performance targets to national and Institute long term plans;
- v. Overseeing the development and implementation of operational budgets for the department;
- vi. Overseeing the implementation of effective strategies for Performance Management in the Institute;
- vii. Guiding research teams to prepare semi-annual monitoring and evaluation schedules and reports;

- viii. Overseeing the internal corporate research relating to Performance Management and disseminating findings;
- ix. Ensuring development and implementation of monitoring and evaluation procedures and indicators;
- x. Developing monitoring tools such as logical frame work for staff performance appraisal system appropriate to the design of the projects;
- xi. Overseeing the Monitoring and evaluation of the implementation of Corporate Strategic Plans, annual work plans, Annual Performance Contracts, Programmes and Projects;
- xii. Overseeing the quarterly and annual reporting on Performance Management in the Institute;
- xiii. Supervising staff working under him/her;
- xiv. Appraising the planning staff through the Institute's Performance Appraisal system;
- xv. Managing the career development of personnel by identifying skill gaps and facilitating capacity building programs to promote professionalism and efficiency within the Institute objectives; and
- xvi. Participating in development of the Directorate's agenda for the Board of Management on issues of Performance Management.

b. Persons Specification

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

- i. At least ten (10) years relevant work experience, three (3) of which must have been in the position of Assistant Director, Strategy and Planning or equivalent in the public or private sector;
- ii. Bachelor's degree second class honors in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, or its equivalent from a recognized institution;
- iii. Masters of Arts (MA), Masters of Science (MSC) or Master of Philosophy (MPHIL) level in Economics, or Economics and Mathematics, or Economics and Statistics, or Development Studies, Project Management, Public Policy or their equivalent recognized qualifications;
- iv. Monitoring and Evaluation /Policy Analysis/Performance Management course lasting not less than two (2) weeks from a recognized institution;
- v. Resource mobilization course lasting not less than two (2) weeks from a recognized institution;
- vi. Member of a relevant professional body in good standing;
- vii. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution;
- viii. Demonstrated outstanding professional, managerial, leadership and competence as reflected in work performance and exhibited thorough understanding of national goals, policies, objectives;
- ix. Demonstrated thorough understanding of the Macroeconomic Sector;

- x. Experience and knowledge of data analysis and data management techniques such as SAS, SPSS, STATA, Access, Excel, and/or other databases; and
- xi. Meet the provision of Chapter Six of Constitution.

c. Key competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Mentoring, coaching and leadership skills;
- iv. Attention to detail and quality orientation skills;
- v. Problem solving and analytical skills;
- vi. Interpersonal and negotiation skills; and
- vii. Good team player.

4.3 Career Guidelines for Information, Communications and Technology Officers

a. Job Purpose

ICT Officers will facilitate and manage information and telecommunications through Management and development of ICT systems to ensure that KMFRI leverages in technology for delivery of efficient and effective services

b. Functions:

The ICT officers are responsible for the following functions:

- i. Advising the Management on policies, strategies and programs relating to ICT;
- ii. Initiating development, implementation and review of ICT Strategy, plans, policies, systems, and procedures;
- iii. Establishing and providing standards for acquisition, implementation and management for Voice, Video and Data communications/ICT networks for all offices;
- iv. Implementing strategies for Enterprise Resource Planning (ERP) system development, maintenance and administration;
- v. Reviewing ICT requirements and coordinate technical and functional improvements of the information systems in collaboration with end-users;
- vi. Developing, implementing and continuously review system security, back-up and recovery procedures;
- vii. Developing and maintaining ICT Business Continuity plan through implementing necessary Disaster Recovery interventions/plan that would support the Institute's business during times of unforeseen disaster;

- viii. Implementing programs for safeguarding data integrity of all systems and ensure system availability through the necessary technical support/upgrades;
- ix. Provision of user support;
- x. Providing hardware and software maintenance and support services;
- xi. Developing and implementing guidelines on distribution, installation, upgrade, maintenance and replacement of ICT infrastructure and promote the use of cost-effective ICT solutions;
- xii. Providing support to the implemented systems and promoting technological innovations to enhance the Institute's efficiency; and
- xiii. Establishing operational linkages with other departments and divisions of the Institute to facilitate efficiency.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Assistant ICT Officers and five (5) grades of ICT Officers who will be designated and graded as follows:

Table 3: Assistant ICT Officers

S / No.	Designation	KMFRI Grade
1.	Assistant ICT Officer	9
2.	Senior Assistant ICT Officer	8
3.	Principal Assistant ICT Officer	7

The grades of Assistant ICT Officer / Senior Assistant ICT Officer Grade KMFRI 9 / 8 will form a common establishment.

Table 4: ICT Officers

S / No.	Designation	KMFRI Grade
1.	ICT Officer	7
2.	Senior ICT Officer	6
3.	Principal ICT Officer	5
4.	Assistant Director, ICT	4
5.	Deputy Director, ICT	3

The grades of ICT Officer / Senior ICT Officer Grade KMFRI 7 / 6 will form a common establishment.

d. Recognized Qualifications

The following are the recognized qualifications for the entry into this Career Guideline:

- i. Diploma in any of the following fields: Computer Science, Information Technology or other relevant and equivalent qualifications from a recognized Institution;
- ii. Higher Diploma in any of the following fields: Computer Science, Information Technology, Computer and Network Engineering;
- iii. Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iv. Master's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- v. Membership of ICT professional body;
- vi. Project Management Certification such as PRINCE2, PMP or other equivalent qualifications;
- vii. IT management certification such as CompTIA Project+, CAPM, CGEIT, CSM, CISSP, COBIT or other equivalent qualifications;
- viii. Information Security certification such as CISM, CEH, CompTIA Security+, CISSP, GSEC or other equivalent qualifications;
- ix. Professional certification such as CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent;
- x. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- xi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- xii. Relevant years of experience;
- xiii. Demonstrated competence in work performance; and
- xiv. Fulfilled the requirements of Chapter Six of the Constitution.

e. Job and Persons Specifications

1. Assistant Information Communications Technology Officer - KMFRI Grade 9

a. Job Specification

This will be the entry grade for diploma holders into this cadre. An officer at this level will work under direct supervision of a senior officer. Duties and responsibilities of the officer will entail assisting in:

- i. Testing simple computer programs according to instructions and specifications;
- ii. Installing and configuring computer systems;
- iii. Providing user support;

- iv. Repairing and maintaining ICT equipment and associated peripherals;
- v. Monitoring the performance of ICT equipment;
- vi. Providing support for application systems;
- vii. Conducting preventive maintenance on ICT equipment
- viii. Identifying and reporting any faults for necessary action; and
- ix. Maintaining up to date equipment register.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. Diploma in any of the following fields: Information Technology, Computer Science/Engineering or any other relevant and equivalent qualification from a recognized Institution;
- ii. Minimum KCSE C- (minus) or its equivalent; and
- iii. Meets the requirement of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Good communication skills; and
- ii. Interpersonal skills.

2. Senior Assistant Information Communications Technology Officer - KMFRI Grade 8

a. Job Specification

Duties and responsibilities of the officer will entail:

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Verifying, enhancing and testing simple computer programs according to instructions and specifications;
- iii. Installing and configuring computer systems;
- iv. Providing user support;
- v. Repairing and maintaining ICT equipment and associated peripherals;
- vi. Monitoring the performance of ICT equipment;
- vii. Providing support for application systems;
- viii. Maintaining an up-to-date ICT equipment register and issuance register;
- ix. Maintenance of Local Area Network components; and
- x. Provide end user support and training users on effective and efficient use of ICT facilities.

b. Person Specifications

For appointment to this grade an officer must have:

- i. At least three (3) years' experience as an Assistant ICT Officer or equivalent position in the private or public sector;
- ii. Diploma / Higher Diploma in any of the following fields: Computer Science, Information Technology or its equivalent qualifications from a recognized Institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Shown merit and ability as reflected in work performance and results; and
- v. Meets the requirement of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Good communication skills; and
- ii. Interpersonal skills.

3. Principal Assistant Information Communications Technology Officer - KMFRI Grade 7

a. Job Specification

Duties and responsibilities of the officer will entail;

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Verifying, enhancing and testing simple computer programs according to instructions and specifications;
- iii. Installing and configuring computer systems;
- iv. Providing user support;
- v. Repairing and maintaining ICT equipment and associated peripherals;
- vi. Monitoring the performance of ICT equipment;
- vii. Providing support for application systems;
- viii. Maintain an up-to-date ICT equipment register and issuance register;
- ix. Maintenance of Local Area Network components;
- x. Provide end user support and training users on effective and efficient use of ICT facilities; and
- xi. Update and maintain the Authority's website.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. At least six (6) years relevant working experience with three (3) years' experience as a Senior Assistant ICT Officer or equivalent position in the public or private sector;
- ii. Diploma/Higher Diploma in any of the following fields: Computer Science, Information Technology or its equivalent qualifications from a recognized Institution;

- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Shown merit and ability as reflected in work performance and results; and
- v. Fulfilled the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Communication skills; and
- ii. Interpersonal skills.

4. Information Communications Technology Officer - KMFRI Grade 7

This will be the entry grade for graduates into this cadre. An officer at this level will work under direct supervision of a senior officer.

a. Job Specifications

Duties and responsibilities of the officer will entail assisting in:

- i. Developing documentation of computer programs according to instructions and specifications;
- ii. Installing and configuring computer systems and solutions;
- iii. Maintaining application systems;
- iv. providing end user support and training users on effective and efficient use of ICT facilities;
- v. Maintaining up to date equipment register;
- vi. Installing, configuring and monitoring Local Area Network components;
- vii. Administering and managing users in the Active Directory, e-mail server and User applications;
- viii. Updating ICT equipment register and issuance register;
- ix. Maintaining the Institute's website; and
- x. Ensuring Business continuity by performing regular data and application backups.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualifications from a recognized Institution;
- ii. Minimum KCSE C+ (plus) or its equivalent; and
- iii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Good communication skills; and
- ii. Good interpersonal skills.

5. Senior Information Communications Technology Officer - KMFRI Grade 6

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Developing documentation of computer programs according to instructions and specifications;
- ii. Installing and configuring computer systems and solutions;
- iii. Maintaining application systems;
- iv. Providing end user support and training users on effective and efficient use of ICT facilities;
- v. Maintaining up to date equipment register;
- vi. Installing, configuring and monitoring Local Area Network components;
- vii. Administering and managing users in the Active Directory, e-mail server and User applications;
- viii. Reviewing ICT equipment register and issuance register;
- ix. Ensuring Business continuity by performing regular data and application backups.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. At least three (3) years relevant work experience as an ICT Officer or its equivalent in private or public service;
- ii. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualifications from a recognized Institution;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. At least any one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- v. CISA Membership or an equivalent ICT professional body;
- vi. Shown merit and ability as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six of the Constitution; and

c. Key Competencies and skills

- i. Analytical skills;
- ii. Good communication and reporting skills; and
- iii. Good interpersonal skills.

6. Principal Information Communication Technology Officer - KMFRI Grade 5

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Coordinating installation and maintenance computer systems;
- ii. Analyzing, designing, coding, testing and implementing computer programs;
- iii. Configuring Local Area Network (LAN) and Wide Area Network (WAN);
- iv. Providing user support;
- v. Liaising with research scientist for developing and updating research application systems;
- vi. Carrying out systems analysis, design and programme specifications in liaison with users;
- vii. Drawing up hardware specifications for Information Communication Technology equipment;
- viii. User and Systems Support and Logging of incidents;
- ix. Verifying, validating and certifying Information Communication Technology equipment;
- x. Ensuring effective working of systems for efficient service delivery;
- xi. Configuring new Information Communication Technology equipment; and
- xii. Implementing systems and network security.

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. A minimum of six (6) years' experience in relevant work, three (3) of which must be as Senior ICT Officer a comparable position in public or private sector;
- ii. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
- iii. Master's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- vi. CISA Membership or an equivalent ICT professional body;
- vii. Supervisory course lasting not less than two (2) weeks from a recognized institution;

- viii. Shown merit and ability as reflected in work performance and results; and
- ix. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and skills

- i. Analytical skills;
- ii. Strong communication and reporting skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Mentoring, coaching and leadership skills; and
- v. Interpersonal and negotiation skills.

7. Assistant Director, Information Communication Technology Officer - KMFRI Grade 4

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Ensuring analysis, designing, coding, testing and implementing computer programs;
- ii. Ensuring the efficiency of the Configured Local Area Network (LAN) and Wide Area Network (WAN);
- iii. Carry out research in emerging trends ICT system to assist research scientist in carrying out research
- iv. Reviewing efficiency of the ICT system for research scientist to inform developing and updating research application systems;
- v. Carrying out systems analysis, design and programme specifications in liaison with users;
- vi. Advising on hardware specifications for Information Communication Technology equipment;
- vii. Verifying, validating and certifying Information Communication Technology equipment;
- viii. Ensuring effective working of systems for efficient service delivery;
- ix. Ensure configuration new Information Communication Technology equipment; and
- x. Implementing systems and network security.
- xi. Ensuring proper backup and security of information for Business continuity.
- xii. Management of outsourced ICT services and service providers;

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. At least eight (8) years' relevant work experience three (3) of which must be in as Principal ICT Officer or a comparable position in public and private sector;

- ii. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
- iii. Master's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- vi. CISA Membership or an equivalent IT professional body;
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii. Shown merit and ability as reflected in work performance and results; and
- ix. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Good analytical skills;
- ii. Strong communication and reporting skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Mentoring, coaching and management skills; and
- v. Interpersonal and negotiation skills.

8. Deputy Director Information Communication Technology - KMFRI Grade 3

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Advising management on development, implementation, maintenance and monitoring of ICT strategies of the Institute;
- ii. Development of strategies, policies and programs related to ICT
- iii. Overseeing the systems analysis, design and programmer specifications in liaison with users;
- iv. Ensuring adherence to established ICT policy and standards;
- v. Ensuring overall systems documentation;
- vi. Ensuring installation certification, repairs and maintenance of Information Communication Technology equipment, solutions and associated peripherals;

- vii. Advising on Hardware/Software specifications for Information Communication Technology equipment;
- viii. Administering and maintaining web-based systems and database server's configuration;
- ix. Overseeing the Institute's network configurations and passwords;
- x. Ensuring ICT Risk management and Business continuity;
- xi. Advice on outsourced ICT services and service providers;
- xii. Overseeing the maintenance of ICT systems security and Databases;
- xiii. Ensuring compliance with implementation of ICT policies and procedures;
- xiv. Ensures effective ICT Planning, Budgeting and Reporting;
- xv. Ensuring development of ICT staff,
- xvi. Developing agenda for the Board on ICT related issues

b. Person Specifications

For appointment to this grade an officer must have at least:

- i. At least ten (10) years' relevant work experience, three (3) of which should be at the level of Assistant Director, ICT or a comparable position in the public or private sector;
- ii. Master's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution;
- iii. Bachelor's Degree in any of the following: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or their equivalent from a recognized Institution;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. PRINCE2, PMP or equivalent Project Management Certification;
- vi. At least one IT management certification CompTIA Project+, CAPM, CGEIT, CSM, CISSP, COBIT or other equivalent qualifications;
- vii. At least one information Security certification CISM, CEH, CompTIA Security+, CISSP, GSEC or other equivalent qualifications;
- viii. At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- ix. CISA Membership or an equivalent IT professional body;
- x. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution.

- xi. Demonstrated merit and ability as reflected in work performance and results; and
- xii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Analytical skills;
- ii. Strong communication and reporting skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Mentoring, coaching and leadership skills; and
- v. Interpersonal and negotiation skills.

4.4 Career Guidelines for Resource Mobilization and Partnership Development Officers

a. Job Purpose

Resource Mobilization and Partnership Development Officers are responsible for developing policies and strategies for resource mobilization and partnership development, resource mobilization, identification of strategic partners and enhancing collaboration and creating networks to strengthen the Institute's resource base.

b. Functions

Resource Mobilization and Partnership Development Officers are responsible for the following functions:

-

- i. Advising management on policies, strategies, plans and procedures relating to Resource Mobilization and Partnership Development;
- ii. Ensuring the development, implementation and review of policies, strategies, plans and procedures relating to Resource Mobilization and Partnership Development;
- iii. Developing and implementing resource mobilization strategies for sourcing funds from individuals, bilateral, multi-lateral and private organizations;
- iv. Identifying and advising management on strategic Agencies to partner and collaborate with;
- v. Developing and maintaining a database for strategic partners;
- vi. Ensuring the development, review and implementation of guidelines and regulations for building partnerships and collaborations;
- vii. Identifying, developing and coordinating Memoranda of Understanding to define collaboration arrangements with partners in liaison with the research scientists and other relevant offices;
- viii. Developing joint work plans and activities with partners in liaison with research scientists and other relevant offices to ensure active Memoranda of Understanding;
- ix. Developing and reviewing fundraising tools for the Institute to ensure uniformity and shared vision is achieved;

- x. Planning and formulating fundable multi-disciplinary projects and programmes proposals for fundraising in liaison with research scientists and other relevant Departments;
- xi. Undertaking proposal development with key partners and institutions for joint-fundraising;
- xii. Planning and formulating marine and fishery with allied natural resources-based consultancy bids for fundraising in liaison with research scientists and other relevant Departments;
- xiii. Undertaking continuous analysis of partners' policies and practices and their impact on Institute;
- xiv. Receiving and reviewing proposals for funding from various institutions and individuals in liaison with the relevant Departments; and
- xv. Coordinating proposal development by KMFRI research scientists and stakeholders.

c. Grading Structure and Scope

The Career Guideline establishes five (5) grades of Partnership Development and Resource Mobilization Officers, who will be designated and graded as follows: -

Table 5: Resource Mobilization and Partnership Development Officers

S/No.	Designation	KMFRI Grade
1.	Resource Mobilization and Partnership Development & Officer	7
2.	Senior Resource Mobilization & Partnership Development	6
3.	Principal Resource Mobilization & Partnership Development & Officer	5
4.	Assistant Director Resource Mobilization & Partnership Development	4
5.	Deputy Director Resource Mobilization & Partnership Development	3

d. Recognized Qualifications

- i. Master's degree in social sciences, Project Management, Social Economics, International Relations and Rural Development studies or its equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in social sciences, Project Management, Social Economics, International Relations and Rural Development studies or its equivalent qualification from a recognized institution;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Certificate in Negotiation or Persuasion Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Relevant experience from a comparable institution;

- vi. Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;
- vii. Relevant work experience;
- viii. Leadership course lasting not less than four (4) weeks or equivalent, from a recognized institution;
- ix. Management course not lasting less than four (4) weeks, or equivalent, from a recognized institution;
- x. Supervisory course not lasting less than two (2) weeks;
- xi. Demonstration of good results in work performance;
- xii. Proficiency in computer applications;
- xiii. Fulfill of the requirements of Chapter 6 of the Constitution;
- xiv. Strong communication and reporting skills;
- xv. Strong managerial skills and ability to lead teams;
- xvi. Mentoring, coaching and leadership skills;
- xvii. Strategic and innovative thinking;
- xviii. Attention to detail and quality orientation skills;
- xix. Problem solving and analytical skills;
- xx. Conflict management;
- xxi. Team building; and
- xxii. Interpersonal and negotiation skills.

e. Job and Persons Specifications

1. Resource Mobilization and Partnership Development Officer - KMFRI Grade 7

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in formulation of multi-disciplinary projects and program proposals for resource mobilization to support research and development for the institute;
- ii. Identifying and mapping out potential areas of resource mobilization;
- iii. Preparing reports to share progress and achievement on resource mobilization initiatives;
- iv. Identifying and documenting fundraising gaps in research and development;
- v. Identifying and analyzing funding gaps and through internal customer forums;
- vi. Participating in formulation, sharing and review fundraising tools for the institute to ensure uniformity and shared vision

- vii. Supporting in drafting of Memorandum of Understandings for partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training
- viii. Participating in formulation joint work plans and activities with partners to ensure active collaborations;
- ix. Responding to calls for Letter of Interest (LoI), Concept Notes and Proposals on websites, newspapers and institutions to ensure responses are relayed in a timely manner;
- x. Developing and updating a data base of all the funding partners;
- xi. Developing and updating partnership database to give on status of achieving collaboration mandate;
- xii. Participating in formulate and submit bids to win marine and fisheries allied natural resources-based consultancies to grow the institute resource base;
- xiii. Implementing of resource mobilization targets as per the Institute's Strategic Plan;
- xiv. Provide input in the development of work plans, budgets and progress reports in Department;
- xv. Marketing and participating in lobby forums to keep abreast with the funding dynamics; and
- xvi. Participating in key internal forums to internalize research and development needs and debates to inform fundraising concepts and proposals.

b. Person Specifications

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

- i. Bachelor's degree in any of following disciplines: Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- ii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Fulfill the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good communication and reporting skills;
- ii. Strong analytical skills;
- iii. Good organizational skills; and
- iv. Strong interpersonal skills.

2. Senior Resource Mobilization and Partnership Development Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in formulation of multi-disciplinary projects and program proposals for resource mobilization to support research and development for the institute;
- ii. Identifying and mapping out potential areas of resource mobilization;
- iii. Preparing reports to share progress and achievement on resource mobilization initiatives;
- iv. Identifying and documenting fundraising gaps in research and development;
- v. Identifying and analyzing funding gaps and through internal customer forums;
- vi. Participating in formulation, sharing and review fundraising tools for the institute to ensure uniformity and shared vision
- vii. Supporting in drafting of Memorandum of Understandings for partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training
- viii. Participating in formulation joint work plans and activities with partners to ensure active collaborations;
- ix. Responding to calls for Letter of Interest (LoI), Concept Notes and Proposals on websites, newspapers and institutions to ensure responses are relayed in a timely manner;
- x. Developing and updating a data base of all the funding partners;
- xi. Developing and updating partnership database to give on status of achieving collaboration mandate;
- xii. Participating in formulate and submit bids to win marine and fisheries allied natural resources-based consultancies to grow the institute resource base;
- xiii. Implementing of resource mobilization targets as per the Institute's Strategic Plan;
- xiv. Provide input in the development of work plans, budgets and progress reports in Department;
- xv. Marketing and participating in lobby forums to keep abreast with the funding dynamics; and
- xvi. Participating in key internal forums to internalize research and development needs and debates to inform fundraising concepts and proposals.

b. Person Specifications

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

- i. At least three (3) years' relevant work experience as a Resource Mobilization and Partnership Officer or a comparable position in the public or private sector;
- ii. Bachelor's degree in any of following disciplines: Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Proficiency in computer applications; and

- v. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Communication and reporting skills;
- ii. Strong analytical skills;
- iii. Organizational skills; and
- iv. Strong interpersonal skills.

3. Principal Resource Mobilization & Partnership Development Officer - KMFRI Grade 5

a. Job Description

The duties and responsibilities of the officer will entail:-

- i. Providing input in the development and implementation of mobilization policies and strategies for sourcing of funds from individuals, bilateral, multi-lateral and private organizations;
- ii. Identifying and mapping out potential areas of resource mobilization;
- iii. Identifying, analyzing and documenting fundraising gaps in the Institute;
- iv. Formulating and reviewing of fundraising tools for the Institute to ensure uniformity and shared vision;
- v. Formulating multi-disciplinary projects and program proposals for resource mobilization to support Institute;
- vi. Identifying and bidding to win marine and fisheries allied natural resources-based consultancies to grow the Institute resource base;
- vii. Coordinating partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training through Memorandum of Understandings;
- viii. Developing joint work plans and activities with collaborators for active Memorandum of Understandings;
- ix. Ensuring effective maintenance and updating of records of partners' support;
- x. Reviewing and analyzing the partnership database for policy decisions;
- xi. Coordinating the development and execution of work plans, budgets and progress reports in Department;
- xii. Ensuring quality assurance and effective aid utilization for realized donor projects;
- xiii. Training, mentoring scientists and students on attachment in resource mobilization for improved resources and career progression;
- xiv. Conducting intelligence analysis of donor policies, practices and consultancy opportunities for timely response;

- xv. Providing quality assurance for ongoing donor projects to ensure compliance with anticipated outputs and objectives;
- xvi. Marketing and participating in lobby forums to enhance Institutes' visibility;
- xvii. Coordinating teams responding to calls for Letter of Interest (LoI), Concept Notes and Proposals on websites, newspapers and institutions to ensure responses are relayed in a timely manner; and
- xviii. Participating in key internal forums to internalize Research and Development needs and debates to inform fundraising concepts and proposals.

b. Person Specifications

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

- i. At least six (6) years relevant work experience, three (3) of which must have been as a Senior Resource Mobilization & Partnership Development Officer or equivalent position in the public or private sector;
- ii. Master's Degree in Commerce, Project Management, Corporate Communication / Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iii. Bachelor's Degree in Commerce, Project Management, Corporate Communication / Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Certificate in Negotiation or Persuasion Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;
- vii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- viii. Demonstrated good results work performance;
- ix. Proficiency in computer applications; and
- x. Fulfill the requirements of Chapter Six of the Constitution.

c. Key competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strategic and innovative thinking;
- iii. Attention to detail and quality orientation skills;
- iv. Problem solving and analytical skills;
- v. Team building; and

- vi. Interpersonal and negotiation skills.

4. Assistant Director, Resource Mobilization & Partnership Development, KMFRI Grade 4

a. Job Description

Duties and responsibilities of the officer will entail;

- i. Providing input in the development and implementation of mobilization policies and strategies for sourcing of funds from individuals, bilateral, multi-lateral and private organizations;
- ii. Identifying and mapping out potential areas of resource mobilization;
- iii. Identifying, analyzing and documenting fundraising gaps in the Institute;
- iv. Formulating and reviewing of fundraising tools for the Institute to ensure uniformity and shared vision;
- v. Formulating multi-disciplinary projects and program proposals for resource mobilization to support the Institute;
- vi. Identifying and bidding to win marine and fisheries with allied natural resources-based consultancies to grow the Institute resource base;
- vii. Coordinating partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training through Memorandum of Understandings;
- viii. Developing joint work plans and activities with collaborators for active Memorandum of Understandings;
- ix. Ensuring effective maintenance and updating of records of partners' support;
- x. Reviewing and analyzing the partnership database for policy decisions;
- xi. Coordinating the development and execution of work plans, budgets and progress reports in Department;
- xii. Ensuring quality assurance and effective aid utilization for realized donor projects;
- xiii. Training, mentoring scientists and students on attachment in resource mobilization for improved resources and career progression;
- xiv. Conducting intelligence analysis of donor policies, practices and consultancy opportunities for timely response;
- xv. Providing quality assurance for ongoing donor projects to ensure compliance with anticipated outputs and objectives
- xvi. Marketing and participating in lobby forums to enhance Institutes' visibility;
- xvii. Coordinating teams responding to calls for Letter of Interest (LoI), Concept Notes and Proposals on websites, newspapers and institutions to ensure responses are relayed in a timely manner; and

- xviii. Participating in key internal forums to internalize Research and Development needs and debates to inform fundraising concepts and proposals.

b. Person Specifications

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

- i. At least eight (8) years relevant work experience, three (3) of which must have been as a Principal Resource Mobilization & Partnership Development Officer or a comparable position in the public or private sector;
- ii. Master's Degree in Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iii. Bachelor's Degree in Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Certificate in Negotiation or Persuasion Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii. Demonstrated good results work performance;
- ix. Proficiency in computer applications; and
- x. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Strategic and innovative thinking; and
- iv. Strong interpersonal skills.

5. Deputy Director Resource Mobilization & Partnership Development - KMFRI Grade 3

a. Job Specification

Duties and responsibilities of the officer will entail:

- i. Provide leadership in the development and implementation of mobilization policies and strategies for sourcing of funds from individuals, bilateral, multi-lateral and private organizations;

- ii. Advising management on fundraising strategy to ensure sustained fundraising to substitute government support to the institute;
- iii. Coordinating identification, analysis and documentation fundraising gaps in the Institute;
- iv. Coordinating formulation and review of fundraising tools for the Institute to ensure uniformity and shared vision;
- v. Aligning fundraising tools and strategies to national, regional and international agreements and development aid strategies;
- vi. Providing leadership in the formulation of multi-disciplinary projects and program proposals for resource mobilization to support Institute;
- vii. Identifying and bidding to win marine and fisheries allied natural resources-based consultancies to grow the Institute resource base;
- viii. Coordinating partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training through Memorandum of Understandings;
- ix. Developing joint work plans and activities with collaborators for active Memorandum of Understandings;
- x. Ensuring effective maintenance and updating of records of partners' support;
- xi. Reviewing and analyzing the partnership database for policy decisions;
- xii. Overseeing development and execution of work plans, budgets and progress reports in Department;
- xiii. Identifying and mapping of potential and emerging sources of funding and assessing their current usage and potential for the future;
- xiv. Participating in institutional, national, regional and international negotiations fora to enhance visibility and share resource mobilization targets for the institute;
- xv. Ensuring quality assurance and effective aid utilization for realized donor projects;
- xvi. Overseeing training, mentoring scientists and students on attachment in resource mobilization for improved resources and career progression;
- xvii. Conducting intelligence analysis of donor policies, practices and consultancy opportunities for timely response;
- xviii. Providing quality assurance for ongoing donor projects to ensure compliance with anticipated outputs and objectives;
- xix. Marketing and participating in lobby forums to enhance Institutes' visibility;
- xx. Coordinating implementation of Institute's Resource mobilization strategy to achieve fundraising targets;

- xxi. Coordinating implementation of resource mobilization targets as per the Institute's Strategic Plan;
- xxii. Allocating work to subordinates to ensure targets are effectively met;
- xxiii. Evaluating the performance of staff in the Department to ascertain efficiency and effectiveness in work performance in meeting the objectives of the Department;
- xxiv. Developing annual budget and work plans, to match operational requirements with available funds, control and manage the budget and expenditure; and
- xxv. Mentoring, guiding and supervising subordinates through coaching and training to improve work performance.

b. Person Specifications

For appointment to this grade, a candidate must:-

- i. At least ten (10) years relevant working experience, three (3) of which must have been at the level of Assistant Director, Resource Mobilization & Partnership Development or a comparable position in a public or private sector;
- ii. Master's Degree in Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iii. Bachelor's Degree in Commerce, Project Management, Corporate Communication/Public Relations, Community Development, Natural Sciences, Social Sciences or its equivalent qualification from a recognized university;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Certificate in Negotiation or Persuasion Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;
- vii. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Demonstrated good results work performance;
- x. Fulfil the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Strategic and innovative thinking;

- iv. Mentoring, coaching and leadership skills;
- v. Attention to detail and quality orientation skills;
- vi. Problem solving and analytical skills;
- vii. Conflict management;
- viii. Team building; and
- ix. Interpersonal and negotiation skills.

4.5 Career Guidelines for Hospitality Officers

a. Job Purpose

Hospitality Officers are responsible for formulation, implementation and review of hospitality policies and standards. The officers are also responsible for proper organization and management of housekeeping; and requisition, taking inventory and stock control of housekeeping items.

b. Functions

- i. Formulation, implementation and review of hospitality service policies;
- ii. Ensuring professional standards and quality assurance in hospitality service;
- iii. Providing efficient and proper organization and management of kitchen and catering services and laundry management;
- iv. Maintenance of furniture and linen; stock control and inventory; and
- v. Management of catering, housekeeping and laundry services.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Assistant Hospitality Officers and three (3) grades of Hospitality Officers who will be graded and designated as follows:-

Table 1: Career Guideline for Assistant Hospitality Officers

S / No	Designation	KMFRI Grade
1.	Assistant Hospitality Officer	9
2.	Senior Assistant Hospitality Officer	8
3.	Principal Assistant Hospitality Officer	7

Table 2: Career Guideline for Hospitality Officers

S/No	Designation	KMFRI Grade
1.	Hospitality Officer	7
2.	Senior Hospitality Officer	6

S/No	Designation	KMFRI Grade
3.	Principal Hospitality Officer	5

d. Recognized Qualifications

The following are the recognized qualifications for the entry into this Career Guideline:

- i. Bachelor's degree in any of the following disciplines: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Diploma in any of the following disciplines: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Relevant experience from a comparable institution;
- v. Demonstration of good results in work performance;
- vi. Supervisory Course lasting for not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfill of the requirements of Chapter 6 of the Constitution;
- ix. Strong communication and reporting skills;
- x. Strong managerial skills and ability to lead teams;
- xi. Mentoring, coaching and leadership skills;
- xii. Innovative thinking;
- xiii. Attention to detail and quality orientation skills;
- xiv. Problem solving and analytical skills;
- xv. Conflict management;
- xvi. Team building; and
- xvii. Interpersonal and negotiation skills.

e. Job and Persons Specification

1. Assistant Hospitality Officer, KMFRI Grade 9

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of the Senior Assistant Hospitality Officer.

a. Job Specifications

The duties and responsibilities of the candidate will entail assisting in:-

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;
- ii. Making reservation and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Check-in and checking-out of guests from the hostels following the laid down procedures;
- vi. Ensuring that guests room amenities are distributed after cleaning for comfort of the guest;
- vii. Assisting in addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. Diploma in: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Health certificate;
- iii. Minimum K.C.S.E C (Minus) or its equivalent;
- iv. Proficient in computer applications; and
- v. Meets the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

2. Senior Assistant Hospitality Officer, KMFRI Grade 8

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;

- ii. Reserving and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Checking-in and out guests from the hostels following the laid down procedures;
- vi. Ensuring that guest room amenities are distributed after cleaning for comfort of the guest;
- vii. Addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. At least three (3) years' relevant work experience as an Assistant Hospitality Officer in a comparable position in the public or private sector;
- ii. Diploma in: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Health certificate;
- iv. Minimum K.C.S.E Certificate (C Minus) or its equivalent;
- v. Proficient in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

3. Principal Assistant Hospitality Officer, KMFRI Grade 7

a. Job Specifications

The duties and responsibilities of the candidate will entail assisting in:-

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;
- ii. Making reservation and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Check-in and checking-out of guests from the hostels following the laid down procedures;
- vi. Ensuring that guests room amenities are distributed after cleaning for comfort of the guest;
- vii. Assisting in addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. At least six (6) years' relevant work experience with which three (3) must have served as a Senior Assistant Hospitality Officer in a comparable position and institution;
- ii. Diploma in: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Health certificate;
- iv. Minimum K.C.S.E Certificate (C Minus) or its equivalent;
- v. Proficient in computer applications; and
- vi. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

4. Hospitality Officer, KMFRI GRADE 7

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior Officer.

a. Job Specifications

The duties and responsibilities of the candidate will entail assisting in:-

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;
- ii. Reserving and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Checking-in and out guests from the hostels following the laid down procedures;
- vi. Ensuring that guest room amenities are distributed after cleaning for comfort of the guest;
- vii. Addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. Bachelor's degree in any of the following disciplines: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- ii. Health certificate;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Proficient in computer applications;
- v. Demonstrated good results in work performance; and
- vi. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and

- iii. Organizational skills.

5. Senior Hospitality Officer, KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;
- ii. Making reservation and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Check-in and checking-out of guests from the hostels following the laid down procedures;
- vi. Ensuring that guests room amenities are distributed after cleaning for comfort of the guest;
- vii. Assisting in addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. At least three (3) years' relevant work experience as a Hospitality Officer in a comparable position and institution
- ii. Bachelor's degree in any of the following disciplines: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Health certificate;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Proficient in computer applications; and
- vi. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

6. Principal Hospitality Officer - KMFRI GRADE 5

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Preparing work schedules for cleaning staff to ensure conformity and standards are achieved;
- ii. Reserving and booking of guest to ensure that Institute facilities are utilized maximally and revenue is generated;
- iii. Organizing Room Stewards to ensure smooth running of activities at the hostels, high standards of cleanliness and general upkeep in all areas;
- iv. Issuing cleaning supplies and equipment to the cleaning staff to facilitate their operation;
- v. Checking-in and out guests from the hostels following the laid down procedures;
- vi. Ensuring that guest room amenities are distributed after cleaning for comfort of the guest;
- vii. Addressing guest complaints in a timely manner to ensure problems arising are solved;
- viii. Invoicing and billing of guests is carried out in a timely manner for settlement of bills;
- ix. Ensuring that all equipment used is in good condition, reporting any fault to enable immediate replacement to prolong their lifespan; and
- x. Ensuring that conference rooms are cleaned, arranged and amenities are provided in a timely manner as per the client's request.

b. Person Specification

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

- i. At least six (6) years' relevant work experience of which three (3) years must have served as a Senior Hospitality Officer in a comparable position and institution;
- ii. Bachelor's degree in any of the following disciplines: - Hotel and Catering Management; Hotel and Hospitality Management; Hospitality and Tourism Management or equivalent qualification from a recognized institution;
- iii. Health certificate;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Proficient in computer applications;
- vi. Supervisory course lasting not less than two (2) weeks from a recognized institution;

- vii. Demonstrated good results in work performance; and
- viii. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

4.6 Career Guidelines for Cooks

a. Job Purpose

Cooks are responsible for preparing menus and actual food production for guests.

b. Functions

Cooks are responsible for the following functions: -

- i. Ensuring production of quality food that meet customer requirement and specifications;
- ii. Preparing food recipes to meet the clients' variety, quantity and quality needs.
- iii. Cleaning cooking equipment, utensils and kitchen to maintain hygiene and prevent food contamination that may result into food poisoning.
- iv. Preparing recipes and produce of all types of dishes according to the menu to suit the different tastes of customers.
- v. Ensuring food is delivered on time for customer's convenience and satisfaction;
- vi. Ensuring that health and safety standards are maintained in the kitchen in compliance with government legislation and to prevent accidents;
- vii. Ensuring portion control is observed to minimize waste;
- viii. Developing and implement cleaning and fumigation schedules; and
- ix. Authorizing requisition of food items from the store.

c. Grading Structure and Scope

The Career Guidelines establishes two (2) Grades for Cooks who will be designated and graded as follows:-

Table 1: Career guidelines for Cooks

S / No	Designation	KMFRI Grade
1	Cook	11
2	Senior Cook	10

d. Recognized Qualifications

- i. Certificate in food production or its equivalent qualification from a recognized institution;

- ii. Health Certificate;
- iii. Proficiency in computer applications;
- iv. Fulfil the requirements of Chapter 6 of the Constitution;
- v. Supervisory skills;
- vi. Communications skills;
- vii. Organization skills; and
- viii. Interpersonal skills.

e. Job and Persons Specification

1. Cook - KMFRI Grade 11

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of the senior Cook.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in:-

- i. Undertaking general duties of cooking including menu interpretation in a bid to achieve the customer the customers dietary needs'
- ii. Preparing food recipes to meet the clients' variety, quantity and quality needs;
- iii. Cleaning cooking equipment, utensils and kitchen to maintain hygiene and prevent food contamination that may result into food poisoning;
- iv. Preparing recipes and produce of all types of dishes according to the menu to suit the different tastes of customers;
- v. Ensuring that health and safety standards are maintained in the kitchen in compliance with government legislation and to prevent accidents; and
- vi. Ensuring portion control is observed to minimize waste and maximize on profits.

b. Person Specification

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

- i. Certificate in food production or its equivalent qualification from a recognized institution;
- ii. Health certificate;
- iii. Minimum K.C.S.E D (Plain) or its equivalent;
- iv. Proficient in computer applications; and
- v. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

2. Senior Cook - KMFRI Grade 10

a. Job Specifications

Duties and responsibilities of the candidate will entail:-

- i. Ensuring production of quality food and drinks that meet customer requirement and specifications;
- ii. Undertaking general duties of cooking including menu interpretation in a bid to achieve the customer the customers dietary needs
- iii. Preparing food recipes to meet the clients' variety, quantity and quality needs.
- iv. Cleaning cooking equipment, utensils and kitchen to maintain hygiene and prevent food contamination that may result into food poisoning.
- v. Preparing recipes and produce of all types of dishes according to the Menu to suit the different tastes of customers.
- vi. Taking inventory of snacks and Beverages before sales starts to track sales and enhance accountability;
- vii. Attending to client's culinary needs in conferences and seminars as per request to ensure customer satisfaction towards return orders;
- viii. Ensuring all food stuffs and snacks are delivered on time for customer's convenience and satisfaction;
- ix. Ensuring that health and safety standards are maintained in the kitchen in compliance with government legislation and to prevent accidents;
- x. Ensuring portion control is observed to minimize waste and maximize on profits for the unit;
- xi. Ensuring smooth running of all activities and enhance team work for smooth flow of operations;
- xii. Developing and implement cleaning and fumigation schedules; and
- xiii. Authorizing requisition of food items from the store.

b. Person Specification

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

- i. At least three (3) years' relevant work experience in a comparable position and institution;
- ii. Certificate in food production or its equivalent qualification from a recognized institution;
- iii. Health certificate;

- iv. Minimum K.C.S.E C- (Minus) or its equivalent;
- v. Proficient in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

4.7 Career Guideleines for Waiters

a. Job Purpose

Waiters are responsible for restaurant setup and food service operations to ensure high standards of services offered in the restaurants are maintained.

b. Functions

Waiters are responsible for the following functions: -

- i. Selling of restaurant products;
- ii. Overseeing setting up of tables, chairs and cutlery;
- iii. Ushering and serving customers;
- iv. Requisitioned items from the stores for use in the restaurant;
- v. Ensuring the restaurant is cleaned and set up;
- vi. Ensuring cleanliness of the dining hall or restaurant by wiping tables after meals and mopping the floor to provide clients with a conducive dining environment;
- vii. Ensuring delivery of satisfactory services by polish cutlery, utensils set tables and fold napkins in preparation for the meals service;
- viii. Guiding customers through menus to inform them on available meal varieties and what would be best for their dietary needs; and
- ix. Collecting feedback forms from customers to help evaluate the unit's service and food quality for decision making and future planning.

c. Grading Structure and Scope

The Career Guidelines establishes two (2) Grades of Waiters who will be designated and graded as follows:-

Table: Waiters

	Designation	Grade KMFRI
	Waiter	11
	Senior Waiter	10

d. Recognized Qualifications

- i. Certificate in food and beverage management/service, food production or its equivalent qualification from a recognized institution;
- ii. Health Certificate;
- iii. Proficiency in computer applications;
- iv. Fulfil the requirements of Chapter 6 of the Constitution;
- v. Supervisory skills;
- vi. Communications skills;
- vii. Organization skills; and
- viii. Interpersonal skills.

e. Job and Persons Specification

1. Waiter - KMFRI Grade 11

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of the senior Waiter.

a. Job Specifications

The duties and responsibilities of the candidate will entail assisting in:-

- i. Setting up tables, chairs and cutlery and clearing the table;
- ii. Ushering and serving customers;
- iii. Requisitioning of items from the stores for use in the restaurant.
- iv. Setting up of the restaurant;
- v. Selling of restaurant products and billing of customers;
- vi. Maintaining cleanliness of dining areas, equipment and utensils;
- vii. Cleaning the restaurant and clearing of used and unused equipment after service;
- viii. Accounting for equipment used after service; and
- ix. Collecting customer feedback and directing the complaints to the food and beverage supervisor.

b. Person Specification

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

- i. Certificate in food and beverage management/service or its equivalent qualification from a recognized institution;
- ii. Health certificate;
- iii. Minimum K.C.S.E D+ (Plus) or its equivalent;
- iv. Proficient in computer applications; and
- v. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- vi. Communication skills;
- vii. Interpersonal skills;
- viii. Organizational skills; and
- ix. Customer service skills.

2. Senior Waiter - KMFRI Grade 10

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Selling of restaurant products;
- ii. Overseeing maintenance of cleanliness in dining area, equipment and utensils; supervising, mentoring and training staff;
- iii. Overseeing setting up of tables, chairs and cutlery;
- iv. Ushering and serving customers;
- v. Requisitioned items from the stores for use in the restaurant;
- vi. Ensuring the restaurant is cleaned and set up;
- vii. Accounting for equipment used after service to the Kitchen steward.
- viii. Queuing customer orders for preparation by the cooks to prevent order confusion and ensure every customer gets timely services depending on their arrival
- ix. Showing customers to their tables and take orders from to ensure they are well treated and served their meals of choice accordingly.
- x. Ensuring cleanliness of the dining hall or restaurant by wiping tables after meals and mopping the floor to provide clients with a conducive dining environment.
- xi. Ensuring delivery of satisfactory services by polish cutlery, utensils set tables and fold napkins in preparation for the meals service.
- xii. Guiding customers through menus to inform them on available meal varieties and what would be best for their dietary needs.

- xiii. Collecting feedback forms from customers to help evaluate the unit's service and food quality for decision making and future planning.
- xiv. Allocating duties and tasks to other waiters and ensure performance and completion of tasks to meet the set standards; and
- xv. Signing performance contracts and conduct staff appraisals for other officers falling under this job to enable evaluation of staff performance towards achieving the units overall mandate and planning ahead.

b. Person Specification

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

- i. At least three (3) years' relevant work experience in a comparable position and institution;
- ii. Certificate in in food and beverage management/service or its equivalent qualification from a recognized institution;
- iii. Health certificate;
- iv. Minimum K.C.S.E C- (Minus) or its equivalent;
- v. Proficient in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Time management skills; and
- v. Customer service skills.

4.8 Career Guidelines for Capacity Building Officers

a. Job Purpose

The Officers are responsible for technical capacity building of the staff and stakeholders on marine and fisheries matters. Supporting development and review of Graduate schools' curriculum and maintaining research database that may be used to develop and review curriculum.

b. Functions

The Technical Capacity Building Officers are responsible for the following functions:

- i. Formulating and implementing of policies and strategies for the Capacity Building Unit;
- ii. Overseeing development of Information Education Communication (IEC) materials;

- iii. Coordinating with experts to develop training materials for target sectors;
- iv. Schedule, link and coordinate the integration of soft skills training and capacity development offered by the various partners Liaising with expert departments to provide relevant training to staff and stakeholders;
- v. Initiating and implementing capacity development initiatives, and these could be organized at the regional, sub- regional or national level;
- vi. Coordinating awareness programs;
- vii. Mobilizing resources required to implement the Capacity Building Program activities;
- viii. Coordinating the development and review of Graduate schools' curriculum;
- ix. Monitoring and evaluating the training curriculums;
- x. Identifying key partners, resource persons and experts in different fields to support the implementation of the Capacity Building Program;
- xi. Document compelling stories and case studies;
- xii. Developing training criteria, qualifications, schedules, specialized courses, modules and certification of courses;
- xiii. Developing and maintaining research database that may be used to develop and review curriculum;
- xiv. Developing tools to monitor and evaluate the impact of capacity building initiative; and
- xv. Devising ways of making the capacity building initiative sustainable and reliant.

c. Grading Structure and Scope

The Career Guideline establishes two (2) grades for Technical Capacity Building Officers who will be designated and graded as follows: -

Table 1: Technical Capacity Building Officers

S / No.	Designation	KMFRI Grade
1.	Assistant Director, Technical Capacity Building	4
2.	Deputy Director, Technical Capacity Building	3

d. Recognized Qualifications

- i. Master's degree in any of the following disciplines: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;

- ii. Bachelor's Degree in any of the following field: Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;
 - iii. Work experience (Capacity Development);
 - iv. Leadership course lasting not less than four (4) weeks or equivalent, from a recognized institution;
 - v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
 - vi. Relevant years of experience;
 - vii. Demonstration of good results in work performance;
 - viii. Proficiency in Computer applications; and
 - ix. Meets requirement of Chapter Six of the Constitution.
- e. Key Competencies and skills**
- i. Demonstrate critical, dynamic and strategic thinking;
 - ii. Strong managerial and leadership skills;
 - iii. Demonstrate strong communication and reporting skills;
 - iv. Strong analytical and interpersonal skills; and
 - v. Strong training skills with ability to mentor and coach.
- f. Job Specification and Person Specification**
- 1. Assistant Director, Technical Capacity Building - KMFRI Grade 4**
- a. Job Specification**

The duties and responsibilities of the officer will entail:

- i. Formulating and implementing of policies and strategies for the Capacity Building Unit;
- ii. Overseeing development of Information Education Communication (IEC) materials and curriculums;
- iii. Coordinating with experts to develop training materials for target sectors;
- iv. Schedule, link and coordinate the integration of soft skills training and capacity development offered by the various partners Liaising with expert departments to provide relevant training to staff and stakeholders;
- v. Initiating and implementing capacity development initiatives, and these could be organized at the regional, sub- regional or national level;
- vi. Coordinating awareness programs;

- vii. Mobilizing resources required to implement the Capacity Building Program activities;
- viii. Coordinating the development and review of Graduate schools' curriculum;
- ix. Monitoring and evaluating the training curriculums;
- x. Identifying key partners, resource persons and experts in different fields to support the implementation of the Capacity Building Program;
- xi. Document compelling stories and case studies;
- xii. Developing training criteria, qualifications, schedules, specialized courses, modules and certification of courses;
- xiii. Developing and maintaining research database that may be used to develop and review curriculum;
- xiv. Developing tools to monitor and evaluate the impact of capacity building initiative; and
- xv. Devising ways of making the capacity building initiative sustainable and reliant.

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least eight (8) years relevant work experience, at least three (3) of which must be in a supervisory capacity in the public or private sector;
- ii. Bachelor's Degree in any of the following disciplines: - Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: - Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. Proficiency in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Meets the requirements of Chapter Six of the constitution

c. Key Competencies and skills

- i. Demonstrate critical, dynamic and strategic thinking;
- ii. Strong managerial and leadership skills;

- iii. Demonstrate strong communication and reporting skills;
- iv. Strong analytical and interpersonal skills; and
- v. Strong training skills with ability to mentor and coach.

2. Deputy Director, Technical Capacity Building - KMFRI Grade 3

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Formulating and implementing of policies and strategies for the Capacity Building Unit;
- ii. Overseeing development of Information Education Communication (IEC) materials;
- iii. Coordinating with experts to develop training materials for target sectors;
- iv. Schedule, link and coordinate the integration of soft skills training and capacity development offered by the various partners Liaising with expert departments to provide relevant training to staff and stakeholders;
- v. Initiating and implementing capacity development initiatives, and these could be organized at the regional, sub- regional or national level;
- vi. Coordinating awareness programs;
- vii. Mobilizing resources required to implement the Capacity Building Program activities;
- viii. Coordinating the development and review of Graduate schools' curriculum;
- ix. Monitoring and evaluating the training curriculums;
- x. Identifying key partners, resource persons and experts in different fields to support the implementation of the Capacity Building Program;
- xi. Document compelling stories and case studies;
- xii. Developing training criteria, qualifications, schedules, specialized courses, modules and certification of courses;
- xiii. Developing and maintaining research database that may be used to develop and review curriculum;
- xiv. Developing tools to monitor and evaluate the impact of capacity building initiative; and
- xv. Devising ways of making the capacity building initiative sustainable and reliant.

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least ten (10) years relevant work experience, at least three (3) of which must be in a managerial capacity in the public or private sector;

- ii. Bachelor's Degree in any of the following disciplines: - Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;
 - iii. Master's Degree in any of the following disciplines: - Aquatic or Fisheries Sciences, Biological or Physical Sciences, Natural Resources Management, Environmental studies, Geology, Sociology, Economics, Anthropology, Bio-statistics, Marine engineering, Biometrics, Biotechnology; or any other aquatic, fisheries, Project Management, Social Sciences, Psychology, Education, Business or its equivalent qualification from a recognized institution;
 - iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
 - v. Proficiency in computer applications;
 - vi. Demonstrated good results in work performance; and
 - vii. Meets the requirements of Chapter Six of the constitution
- c. Key Competencies and skills**
- i. Demonstrate critical, dynamic and strategic thinking;
 - ii. Strong managerial and leadership skills;
 - iii. Demonstrate strong communication and reporting skills;
 - iv. Strong analytical and interpersonal skills; and
 - v. Strong training skills with ability to mentor and coach.

4.9 Career Guidelines for Risk Management and Quality Assurance Officers

a. Job Purpose

Risk Management and Quality Assurance Officers are responsible for the development and review of the risk management framework, ensuring adherence to all quality standards for efficient and effective service delivery in all areas of operations. In addition, it ensures that the Institute operations and services are based on ISO standards.

b. Functions

Risk Management and Quality Assurance Officers are responsible for following functions: -

- i. Advising management on policies, strategies, plans standards, systems, procedures strategies, plans and procedures relating to risk management and quality assurance;
- ii. Ensuring the development, implementation and review of policies, strategies, plans, systems and procedures relating to risk management and quality assurance;
- iii. Ensuring development, review and implementation of the risk management framework for the Institute;

- iv. Monitoring implementation of Integrated Quality Management Systems (IQMS) and standards within the Institute;
- v. Coordinating internal and external Integrated Quality Management Systems (IQMS) audits and liaising with certification bodies;
- vi. Coordinating the identification, training and appointment of internal quality management system auditors;
- vii. Facilitating identification, analysis and evaluation of risks in liaison with process owners;
- viii. Ensuring development and maintenance of risk registers;
- ix. Monitoring and evaluating risk management strategies and advising management accordingly;
- x. Coordinating risk management to ensure business continuity;
- xi. Determining, negotiating and agreeing on in-house quality procedures, standards and specifications;
- xii. Assessing customer requirements and ensuring that these are met;
- xiii. Setting customer service standards;
- xiv. specifying quality requirements of raw materials with suppliers;
- xv. Ensuring capacity building for management and staff in responding to risks;
- xvi. Coordinating the identification, training and appointment of risk champions; and
- xvii. Appraising the relevance, reliability and integrity of risk management and control processes.

c. Grading Structure and Scope

The Career Guideline establishes five (5) grades of Risk Management & Quality Assurance Officers, who will be designated and graded as follows: -

Table 1: Risk Management and Quality Assurance Officers

S / No	Designation	KMFRI Grade
1.	Risk Management and Quality Assurance Officer	7
2.	Senior Risk Management and Quality Assurance Officer	6
3.	Principal Risk Management and Quality Assurance Officer	5
4.	Assistant Director, Risk Management and Quality Assurance	4
5.	Deputy Director, Risk Management and Quality Assurance	3

The grades of Risk Management and Quality Assurance Officer / Senior Risk Management and Quality Assurance, KMFRI Grades 7 / 6 forms a common establishment.

d. Recognized Qualifications

- i. Master's Degree in Social Science such as Finance, Economics, Statistics, Business Studies, Project Management, or its equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in Social Science such as Finance, Economics, Statistics, Business Studies, Project Management, or its equivalent qualification from a recognized institution;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), certified ISO Auditor or any other relevant qualification;
- v. Membership to relevant professional body in good standing;
- vi. Relevant work experience;
- vii. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii.
- ix. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- x. Supervisory course lasting not less than two (2) weeks;
- xi. Demonstration of good results in work performance;
- xii. Proficiency in computer applications;
- xiii. Meets of the requirements of Chapter 6 of the Constitution;
- xiv. Strong communication and reporting skills;
- xv. Strong managerial skills and ability to lead teams;
- xvi. Mentoring, coaching and leadership skills;
- xvii. Attention to detail and quality orientation skills;
- xviii. Problem solving and analytical skills;
- xix. Conflict management; and
- xx. Interpersonal and negotiation skills.

e. Job and Person Specifications

1. Risk Management and Quality Assurance Officer - KMFRI Grade 7

This is the entry and training grade for this cadre for Degree holders. An officer at this level will work under guidance and supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the candidate will entail assisting in:-

- i. Implementing of quality assurance and risk management strategies, policies and procedures to ensure achievement of objectives;
- ii. Carrying out risk assessments for various processes in the Institute;
- iii. Updating Directorate/Departmental and corporate risk registers;
- iv. Defining quality procedures in conjunction with operational and technical staff,
- v. Maintaining controls and documentation procedures and policies;
- vi. Implementing annual quality assurance and enterprise risk management plan;
- vii. Carrying out quarterly routine awareness programs to management on risk management;
- viii. Carrying out quarterly audits to ensure compliance with ISO procedures;
- ix. Conducting and scheduling effective training for staff in regard to quality management systems and risk management;
- x. Preparing of reports for each quality assurance and risk management assignment to risk/process owners; and
- xi. Monitoring implementation of agreed risk management mitigation measures with risk/process owners.

b. Person Specification

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

- i. Bachelor's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- ii. Proficient in computer applications; and
- iii. Meets the requirements of Chapter 6 of the Constitution.

c. Key Competencies and Skills

- i. Communication and reporting skills;
- ii. Interpersonal skills; and
- iii. Organizational skills.

2. Senior Risk Management & Quality Assurance Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Providing input in the development and implementation of quality assurance and risk management strategies, plans, policies and procedures;

- ii. Providing input in the development and ensure implementation of the Institute's business continuity and disaster recovery plan;
- iii. Ensure all functions have up to date documented policies and procedures and monitor compliance;
- iv. Monitoring implementation of risk management mitigation measures with risk/process owners;
- v. Maintaining departmental and institutional risk registers;
- vi. Assessing high risk areas in all functions and developing risk mitigation measures;
- vii. Preparing reports on each quality assurance and risk management assignments to risk / process owners, and develop the mitigation measures thereof;
- viii. Assessing adherence to the Institute's enterprise risk management framework;
- ix. Conducting audits of policy and compliance to ISO standards, including liaising with internal and external auditors;
- x. Conducting and scheduling effective training for staff in regard to Quality Management Systems and Risk Management;
- xi. Providing input in the development of quality procedures in conjunction with operational and technical staff,
- xii. Maintaining controls and documented policies and procedures;
- xiii. Suggesting changes and improvements in policies and procedures and how to implement them;
- xiv. Assessing organizational and performance gaps within the different programs and report on corrective actions needed;
- xv. Implementing business process reengineering initiatives; and
- xvi. Providing input in the preparation and review of the budget and annual work plan for the Department.

b. Person Specifications

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

- i. At least three (3) years relevant work experience in the public or private sector;
- ii. Bachelor's degree Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor, Association of Computing Practitioners (K) Association (ACPA), Certified Lead Auditor or any other relevant qualification;

- v. Membership to relevant professional body in good standing;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and
- viii. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and skills

- i. Communication and reporting skills;
- ii. Attention to detail and quality orientation skills;
- iii. Problem solving and analytical skills;
- iv. Interpersonal and negotiation skills;
- v. Supervisory skills;
- vi. Conflict management;
- vii. Team building; and
- viii. Ability to work under pressure, prioritize and multi task.

3. Principal Risk Management and Quality Assurance Officer - KMFRI Grade 5

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Providing leadership in the development of the Institute's enterprise risk management Framework, quality management systems, policies and procedures;
- ii. Developing and coordinating effective implementation of annual quality assurance and enterprise risk management plans;
- iii. Spearheading the development, implementation and review of the Institute's business continuity plan;
- iv. Evaluating progress and effectiveness of action taken to implement recommendations received from both internal and external quality assurance, ISO audits;
- v. Preparing reports to management and the Audit and Risk Management Committee;
- vi. Monitoring, evaluating and consolidating the Institute's risk management register and organize and co-ordinate periodic/quarterly risk management meetings;
- vii. Overseeing the application and adherence to the enterprise risk management policy and framework and report on trends in the Institute's risk profile;
- viii. Providing secretarial services to the corporate Risk Management Committee;

- ix. Carrying out sensitization and awareness training to staff within the Institute on risk management, ISO procedures, implementation of action plans, as designed in the risk management plan;
- x. Reviewing changes and suggestions in the improvement of governing policies and procedures; and
- xi. Carrying out quarterly assessments for compliance and risk assessment at the Institute.

b. Person Specifications

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

- i. At least six (6) years' relevant work experience, at least three (3) of which must have been in a position of Risk Management and Quality Assurance Officer or a comparable position in public or private sector;
- ii. Bachelor's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- iv. Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor or any other relevant qualification;
- v. Membership to relevant professional body in good standing;
- vi. Proficiency in computer applications;
- vii. Supervisory course lasting not less than three (2) weeks from a recognized institution;
- viii. Demonstrated good results in work performance; and
- ix. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

4. Assistant Director, Risk Management and Quality Assurance - KMFRI Grade 4

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Providing leadership in the development of the Institute's enterprise risk management Framework, quality management systems, policies and procedures;
- ii. Developing and coordinating effective implementation of annual quality assurance and enterprise risk management plans;
- iii. Spearheading the development, implementation and review of the Institute's business continuity plan;
- iv. Evaluating progress and effectiveness of action taken to implement recommendations received from both internal and external quality assurance audits;
- v. Preparing and scheduling audits;
- vi. Preparing reports to management and the Audit and Risk Management Committee;
- vii. Monitoring, evaluating and consolidating the Institute's risk management register and organize and co-ordinate periodic/quarterly risk management meetings;
- viii. Overseeing the application and adherence to the enterprise risk management policy and framework and report on trends in the Institute's risk profile;
- ix. Providing secretarial services to the corporate Risk Management Committee;
- x. Carrying out sensitization and awareness training to staff within the Institute on risk management, as designed in the risk management plan;
- xi. Reviewing changes and suggestions in the improvement of governing policies and procedures; and
- xii. Carrying out quarterly assessments for compliance and risk assessment at the Institute.

b. Person Specifications

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

- i. At least eight (8) years' relevant work experience, three (3) of which must have been in a supervisory role in the public or private sector;
- ii. Master's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iii. Bachelor's degree Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor, Association of Computing Practitioners (K) Association (ACPA), Certified Lead Auditor or any other relevant qualification;

- vi. Membership to relevant professional body in good standing;
- vii. Proficiency in computer applications;
- viii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- ix. Demonstrated good results in work performance; and
- x. Fulfilled the requirements of Chapter six of the Constitution.

c. Key Competencies and skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

5. Deputy Director, Risk Management and Quality Assurance - KMFRI Grade 3

a. Job Specifications

The duties and responsibilities of the candidate will entail:-

- i. Providing leadership in the development and implementation of risk management strategies, policies and procedures to achieve the Institute's strategic objectives;
- ii. Overseeing risk management of the Institute in the business continuity, corporate governance, enterprise risk, information and security risk, regulatory and operational risk and technology risk;
- iii. Promoting and monitoring continuous quality improvement within the Institute in line with the ISO standards;
- iv. Advising Management on acquisition of relevant ISO certifications for the Institute;
- v. Compiling data for trend analysis and reporting, and developing programs or action plans for implementation by the Institute;
- vi. Ensuring regular quality assessment visits on various Institute's projects;
- vii. Preparing annual quality improvement plans;
- viii. Overseeing compliance of written policies and procedures established by the Institute and periodically reviewing the policies/procedures and making recommendations for revisions and improvement;
- ix. Developing and planning effective training for staff in regard to Quality and Risk Management;

- x. Overseeing management of risk incidents and keeping a record of all risk incidents in the Institute;
- xi. Preparing quarterly reports to the Audit and Risk Management Committee of the Board;
- xii. Partnering with all departments to ensure efficient work flow, quality programs and compliance in line with ISO procedures;
- xiii. Overseeing periodic internal and external ISO audits and quality assurance within the Institute;
- xiv. Facilitate maintenance of ISO standards and other quality standards;
- xv. Overseeing review of ISO procedures to ensure compliance;
- xvi. Developing, reviewing and ensuring implementation of the strategic plan, business plans and departmental plans; and
- xvii. Coordinating performance management in the Institute through identification of the right tools for measuring performance.

b. Person Specifications

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

- i. At least ten (10) years' relevant work experience, three (3) of which must have been in a management position in the public or private sector;
- ii. Master's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iii. Bachelor's degree in Social Science such as Finance, Economics, Information Technology, Business Information Technology, Statistics, Business Studies, Project Management, Social Sciences, Natural Sciences or its equivalent qualification from a recognized institution;
- iv. Minimum K.C.S.E C+ (Plus) or its equivalent;
- v. Relevant professional qualification such as Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor, Association of Computing Practitioners (K) Association (ACPA), Certified Lead Auditor or any other relevant qualification;
- vi. Membership to relevant professional body in good standing;
- vii. Proficiency in computer applications;
- viii. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- ix. Demonstrated good results in work performance; and
- x. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong managerial skills and ability to lead teams;
- iv. Strong organization and inter personal skill;
- v. Mentoring, coaching and leadership skills;
- vi. Problem solving skills;
- vii. Interpersonal and negotiation skills;
- viii. Conflict management; and
- ix. Ability to work under pressure, prioritize and multi task.

4.10 Career Guidelines for Business Development Officers

a. Job Purpose

Business Development officers responsible for developing policies, strategies for enterprise development to be implemented for improved service delivery and business growth.

b. Functions

The Business Development Officers are responsible for the following functions: -

- i. Developing policies, strategies and programs for enterprise development for improved service delivery and business growth;
- ii. Prepare quarterly reports on marketing and development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website and social sites;
- v. Developing and circulating enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vi. Developing various enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation; and
- vii. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base.

c. Grading Structure and Scope

The Career Guidelines establishes five (5) Grades of Business Development Officers who will be designated and graded as follows:-

Table 1: Business Development Officers

S / No.	Designation	KMFRI Grade
1.	Business Development Officer	7
2.	Senior Business Development Officer	6
3.	Principal Business Development Officer	5
4.	Assistant Director, Business Development Services	4
5.	Deputy Director, Business Development Services	3

The grade of Business Development Officer / Senior Business Development Officer, KMFRI Grade 7/6 will form a common establishment.

d. Recognized Qualifications

- i. Master's Degree in Entrepreneurship Development, Marketing, Business Management or relevant field from a recognized institution;
- ii. Bachelor's degree in Entrepreneurship Development, Marketing, Business Management or relevant field from a recognized university;
- iii. Member of Chartered Institute of Marketing or its equivalent;
- iv. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v.
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Membership to relevant professional body in good standing;
- viii. Relevant years of experience;
- ix. Supervisory course not lasting less than two (2) weeks;
- x. Demonstration of good results in work performance;
- xi. Proficiency in computer applications;
- xii. Fulfill of the requirements of Chapter 6 of the Constitution;
- xiii. Strong communication and reporting skills;
- xiv. Mentoring, coaching and leadership skills;
- xv. Problem solving and analytical skills;

- xvi. Team building; and
- xvii. Interpersonal and negotiation skills.

e. Job and Person Specifications

1. Business Development Officer - KMFRI Grade 7

a. Job Specifications

Duties and responsibilities of the officer will entail assisting:

- i. Developing and coordinating preparation of work plans for the sales teams through structural design and implementation of the work plan document to ensure effective allocation responsibilities to staff and successful sales activities;
- ii. Prepare quarterly reports on marketing and development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website and social sites;
- v. Ensuring quick response to customer issues and boosting communication with external clients;
- vi. Developing and circulating enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vii. Managing day to day general customer communiqué through receiving and addressing complaints, enquiries and feedback aimed at improving customer service aspects;
- viii. Developing various enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation;
- ix. Developing media features such as newspaper adverts on products and services for increased customer awareness and increased revenue generation;
- x. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base; and
- xi. Managing outdoor sales activities through coordination and supervision of sales personnel towards increased revenues and better customer services.

b. Person specifications

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

- i. Bachelor's Degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;

- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six of the constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills; and
- iii. Interpersonal skills.

2. Senior Business Development Officer - KMFRI Grade 6

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Developing and coordinating preparation of work plans for the sales teams through structural design and implementation of the work plan document to ensure effective allocation responsibilities to staff and successful sales activities;
- ii. Prepare quarterly reports on marketing & development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website & social sites;
- v. Ensuring quick response to customer issues and boosting communication with external clients;
- vi. Developing and circulating Enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vii. Managing day to day general customer communiqué through receiving and addressing complaints, enquiries and feedback aimed at improving customer service aspects;
- viii. Developing various Enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation;
- ix. Developing media features such as newspaper adverts on products and services for increased customer awareness and increased revenue generation;
- x. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base; and
- xi. Managing outdoor sales activities through coordination and supervision of sales personnel towards increased revenues and better customer services.

b. Person specifications

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

- i. At least three (3) years' relevant work experience in the public or private sector;
- ii. Bachelor's Degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iii. Computer Literacy; and
- iv. Fulfil the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills; and
- iii. Interpersonal and negotiation skills.

3. Principal Business Development Officer - KMFRI Grade 5

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Developing and coordinating preparation of work plans for the sales teams through structural design and implementation of the work plan document to ensure effective allocation responsibilities to staff and successful sales activities;
- ii. Prepare quarterly reports on marketing & development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website & social sites;
- v. Ensuring quick response to customer issues and boosting communication with external clients;
- vi. Developing and circulating Enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vii. Managing day to day general customer communiqué through receiving and addressing complaints, enquiries and feedback aimed at improving customer service aspects;
- viii. Developing various Enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation;

- ix. Developing media features such as newspaper adverts on products and services for increased customer awareness and increased revenue generation;
- x. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base; and
- xi. Managing outdoor sales activities through coordination and supervision of sales personnel towards increased revenues and better customer services.

b. Person specifications

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

- i. At least six (6) years' relevant work experience, three (3) of which must have been in the position of Senior Business Development Officer or a comparable position in the public or private sector;
- ii. Bachelor's Degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iii. Supervisory course lasting not less than two (2) weeks in a recognized institution;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills; and
- iii. Interpersonal and negotiation skills.

4. Assistant Director, Business Development Services - KMFRI Grade 4

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Developing and coordinating preparation of work plans for the sales teams through structural design and implementation of the work plan document to ensure effective allocation responsibilities to staff and successful sales activities;
- ii. Prepare quarterly reports on marketing & development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website & social sites;
- v. Ensuring quick response to customer issues and boosting communication with external clients;

- vi. Developing and circulating Enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vii. Managing day to day general customer communiqué through receiving and addressing complaints, enquiries and feedback aimed at improving customer service aspects;
- viii. Developing various Enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation;
- ix. Developing media features such as newspaper adverts on products and services for increased customer awareness and increased revenue generation;
- x. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base; and
- xi. Managing outdoor sales activities through coordination and supervision of sales personnel towards increased revenues and better customer services.

b. Person specifications

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

- i. At least eight (8) years' relevant work experience, three (3) of which must have been in a supervisory position in the public or private sector;
- ii. Master's degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills; and
- iii. Interpersonal and negotiation skills.

5. Deputy Director, Business Development Services - KMFRI Grade 3

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Developing and coordinating preparation of work plans for the sales teams through structural design and implementation of the work plan document to ensure effective allocation responsibilities to staff and successful sales activities;
- ii. Prepare quarterly reports on marketing & development activities to enable evaluation of progress and planning for future activities;
- iii. Developing marketing and publicity concepts for products and services aimed at increasing public awareness of what the Institute offers;
- iv. Managing interactive social media accounts through daily administration of the e-commerce website & social sites;
- v. Ensuring quick response to customer issues and boosting communication with external clients;
- vi. Developing and circulating Enterprise marketing tools through design, production and distribution of fliers, profiles and leaflets to clients and unit managers to increase the Institute's customer base;
- vii. Managing day to day general customer communiqué through receiving and addressing complaints, enquiries and feedback aimed at improving customer service aspects;
- viii. Developing various Enterprise brands through design and production of branded packages for Institute's products to enhance corporate image, build customer confidence, enhance product differentiation;
- ix. Developing media features such as newspaper adverts on products and services for increased customer awareness and increased revenue generation;
- x. Designing and developing advertising billboards for all revenue units to strengthen KMFRI's customer base; and
- xi. Managing outdoor sales activities through coordination and supervision of sales personnel towards increased revenues and better customer services.

b. Person specifications

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

- i. At least ten (10) years' relevant work experience, three (3) of which must have been in a management role in the public or private sector;
- ii. Master's degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in Entrepreneurship Development, Marketing, Business Management or its equivalent qualification from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. Computer Literacy; and

vi. Fulfil the requirements of Chapter Six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills; and
- iii. Interpersonal and negotiation skills.

4.11 Career Guidelines for Sales and Marketing Officers

a. Job Purpose

Sales and Marketing Officers are responsible for selling and marketing, developing sales strategies, coordinating upstream business activities and undertaking market intelligence activities.

b. Functions

Sales and Marketing Officers are responsible for the following functions: -

- i. Developing promotional and marketing materials;
- ii. Coordinating the implementation of marketing strategies;
- iii. Managing market intelligence activities;
- iv. Developing and implementing of marketing plans;
- v. Developing the marketing strategy for new and existing products;
- vi. Undertake continuous analysis of competitive environment and consumer trends;
- vii. Establishing networks to exploit new business opportunities;
- viii. Promoting products and services of the NAMARET Centre; and
- ix. Maintaining business relationships with current and potential clients.

c. Grading Structure and Scope

The Career Guidelines establishes three (3) Grades of Assistant Sales and Marketing Officers who will be designated and graded as follows:-

Table: Assistant Sales and Marketing Officers

S / No.	Designation	KMFRI Grade
1.	Assistant Sales and Marketing Officer	9
2.	Senior Assistant Sales and Marketing Officer	8
3.	Principal Assistant Sales and Marketing Officer	7

The grade of Assistant Sales and Marketing Officer / Senior Assistant Sales and Marketing Officer Grade KMFRI 9 / 8 will form a common establishment.

d. Recognized Qualifications

- i. Higher National Diploma in Entrepreneurship Development, Marketing, Business Management or relevant field from a recognized institution;
- ii. Diploma in Entrepreneurship Development, Marketing, Business Management or relevant field from a recognized university;
- iii. Member of Chartered Institute of Marketing or its equivalent;
- iv. Membership to relevant professional body in good standing;
- v. Relevant years of experience;
- vi. Demonstration of good results in work performance;
- vii. Proficiency in computer applications;
- viii. Fulfill of the requirements of Chapter 6 of the Constitution;
- ix. Strong communication and reporting skills;
- x. Mentoring and coaching skills;
- xi. Team building; and
- xii. Interpersonal and negotiation skills.

e. Job and Person Specification

1. Assistant Sales and Marketing Officer - KMFRI Grade 9

a. Job Specifications

Duties and responsibilities of the officer will entail assisting:

- i. Implementing the developed marketing strategies;
- ii. Developing promotional and marketing materials;
- iii. Carrying out market intelligence activities;
- iv. Maintaining business relationships with current and potential clients;
- v. Coordinating sourcing of customer orders; and
- vi. Coordinating activities at outdoor displays, shows and exhibitions.

b. Person Specifications

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

- i. Diploma in Entrepreneurship Development, Marketing, Business Management or relevant field from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;

- iii. Proficiency in computer applications; and
- iv. Meets the requirements of Chapter Six of the constitution.

c. Key Competencies and skills

- i. Good Communication skills; and
- ii. Good Interpersonal skills.

2. Senior Assistant Sales and Marketing Officer- KMFRI Grade 8

a. Job Specifications

Duties and responsibilities of the officer will entail:

- i. Development of promotional and marketing materials;
- ii. Coordinating the implementation of marketing strategies;
- iii. Managing market intelligence activities;
- iv. Scheduling and management of out-door displays, shows and exhibition activities; Development and implementation of marketing plans;
- v. Supervising, organizing and co-coordinating marketing team;
- vi. Developing and maintaining key customer accounts;
- vii. Developing the marketing strategy for new and existing products;
- viii. Undertake continuous analysis of competitive environment and consumer trends;
- ix. Establish networks to exploit new business opportunities;
- x. Promoting products and services of the hospitality unit; and
- xi. Maintaining business relationships with current and potential clients.

b. Person specifications

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

- i. At least three (3) years' relevant work experience in the public or private sector;
- ii. Diploma in Commerce, or Business Administration (Marketing option) or its equivalent qualification from a recognized university;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Member of Chartered Institute of Marketing or its equivalent in good standing;
- v. Proficiency in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Strong communication and reporting skills;
- iii. Good Problem solving and analytical skills;
- iv. Team building; and
- v. Interpersonal and negotiation skills.

3. Principal Assistant Sales and Marketing Officer- KMFRI Grade 7

a. Job Specifications

Duties and responsibilities of the officer will entail;

- i. Development of promotional and marketing materials;
- ii. Coordinating the implementation of marketing strategies;
- iii. Managing market intelligence activities;
- iv. Scheduling and management of out-door displays, shows and exhibition activities; Development and implementation of marketing plans;
- v. Supervising, organizing and co-coordinating marketing team;
- vi. Developing and maintaining key customer accounts;
- vii. Developing the marketing strategy for new and existing products;
- viii. Undertake continuous analysis of competitive environment and consumer trends;
- ix. Establish networks to exploit new business opportunities;
- x. Promoting products and services of the hospitality unit; and
- xi. Maintaining business relationships with current and potential clients.

b. Person specifications

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

- i. At least six (6) years' relevant work experience, three (3) of which as a Senior Assistant Sales and Marketing Officer or a comparable position in the public or private sector;
- ii. Diploma/Higher Diploma in Commerce, or Business Administration (Marketing option) or its equivalent qualification from a recognized university;
- iii. Minimum K.C.S.E C- (Minus) or its equivalent;
- iv. Member of Chartered Institute of Marketing or its equivalent in good standing;
- v. ;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and

viii. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and skills

- i. Planning skills;
- ii. Strong communication and reporting skills;
- iii. Team building; and
- iv. Good Interpersonal and negotiation skills.

5.0 Directorate of Corporate Services

5.1 Career Guidelines for Director, Corporate Services

a. Job Purpose

The Director, Corporate Services is responsible for providing strategic and professional leadership in the management of Finance & Accounting, Human Resources, Administration, Corporate Communication functions to ensure that the Institute achieves its mandate. This involves formulating and coordinating the implementation of sound and effective Financial, Human Resource, Administration and Corporate Communication policies and strategies for effective management of the Institute resources as well as monitoring compliance with statutory and regulatory requirements.

b. Functions

The functions of the Director, Corporate Services are:

- i. Providing strategic Financial, Human Resource, Administration and Corporate Communication guidance to the Director General to ensure that the Institute objectives are met;
- ii. Ensuring the establishment of effective and sound Financial Management and Internal control systems, procedures and strategies to meet the objectives of the Institute and in compliance with statutory regulations.
- iii. Ensuring there is proper interpretation and implementation of Financial, Human Resource and Administrative Policies and regulations, including circulars on administration from the public service.
- iv. Ensuring timely preparation and submission of the annual recurrent and development budget estimates to The National Treasury as required by law.
- v. Coordinating the preparation and implementation of the annual work plans for Financial, Human Resource, Administration and Corporate Communication activities in the Institute
- vi. Coordinating the budgeting process, monitoring cash flow and overseeing the organization's financial performance against the budget and operational goals
- vii. Ensuring prudent utilization of donor funds for all Research Programmes in compliance with Public Finance Management Act 2012 (PFMA), International Public Service Accounting Standards (IPSAS) and donor agreements.

- viii. Ensuring human resource planning and undertaking organization review to ensure an optimal structure;
- ix. Overseeing recruitment and selection of staff to ensure that the Institute is adequately resourced with the right quality and numbers of staff;
- x. Ensuring creation of a good work environment to ensure work life balance, health and safety of all employees;
- xi. Ensuring the overall accountability for planning, directing and executing all human resources strategies, policies and activities;
- xii. Ensuring the overall administrative services in the Institute including transport services and outsourced services of security and cleaning;
- xiii. Enhancing the Institute's corporate image through effective branding, marketing and communications;
- xiv. Ensuring the Institute leverages on technology for effective service delivery; and
- xv. Ensuring overall supervision, guidance and development of staff in the Department.

c. Grading Structure and Scope

The Career Guidelines establishes one (1) grade for Director, Corporate Services who will be designated and graded as follows: -

Table: Director, Corporate Services

Designation	KMFRI Grade
Director, Corporate Services	2

d. Recognized Qualifications

- i. The following are the recognized qualifications for the purpose of this Career Guidelines:
- ii. Master's Degree in any of the following disciplines: - Finance, Accounting, Human Resource, Business Administration and Strategic Management or its equivalent qualifications from a recognized institution;
- iii. Bachelor's Degree in Commerce, Public/Business Administration, Business management, Human Resource or its equivalent qualifications from a recognized institution;
- iv. Professional qualification such as Certified Public Accountant (CPA) or Association of Certified Chartered Accountant (ACCA), Certified Human Resource Professional (CHRP), Certified Secretary (CS) or Chartered Institute of Public Relations (CIPR) or Certified Information Systems Auditor (CISA);
- v. Leadership Course lasting not less than our (4) weeks (cumulative) / corporate governance course from a recognized institution;
- vi. Project Management Certification such as PRINCE2, PMP or other equivalent qualifications;
- vii. Membership in good standing of the relevant professional bodies such as Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Human Resource Management (IHRM) or Chartered

Institute of Public Relations (CIPR) or Public Relations Society of Kenya (PRSK) or CISA or any other relevant recognized professional body;

- viii. Minimum KCSE C+ (plus) or its equivalent;
- ix. Demonstrated competence in work performance;
- x. Proficiency in computer applications; and
- xi. Meets the requirements of Chapter Six of the Constitution.

e. Director, Corporate Services - KMFRI Grade 2

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Development, implementing and monitoring of financial policies and procedures to enhance internal controls and compliance
- ii. Provide interpretation of all regulations pertaining to Financial, HR, Administration, Corporate Communication and Engineering maintenance.
- iii. Designing, development and implementation of proper accounting systems to ensure that internal controls are in place to safeguard the Institute from all form of misuse and errors.
- iv. Oversee preparation of statutory financial reports on a quarterly and annual basis for submission to the relevant authorities;
- v. Spearhead the development and implementation of budget/expenditure controls to ensure that financial expenditure is planned, controlled and properly authorized;
- vi. Advise the Management on financial implications and consequences of day to day management decisions;
- vii. Overseeing all issues regarding the financing of KMFRI activities, Human Resource Management, Administration, Corporate Communication and Engineering and advise the Institute on strategies and policies relating to the departments;
- viii. Planning and coordinating timely preparation of annual Work Plans and budgets for the Finance, Human Resource Management, Administration, Corporate Communication and Engineering departments;
- ix. Participating in the development and review of the Institute's strategic plan by giving guidance on matters of Finance, HR, Administration, Corporate Communication and Engineering maintenance.
- x. Participating in developing resource mobilization strategies;
- xi. Monitoring and evaluating funds applications and accountability;
- xii. Managing the process of aligning the strategies of Finance Human Resource, Administration, Corporate communication and Engineering maintenance departments to the organizational strategy;

- xiii. Providing up to date, accurate and prompt management reports and financial statements to the management and the board;
- xiv. Providing guidance to the Director General on matters of the Institute's human capital affairs, ensuring that the Institute is adequately resourced with the right quality and numbers of staff to meet its objectives;
- xv. Advising the Director General on matters relating to career development and succession planning to ensure staff matters are well catered for;
- xvi. Managing the career development of personnel by identifying skill gaps and facilitating capacity building programs through seminars and workshops to promote professionalism and efficiency within the Institute objectives;
- xvii. Ensure the Institute maintains a conducive work environment in order to retain, motivate and attract competent and talented staff.
- xviii. Develop robust communication and branding strategy;
- xix. Ensuring that the institute's corporate responsibility projects
- xx. Ensuring that accurate communication to information to stakeholders and the public to enhance the Institute's visibility and image profiling;
- xxi. Negotiating Performance Contracts for the directorate in conjunction with the relevant offices for efficient and effective service delivery.
- xxii. Ensuring that the capacity of chief officers and the Board of Management on the Institute's Financial, Human Resource Management, Administration and Corporate Communication policies is developed and maintained.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. A minimum of twelve (12) years relevant work experience and at least five (5) in a senior management role in comparable and relevant position in the public service or private sector;
- ii. Bachelor's Degree in either Commerce, Finance, Accounting, Business Administration, Human Resource, Information Technology, Computer Science, Communications, Public Relations, Journalism or its equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following: Finance, Accounting, Human Resource, Business Administration and Strategic Management or its equivalent qualification from a recognized institution;
- iv. Membership in good standing of the relevant professional bodies such as Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Human Resource Management (IHRM) or Chartered Institute of Public Relations (CIPR) or Public Relations Society of Kenya (PRSK) or CISA or any other relevant recognized professional body;

- v. Minimum KCSE C+ (plus) or its equivalent;
- vi. Leadership Course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Outstanding Strategic leadership, managerial, and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the Institute's functions and strategic objectives;
- ix. Knowledge in national and international best practices regarding to finance, accounting, human resource, administration and corporate communication;
- x. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Organizational skills;
- vi. Problem solving skills; and
- vii. Good negotiation skills.

5.2 Career Guidelines for Accountants

a. Job Purpose

The Accountants are responsible for management of the Institutes finances in a prudent manner to ensure timely and accurate preparation of accounting and financial management information necessary to meet internal, statutory and donor reporting requirements for control and accountability of resources allocated. They also ensure that the resources of the entity are used in a way which is lawful, effective, efficient, economical and transparent.

b. Functions

The Accountants are responsible for provision of quality accounting and financial management services to the Institute. This involves the following key functions: -

- i. Advising the management on the provisions of the Public Finance Management Act, 2012 and the Financial Regulations, 2015 and other National Treasury circulars and guidelines;
- ii. Interpreting Financial and Accounting Policies and Regulations to guide in the implementation and ensure compliance for smooth running of the Institute for delivery of the mandate;
- iii. Ensuring the Institute complies with its tax and other statutory obligations;

- iv. Establishing a proper accounting system that ensures internal controls are in place to safeguard the Institute resources from all forms of misuse and errors;
- v. Developing, implementing and monitoring of financial policies and procedures including budget/expenditure controls to enhance internal controls and compliance;
- vi. Ensuring proper planning, budget control and authorization of revenue and expenditure;
- vii. Preparing quarterly and annual financial reports for Government grants and donor funded projects for the institute to comply with statutory requirements and obligations to the stakeholders;
- viii. Coordinating the Institute's systems and financial audit and responding to the Auditor General, internal auditor and other external auditors' queries.
- ix. Advising the Management on financial implications and consequences of day to day management decisions;
- x. Interpreting and communicating financial data to non-financial managers by liaising with other department heads to ensure that financial and related regulations are complied with and where applicable give procedural guidance including dealing with enquiries on any payment related matters;
- xi. Maintaining up-to-date and accurate books of accounts to provide timely, appropriate and accurate financial information for management decision making.
- xii. Maintaining the Institutes Asset Register.
- xiii. Providing financial expenditure information to inform the preparation of recurrent and development budget estimates to fund the institute activities.

c. Grading Structure and Scope

The Career Progression Guidelines establishes two (2) grades of Assistant Accountants and five (5) grades of Accountants which will be designated and graded as follows: -

Table 1: Assistant Accountants

S/No.	Designation	KMFRI Grade
1.	Assistant Accountant	9
2.	Senior Assistant Accountant	8
3.	Principal Assistant Accountant	7

* The grade of Assistant Accountant /Senior Assistant Accountant KMFRI Grade 9 / 8 will form a common establishment.

Table 2: Accountants

S/No.	Designation	KMFRI Grade
1.	Accountant	7
2.	Senior Accountant	6
3.	Principal Accountant, Finance and Accounting	5
4.	Assistant Director, Finance and Accounting	4
5.	Deputy Director, Finance and Accounting	3

** The grade of Accountant / Senior Accountant KMFRI Grade 7 / 6 will form a common establishment.*

d. Recognized Minimum Qualifications

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

- i. Master's Degree in any of the following disciplines: - Business Administration preferably in Finance/Accounting or its equivalent qualifications from a recognized University or institution;
- ii. Bachelor's Degree in Commerce, Business Administration, Business management (Finance or Accounting option) or its equivalent qualifications from a recognized University or institution.
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Diploma Certificate in Accounting / Finance or equivalent;
- v. Certified Public Accountant (CPA) or equivalent professional qualification;
- vi. Leadership Course lasting not less than our (4) weeks / Corporate Governance Course from a recognized institution;
- vii. Management Course lasting not less than our (4) weeks from a recognized institution;
- viii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- ix. Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- x. Proficiency in computer applications.
- xi. Meets the requirements of Chapter Six (6) of the Constitution.

e. Key Competencies

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Good Organizational skills;
- vi. Team player;
- vii. Problem solving skills; and
- viii. Good negotiation skills.

f. Job and Person Specifications

1. Assistant Accountant – KMFRI Grade 9

a. Job Specifications

This will be the entry grade for this cadre. A staff at this level will work under direct supervision of a senior officer. The duties and responsibilities of the officer will entail assisting in: -

- i. Receiving and recording incoming payment requests from suppliers and customers and posting in incoming registers;
- ii. Receiving cash and cheques from customers;
- iii. Receiving and issue of receipts for all revenue received from customers;
- iv. Writing cheques, preparing Bank transfer instructions, undertaking bank deposits and withdrawal of cash from the bank;
- v. Posting approved payments (payment vouchers, petty cash vouchers and imprests) and receipts in the Enterprise Resource Program cashbook;
- vi. Preparing reports on cash balances;
- vii. Making petty cash payments and reimbursements after receipt of approvals;
- viii. Preparing payment vouchers;
- ix. Providing safe custody of records and assets under him/her;
- x. Preparing and filling records on payments/cash receipts;
- xi. Scanning approved memos, requisitions, paid and posted accounting documents.

b. Persons Specifications

For appointment to this grade, a candidate must have:

- i. Passed Part I of the Certified Public Accountants (CPA) Examinations or an equivalent qualification from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Meets the requirement of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good Communication skills;
- ii. Good Interpersonal skills;
- iii. Good Organizational skills;
- iv. Good team player;

2. Senior Assistant Accountant– KMFRI Grade 8

a. Job Specifications

Duties and responsibilities at this level will entail:

- i. Receiving cash and cheques from customers;
- ii. Collecting revenue, issuing receipts for funds received in cash, cheques and electronic transfer and preparing receipt vouchers to account for all grants and revenue received by the institute;

- iii. Writing cheques, preparing Bank transfer instructions, undertaking bank deposits and withdrawal of cash from the bank;
- iv. Posting payments (payment vouchers, petty cash vouchers and imprests) and receipts in the cashbook;
- v. Processing electronic funds transfer for timely payment to stakeholders;
- vi. Preparing reports on cash balances;
- vii. Preparing and verifying payment vouchers;
- viii. Making petty cash payments and reimbursements after receipt of approvals;
- ix. Providing safe custody of records and assets under him/her;
- x. Preparing and filing records on payments/cash receipts;
- xi. Scanning approved memos, requisitions, paid and posted accounting documents;

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Three (3) years relevant work experience;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or an equivalent qualification from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications;
- v. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- i. Good Communication skills;
- ii. Good Interpersonal skills;
- iii. Good team player;

3. Principal Assistant Accountant – KMFRI Grade 7

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Verify and examine payment vouchers and staff imprest warrants;
- ii. Participate in preparation of periodic budget(s);
- iii. Participate in the Institute budget making process and revision of the same;
- iv. Preparing expenditure reports based on approved budgets;
- v. Maintain and updating the vote book entries;

- vi. Participating in preparation of final accounts;
- vii. Identify officers with outstanding balances and ascertain closing balances at the end of every month;
- viii. Process statutory deductions for timely submission to comply with the regulations;
- ix. Prepare monthly, quarterly and annual expenditure reports for review by the management at the Centers/Stations and Headquarters;
- x. Prepare periodic outstanding imprest reports, cash flow reports to assist in decision making;
- xi. Posting cashbooks and undertaking bank reconciliations;
- xii. Maintain and control financial documents by filing and storing financial reports for future retrieval and reference;
- xiii. Maintain and ensure safe keeping of accountable documents;
- xiv. Maintaining and updating fixed asset registers; and
- xv. Prepare audit queries reports and schedules.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Six (6) years relevant work experience;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or its equivalent OR Diploma in Finance / Accounts from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications;
- v. Met the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Good team player;
- iii. Problem solving skills;
- iv. Strong communication; and
- v. Good reporting skills.

4. Accountant - KMFRI Grade 7

This will be the entry grade for this cadre. A staff at this level will work under direct supervision of a senior officer. The duties and responsibilities of the officer will entail assisting in: -

a. Job Specifications

- i. Participating in preparation of periodic budget(s);
- ii. Assisting in the Institute budget making process and revision of the same;
- iii. Maintaining and updating the vote book entries;
- iv. Undertaking monthly variance analysis from the vote book;
- v. Capturing income and expenditure data in the accounting system.
- vi. Identifying officers with outstanding balances and ascertain closing balances at the end of every month.
- vii. Processing statutory deductions for timely submission to comply with the regulations
- viii. Preparing monthly, quarterly and annual expenditure reports for review by the management at the Centers/Stations and Headquarters
- ix. Preparing periodic outstanding imprest reports, cash flow reports to assist in decision making
- x. Undertaking bank reconciliations;
- xi. Verifying and Examining payment vouchers and staff imprest warrants.
- xii. Accounting for project funds including the preparation of donor fund expenditure analysis reports for review by management
- xiii. Maintaining and controlling financial documents by filing and storing financial reports for future retrieval and reference.
- xiv. Maintaining accountable documents

b. Persons Specifications

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

- i. Bachelor's Degree in Commerce, Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution, or completed Part III of the Certified Public Accountants (CPA) of Kenya examinations, or its equivalent qualification;
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in computer applications;
- iv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Analytical skills;
- ii. Good Communication skills;

- iii. Good Interpersonal skills and
- iv. Good Organizational skills;

5. Senior Accountant – KMFRI Grade 6

a. Job Specifications

Duties and responsibilities at this level will entail;

- i. Participating in the preparation and reviews of finance departmental operation plans, annual procurement plans, annual work plans and annual cash plans, performance contracts and balance scorecard;
- ii. Participating in Resource Mobilization initiatives of the Institute.
- iii. Assisting in the preparation of budget proposals for the budget committee review;
- iv. Preparing monthly, quarterly and annual management and expenditure reports for submission to the Management;
- v. Preparing monthly Bank Reconciliation statements;
- vi. Preparing statutory and other payroll deductions for the institute;
- vii. Preparing audit reconciliation reports, cash certificates and audit support schedules for income and expenditure.
- viii. Maintaining the debtors and imprest ledgers;
- ix. Maintaining the Fixed Assets register;
- x. Maintaining the Creditors ledger;
- xi. Supervising the maintenance of the vote book;
- xii. Analyzing variances in budget performance and recommend corrective actions;
- xiii. Mentoring of finance and accounting staff;
- xiv. Mentoring of students and interns on attachment.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. A minimum of three (3) years relevant work experience in comparable and relevant position in public service or private sector.
- ii. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or its equivalent qualifications from a recognized institution, or completed Part III of the Certified Public Accountants (CPA) of Kenya examinations, or its equivalent qualification;
- iii. Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- iv. Minimum KCSE C+ (plus) or its equivalent

- v. Proficiency in computer applications;
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

c. Key Competencies and Skills

- i. Good Analytical skills;
- ii. Good Communication skills;
- iii. Good Interpersonal skills;
- iv. Good Organizational skills; and
- v. Team player.

6. Principal Accountant – KMFRI Grade 5

a. Job Specifications

Duties and responsibilities at this level will entail;

- i. Participating in design, development and implementation of proper accounting systems to ensure that internal controls are in place to safeguard the Institute financial resources from all forms of misuse;
- ii. Preparing of statutory and other financial reports for management review and onward submission to the relevant authorities;
- iii. Preparing periodic management reports to assist in Management decision making;
- iv. Participating in budget preparation;
- v. Ensuring that financial expenditure is planned, controlled and properly authorized;
- vi. Overseeing the functions of the cash office, debt and credit management and bank reconciliation for effective service delivery;
- vii. Maintaining the fixed assets register;
- viii. Overseeing the compilation of data and analysis of support schedules to facilitate the systems and financial audits;
- ix. Providing training and guidance to staff working under his/her responsibility;
- x. Appraising finance staff to improve efficiency in operations;
- xi. Ensuring timely disbursement of funds to the Stations/Centers;
- xii. Reviewing expenses of grants accounts and donor funded accounts to ensure adherence with grant requirements and donor intent.

b. Personal Specifications

For appointment to this grade, an officer must have:

- i. A minimum of six (6) years relevant work experience three (3) of which must have served as a Senior Accountant or equivalent position in the private or public sector;

- ii. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Passed Part III of the Certified Public Accountants (CPA) Examination or ACCA affiliate Exams or its equivalent;
- v. Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrated good results in work performance;
- ix. Shown merit and ability as reflected in work performance and results;
- x. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strategic thinking;
- ii. Good Analytical skills;
- iii. Good communication and reporting skills;
- iv. Strong managerial skills and ability to lead teams;
- v. Mentoring and coaching skills;
- vi. Good Interpersonal and negotiation skills.

7. Assistant Director Finance and Accounting– KMFRI Grade 4

a. Job Specifications

Duties and responsibilities at this level will entail;

- i. Overseeing the development and implementation of proper accounting systems to ensure that internal controls are in place to safeguard the Institute from misuse.
- ii. Overseeing the preparation of statutory and other financial reports for management review and onward submission to the relevant authorities;
- iii. Overseeing the preparation of periodic management reports to assist in Management decision making;
- iv. Coordinating the preparation of budgets based on work plans;
- v. Ensuring that financial expenditure is planned, controlled and properly authorized;
- vi. Overseeing the planning and execution of internal and external audits including the drafting and coordination of responses to audit queries;

- vii. Coordinating the preparation of departmental performance measures, setting of performance targets and evaluating achievement to enhance departmental productivity;
- viii. Ensuring staff capacity building on financial management matters;
- ix. Reviewing of donor grant financing agreements to ensure compliance with donor and government reporting and implementation requirements;
- x. Reviewing expenditures periodically by preparing budget adjustments for review and guidance by the Management;
- xi. Participating in development of the Directorate's agenda for the Board of Management;
- xii. Monitoring and reviewing implementation of financial regulations and procedures to enhance internal controls and compliance;
- xiii. **Monitoring the cash flow positions of the various Institute accounts by reviewing cash forecasts to ensure that adequate funds are available to meet all payments, as and when they fall due;**
- xiii. Interpreting and communicating financial regulations to internal and external customers; and
- xiv. Appraising the finance staff through the Institute's Performance Appraisal system.

b. Personal Specifications

For appointment to this grade, an officer must have:

- i. A minimum of eight (8) years relevant work experience with at least three (3) years in management level in a comparable position in public or private sector;
- ii. Master's Degree in any of the following disciplines: - Business Administration preferably (Finance or Accounts option) or its equivalent qualifications from a recognized University or institution;
- iii. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or its equivalent qualifications from a recognized institution;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams or their equivalent;
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK);
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii. Demonstrated results in work performance;
- ix. Proficiency in computer applications; and
- x. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strategic thinking;
- ii. Strong analytical skills;

- iii. Strong communication and reporting skills;
- iv. Strong managerial skills and ability to lead teams;
- v. Mentoring, coaching and leadership skills;
- vi. Good Interpersonal and negotiation skills.

8. Deputy Director Finance and Accounting– KMFRI Grade 3

a. Job Specifications

Duties and responsibilities at this level will entail;

- i. Advising the Management on policies, strategies and programs on matters relating to Finance and Accounting.
- ii. Initiating development, implementation and review of the policies, strategies and programs relating to Finance and Accounting.
- iii. Ensuring compliance with Public Financial Management Act, 2012(PFM), International Public Sector Accounting Standards (IPSAS), PFM financial regulations 2015, government circulars, policies and procedures.
- iv. Ensuring the establishment of effective and sound Financial Management and Internal control systems to meet the objectives of the Institute and in compliance with statutory regulations.
- v. Ensuring proper formulation, monitoring and review of Institute Financial Policies, Regulations and Procedures.
- vi. **Ensuring that financial expenditure is planned, controlled and properly authorized;**
- vii. Ensuring preparation of statutory and other financial reports including donor funded projects to comply with statutory and donor reporting requirements to meet the Institute obligations to stakeholders.
- viii. Ensuring planning and execution of internal and external audits including coordination of responses to audit queries;
- ix. Ensuring provision of financial expenditure information to inform the preparation of recurrent and development budget estimates to fund the institute activities;
- x. Developing annual work plan for the Finance and Accounting department;
- xi. Ensuring adherence to donor financing agreements;
- xii. Ensuring maintenance of the Institute Asset register;
- xiii. Preparation of finance Board papers for submission to the Director, Corporate Services in preparation for Board meetings;
- xiv. Deployment of staff to man all the functions of finance and accounting to ensure accuracy and reliability of financial reports;
- xv. Capacity building and mentoring of staff on financial management matters.
- xvi. Ensuring revenue and treasury management and reporting;

- xvii. Appraising the finance staff;
- xviii. Participating in sector budget working group;
- xix. Ensuring implementation of annual performance contract to meet the departmental targets;

b. Personal Specifications

For appointment to this grade, an officer must have:

- i. A minimum of ten (10) years relevant work experience with at least three (3) years in senior management level in a comparable position in public or private sector;
- ii. Master's Degree in any of the following disciplines: - Business Administration preferably (Finance or Accounts option) or its equivalent qualifications from a recognized University or institution;
- iii. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or its equivalent qualifications from a recognized institution;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. Certified Public Accountant of Kenya (CPAK) Examination/ACCA affiliate Exams or its equivalent;
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK);
- vii. Leadership Course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;
- viii. Demonstrated good results in work performance;
- ix. Proficiency in computer applications;
- x. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strategic thinking;
- ii. Strong Analytical skills;
- iii. Strong communication and reporting skills;
- iv. Strong managerial skills and ability to lead teams;
- v. Mentoring, coaching and leadership skills;
- vi. Interpersonal and negotiation skills.

5.3 Career Guidelines for Human Resource Management Officers

a. Job Purpose

The Human Resource Management Officers (HRMO) are responsible for ensuring that the Institute attracts, motivates and retains competent, talented and adequate human resources to meet its objectives. They are also responsible for formulating and developing a comprehensive human resources management policies, standards, rules, regulations and procedures; human resource planning; employee resourcing, compensation and benefits; staff training and development (competent and productive

workforce); employee relations; staff performance appraisal; succession management; employee welfare and health; and employee separation.

b. Functions

The Human Resource Management Officers are responsible for the following functions –

- i. Advising the Management on policies, strategies and programs relating to human resource management;
- ii. Initiating the development, implementation and review of the Institute’s Human Resource policies, procedures and processes;
- iii. Preparing and implementation of the human resource budget for the Institute including personnel emoluments;
- iv. Ensuring human resource planning and undertaking organization review to ensure optimal organization structure and availability and supply of people in both number and quality;
- v. Planning and Developing Competencies to assess the current human resource capacity based on employees’ current skills and abilities.
- vi. Managing recruitment and selection of staff to ensure that the Institute is adequately resourced with the right quality and numbers of staff;
- vii. Developing, implementing and evaluating staff career and succession plans, progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- viii. Developing, implementing and evaluating staff benefits schemes and rewards systems to improve staff motivation, job satisfaction, attraction and ensure retention;
- ix. Coordinating staff performance appraisal in line with the Institute’s annual objectives and targets;
- x. Administering staff performance improvement plans in the Institute;
- xi. Managing learning and development in the Institute to ensure that the Institute has staff with right skills, knowledge and attitudes;
- xii. Managing employee relations including grievances and discipline matters in the Institute to ensure industrial harmony in the work place;
- xiii. Ensuring employee information is up to date and secure;
- xiv. Managing the payroll; and
- xv. Managing effective employee separation from the Institute;

c. Grading Structure and Scope

The Career Guideline establishes two (2) grades of Assistant Human Resource Management Officer and five (5) grades of Human Resource Management Officers who will be designated and graded as follows:

Table 1: Assistant Human Resource Management Officers

S/No.	Designation	KMFRI Grade
1.	Assistant Human Resource Management Officer	9
2.	Senior Assistant Human Resource Management Officer	8
3.	Principal Assistant Human Resource Management Officer	7

The grade of Assistant Human Resource Officer /Senior Assistant Human Resource Officer Grade KMFRI 9/8 will form a common establishment.

Table 2: Human Resource Management Officers

S/No.	Designation	KMFRI Grade
1.	Human Resource Management Officer	7
2.	Senior Human Resource Management Officer	6
3.	Principal Human Resource Management Officer	5
4.	Assistant Director Human Resource Management	4
5.	Deputy Director Human Resource Management	3

The grade of Human Resource Officer/ Senior Human Resource Officer Grade KMFRI 7/6 will form a common establishment.

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. Master's degree in Human Resource Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- iii. Diploma in Human Resource Management/Development or equivalent qualification from a recognized institution;
- iv. Higher National Diploma in Human Resource Management or equivalent qualification from a recognized institution;
- v. Certified Human Resource Professional from a recognized institution;
- vi. Professional qualification and membership to a professional body with a good standing;
- vii. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution,
- viii. Supervisory course not lasting less than two (2) weeks from a recognized institution;
- ix. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- x. KCSE C- (minus) or its equivalent and above;
- xi. Proficiency in computer applications;
- xii. Demonstrated good results in work performance;

- xiii. Relevant years of experience; and
- xiv. Met the requirements of Chapter Six of the Constitution.

e. Key Competencies

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Organizational skills;
- vi. Problem solving skills; and
- vii. Good negotiation skills

f. Job and Person Specifications

1. Assistant Human Resource Management Officer - KMFRI Grade 9

a. Job Specification

This will be the entry level for diploma holders. An officer at this level will work under direct supervision of a senior officer.

The duties and responsibilities of the officer will entail:

- i. Preparing draft correspondences;
- ii. Preparing job advertisements in line with the job descriptions;
- iii. Writing pay change advice and advising accounts section on staff salary changes, transfers, appointments, promotions and increments for timely processing
- iv. Maintaining and updating the staff compliment to ensure records of the establishment are kept up to date;
- v. Processing salaries, allowances, benefits and final dues;
- vi. Updating the HR information systems data;
- vii. Issuing of staff Identity Cards.
- viii. Preparing timely statutory returns such as NSSF and NHIF;
- ix. Processing of leave applications, sick sheets and sick offs;
- x. Processing pension elements and other human resource administration matters for retirees and those proceeding on retirement for timely payments; and
- xi. Implementing decisions made by the Human Resource Officers to ensure issues raised are addressed.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Diploma in Human Resource or its equivalent qualification from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Strong communication; and
- iii. Good reporting skills.

2. Senior Assistant Human Resource Management Officer - KMFRI Grade 8

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Preparing draft correspondences;
- ii. Undertaking training needs analysis, projections and developing training programmes;
- iii. Developing training materials for in-house courses;
- iv. Writing change advice and advising accounts section on staff salary changes, transfers, appointments, promotions and increments to ensure timely process of payments
- v. Maintaining and updating the staff compliment to ensure up to date reports on the existing establishment;
- vi. Implementing decisions made by the Human Resource Officers;
- vii. Capturing staff grievances on the medical scheme and submitting to management for action
- viii. Administering performance appraisal forms and collating staff performance related data.
- ix. Processing pension elements and other human resource administration matters for retirees and those proceeding on retirement to facilitate timely payments
- x. Preparing programmes on HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Work Injury Benefit Act and Occupational, Safety and Health Act; and
- xi. Processing, maintaining and paying NSSF and NHIF data to ensure timely payments

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years in relevant work experience in comparable and relevant position in public service or private sector;
 - ii. Diploma in Human Resource or its equivalent qualification from a recognized institution;
- or;

- i. Higher National Diploma with two (2) years relevant working experience,
 - ii. Minimum KCSE C- (minus) or its equivalent
 - iii. Proficiency in computer applications; and
 - iv. Met the requirements of Chapter Six of the Constitution.
- c. Key Competencies and Skills**
- i. Good interpersonal skills;
 - ii. Strong communication; and
 - iii. Good reporting skills.

3. Principal Assistant Human Resource Management Officer- KMFRI Grade 7

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Prepare returns for NSSF and NHIF data to ensure timely payments and compliance to the law.
- ii. Prepare draft correspondences to enhance accurate communication in the organization;
- iii. Develop training materials for in-house courses to promote employee engagement;
- iv. Update the staff compliment to ensure records of the establishment are kept up to date;
- v. Capture staff grievances on the medical scheme and submit to management for action to enable thorough, speedy and satisfactory resolutions;
- vi. Process leave applications, sick sheets for staff;
- vii. Participate in preparation of staff identity cards;
- viii. Process reports on human resource administration matters which include pension retirees and those proceeding on retirement to facilitate timely payments;
- ix. Prepare programmes on HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Work Injury Benefit Act and Occupational, Safety and Health Act to increase staff productivity and enhance a safe and healthy work environment;
- x. Prepare pay change advice and advising accounts section on staff salary changes, transfers, appointments, promotions and increments to ensure accurate and timely processing of the payroll;
- xi. Update the staff compliment to ensure records of the establishment are kept up to date;

- xii. Prepare staff grievances on the medical scheme and submit to management for action to enable thorough, speedy and satisfactory resolutions;

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least six (6) years in relevant work experience in comparable and relevant position in public service or private sector;
- ii. Higher Diploma/Diploma in Human Resource or its equivalent qualification from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent or;
- iv. Proficiency in computer applications; and
- v. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Team building skills;
- iii. Problem solving skills;
- iv. Strong communication; and
- v. Good reporting skills.

4. Human Resource Management Officer - KMFRI Grade 7

a. Job Specifications

This is the entry level for degree holders and under the guidance of the Senior Officer.

The duties and responsibilities of the officer will entail:

- i. Preparing notes, draft correspondences, entering and processing data, writing reports on matters relating to human resource administration to ensure appropriate action is carried out;
- ii. Implementing staff recruitment and selection processes decisions to fill vacant positions and prepare recommendations for staff appointments to facilitate hiring of suitable candidates;
- iii. Processing of salaries, allowances, benefits and final dues and payroll administration;
- iv. Processing employee recruitment, promotion and exit documents;

- v. Updating and maintaining employee records in their personal files and the human resource information system;
- vi. Maintaining compliment control;
- vii. Analyzing data on work environment and employees' satisfaction surveys;
- viii. Analyzing data in relation HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- ix. Undertaking training needs analysis, projections and to inform on the training programmes;
- x. Administering performance appraisal, collating performance related data, analyzing and preparing related reports;
- xi. Providing input in the preparation of division budget and work plans to ensure smooth flow of operations; and
- xii. Preparing periodic human resource status reports.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Human Resource Management or its equivalent qualification from a recognized institution;
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in Computer applications;
- iv. Demonstrated good results in work performance; and
- v. Met the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Organization skills;
- iii. Strong communication skills; and
- iv. Good reporting skills.

5. Senior Human Resource Management Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Participating in the development, implementation and evaluation of strategic human resource management plans and budgets to provide input into the departmental plans;
- ii. Assisting in the implementation of human resource management policies, laws, regulations, procedures and programs.

- iii. Interpreting Institute human resource policies, regulations, procedures and practice and communicating to staff to ensure their implementation and adherence;
- iv. Participating in staff recruitment and selection processes decisions to fill vacant positions and; on boarding programmes in the Institute;
- v. Verifying payroll data;
- vi. Verifying and ensuring regular updates of the Human Resource Information System;
- vii. Participating in the reviewing of Career Guidelines;
- viii. Participating in job reviews within the Institute;
- ix. Undertaking staff performance appraisal and making appropriate recommendations;
- x. Identifying, designing and implementing training programs based on identified needs;
- xi. Undertaking evaluation of training and development programmes;
- xii. Developing workplace programs in tandem with emerging HR trends;
- xiii. Preparing HR budgets and HR procurement plans;
- xiv. Updating and maintaining the human resource information system;
- xv. Reconciliation of staff compliment and establishment;
- xvi. Analyzing employees' grievances and disciplinary cases;
- xvii. Processing disciplinary cases for appropriate action;
- xviii. Supervising issues of staff welfare;
- xix. Preparing statutory deductions;
- xx. Processing pension claims; and
- xxi. Participating in the negotiation with union bodies for harmonious industrial relations.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Human Resource Management or any other relevant qualifications;
- ii. At least three (3) years relevant work experience in comparable and relevant position in public service or private sector;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Professional qualification in human resource management;
- v. Membership to the Institute of Human Resource Management in good standing or any other relevant recognized professional body;
- vi. Valid Practicing Certificate from the Institute of Human Resource Management;
- vii. Proficiency in computer applications;

- viii. Demonstrated good results in work performance; and
- ix. Met the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Good Interpersonal skills;
- ii. Organization skills;
- iii. Strong communication skills;
- iv. Good reporting skills; and
- v. Strong analytical skills.

6. Principal Human Resource Management Officer - KMFRI Grade 5

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Coordinating the development, implementation and evaluation of human resource management policies, plans, strategies, programmes, processes and budgets;
- ii. Planning, organizing and supervising work on human resource management and personnel administration for efficient operations and to ensure optimal performance;
- iii. Undertaking human resource planning and development;
- iv. Planning, monitoring and evaluating the performance of staff;
- v. Analyzing the utilization of human resources in the Institute and advising on proper deployment;
- vi. Planning, organizing and supervising work for subordinates and personnel administration activities carried out in the various sections in the department to ensure smooth flow of operations;
- vii. Undertaking review and implementation of human resource policies, procedures, strategies, guidelines and employee's terms and conditions of service;
- viii. Coordinating human resource planning and development;
- ix. Identifying, designing and implementing of training programs based on identified needs;
- x. Monitoring and evaluating the effectiveness of training and development programmes;
- xi. Providing guidance on development and updating of the human resource database;
- xii. Coordinating staff induction and on-boarding programmes;
- xiii. Supervising effective administration of the payroll system;
- xiv. Coordinating issues of staff welfare;
- xv. Managing the HR information systems;
- xvi. Assisting in providing secretarial services to the Institute Human Resource Management Advisory Committee (HRMAC);
- xvii. Managing staff separation; and

xviii. Mentoring, training and developing staff in the department.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Human Resource Management or its equivalent qualifications;
- ii. At least six (6) years in relevant work experience and at least three (3) years in supervisory role in public service or private sector;
- iii. Professional qualification in human resource management;
- iv. Membership to the Institute of Human Resource Management in good standing or any other relevant recognized professional body;
- v. Minimum KCSE C+ (plus) or its equivalent;
- vi. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrated good results in work performance; and
- ix. Met the requirements of Chapter Six of the constitution

c. Key Competencies and Skills

- i. Good Interpersonal skills;
- ii. Organizational skills;
- iii. Strong communication skills
- iv. Good reporting skills;
- v. Problem solving skills; and
- vi. Strong analytical skills.

7. Assistant Director, Human Resource Management - KMFRI Grade 4

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Overseeing the development, implementation and review of human resource management policies, plans, strategies, programs, processes and budgets;
- ii. Managing employee relations programmes and ensuring staff discipline is maintained;
- iii. Managing the staff performance appraisal system;
- iv. Overseeing human resource planning and development;
- v. Overseeing the implementation of training programs based on identified needs;
- vi. Overseeing the monitoring and evaluation of effectiveness of training and development programmes;
- vii. Providing guidance on development and updating of the human resource database;

- viii. Overseeing the effective administration of the payroll system;
- ix. Overseeing the reconciliation of staff compliment and establishment;
- x. Managing employee relations programmes and ensuring staff discipline is maintained;
- xi. Overseeing the administration of staff welfare;
- xii. Advising on the HR management information systems;
- xiii. Providing secretarial services to the Institute Human Resource Management Advisory Committee (HRMAC).

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Master's degree in any of the following disciplines: - Human Resource Management, Business Management, Business Administration, or its equivalent qualification from recognized institution;
- ii. Bachelor's degree in Human Resource Management or its equivalent qualifications from a recognized institution;
- iii. Professional qualification in human resource management
- iv. At least eight (8) years relevant work experience and at least three (3) years in management in a comparable position in public service or private sector;
- v. Membership to the Institute of Human Resource Management in good standing or any other relevant recognized professional body;
- vi. Proficiency in computer applications;
- vii. Minimum KCSE C+ (plus) or its equivalent;
- viii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- ix. Demonstrated good results in work performance; and
- x. Met the requirements of Chapter Six of Constitution.

c. Key Competencies and Skills

- i. Mentoring, coaching and leadership skills;
- ii. Good interpersonal skills;
- iii. Organization skills;
- iv. Strong communication and reporting skills;
- v. Problem solving skills;
- vi. Strong analytical skills; and
- vii. Conflict resolution skills.

8. Deputy Director, Human Resource and Administration - KMFRI Grade 3

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Advising management on human resource and administration policies, strategies, programs and procedures;
- ii. Initiating development, implementation, compliance and review of human resource and administration policies, strategies, programs and procedures and best practices.
- iii. Ensuring that the HR and administration strategies are aligned to the Institute's strategy;
- iv. Providing strategic leadership in HR management and succession planning;
- v. Ensure adequate funding for the human resource and administration activities;
- vi. Ensuring preparation of annual work plans, setting of targets and achievement of the targets in the human resource and administration department;
- vii. Ensuring preparation and approval of annual procurement plan for the human resource and administration department;
- viii. Ensuring effective training, capacity building and evaluation of effectiveness of training to facilitate the achievement of the Institute's mandate;
- ix. Ensuring implementation of Terms and Conditions of service for the Institute;
- x. Ensuring proper staffing of all directorates, departments and units;
- xi. Ensuring effective implementation, monitoring and evaluation of the staff performance appraisal system;
- xii. Ensuring the development and implementation of grievance handling mechanisms;
- xiii. Ensuring effective administration of the payroll system;
- xiv. Ensuring the reconciliation of staff compliment and establishment;
- xv. Ensuring implementation of employee relations and staff discipline programmes;
- xvi. Ensuring the administration of staff welfare;
- xvii. Ensuring effective HR and administration information systems;
- xviii. Secretariat to the Institute Human Resource Management Advisory Committee (HRMAC);
- xix. Ensuring creation of a good work environment to ensure work life balance, health and safety of all employees;
- xx. Ensuring preparation of monthly, quarterly and annual human resource and administration departmental reports;
- xxi. Negotiating, signing and cascading performance contract with staff in the human resource management and administration department;

- xxii. Ensuring provision of office management services, accommodation, security, transport and logistics;
- xxiii. Ensuring acquisition of legal documents such as motor vehicle and assets insurances;
- xxiv. Ensuring all the Institute's assets have requisite ownership documents such as motor vehicle logbooks, land title deeds etc.;
- xxv. Facilitating acquisition of office equipment and motor vehicles;
- xxvi. Ensuring safety of buildings and staff; and
- xxvii. Overseeing preparation and presentation of the human resource and administration Board papers on quarterly basis to the Board of Management for deliberation and resolution

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Master's degree in any of the following disciplines: - Human Resource Management, Administration, Business Administration, or equivalent qualification from recognized institution;
- ii. Bachelor's degree in Human Resource Management or its equivalent qualifications from a recognized institution;
- iii. Professional qualification in human resource management
- iv. Valid Practicing Certificate from the Institute of Human Resource Management;
- v. Membership to the Institute of Human Resource Management in good standing or any other relevant recognized professional body;
- vi. Leadership Course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;
- vii. At least ten (10) years relevant work experience and at least three (3) years relevant experience in senior management,
- viii. Minimum KCSE C+ (plus) or its equivalent;
- ix. Proficiency in computer applications;
- x. Demonstrated good results in work performance; and
- xi. Met the requirements of Chapter Six of Constitution

c. Key Competencies and Skills

- i. Strategic and innovative thinking
- ii. Mentoring, coaching and leadership skills;
- iii. Good interpersonal and negotiation skills;
- iv. Organizational skills;

- v. Strong communication and reporting skills;
- vi. Problem solving skills;
- vii. Strong analytical skills; and
- viii. Conflict management skills.

5.4 Career Guidelines for Administration Officers

a. Job Purpose

The Administration Officers are responsible for enhancing the office's staff ability to manage and organize office effectively and professionally, developing appropriate office and assets management strategies, developing administrative procedures, planning and controlling administration department budget and providing general administrative services to institute staff.

b. Functions

The Administration Officers are responsible for the following functions –

- i. Advising the Management on policies, strategies and programs relating to administration;
- ii. Initiating the development, implementation and review of the Institute's administration policies, procedures and processes;
- iii. Providing administrative services such as office services, secretarial, and transport;
- iv. Ensuring the safety and security of the Institute's property, staff and information; and
- v. Ensuring allocation and registration of land for the institute

c. Grading Structure and Scope

The Career Guideline establishes two (2) grades of Assistant Administration Officer and four (4) grades of Administration Officers who will be designated and graded as follows:

Table 1: Assistant Administration Officers

S/No.	Designation	KMFRI Grade
1.	Assistant Administration Officer	9
2.	Senior Assistant Administration Officer	8
3.	Principal Assistant Administration Officer	7

The grade of Assistant Administration Officer / Senior Assistant Administration Officer KMFRI Grade 9/8 will form a common establishment.

Table 2: Administration Officers

S/No.	Designation	KMFRI Grade
1.	Administration Officer	7

2.	Senior Administration Officer	6
3.	Principal Administration Officer	5
4.	Assistant Director, Administration	4

**The grade of Administration Officer / Senior Administration Officer KMFRI Grade 7/6 will form a common establishment*

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. Master's degree in Public/Business Administration, Business Management, Human Resource Management, Strategic Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in Public/Business Administration, Business Management, Human Resource Management or any Social Science or its equivalent qualification from a recognized institution
- iii. Supervisory Skills course not lasting less than two (2) weeks from a recognized institution;
- iv. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. KCSE C- (minus) or its equivalent from a recognized institution;
- vi. Professional qualification and membership to a professional body with a good standing
- vii. Certificate in computer applications from a recognized institution;
- viii. Demonstrated good results in work performance;
- ix. Relevant years in experience; and
- x. Met the requirements of Chapter Six of the Constitution.

e. Key Competencies

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Organizational skills;
- vi. Problem solving skills; and
- vii. Good negotiation skills

f. Job and Person Specifications

1. Assistant Administration Officer - KMFRI Grade 9

a. Job Specification

This will be the entry level and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

The duties and responsibilities of the officer will entail:

- i. Organizing, meetings, seminars, workshops, conferences, receive and attend to official guests;
- ii. Submitting fuel consumption reports through receipts and documents for the purpose of reimbursement for fuel cards top-ups and accountability
- iii. Inspecting and maintaining motor vehicle safety gargets ensuring they're in good working conditions by inspecting and maintaining them for the safety of the occupants in order to control risks
- iv. Computing fuel consumption by mileage calculation through using the figures to compare the consumption of each vehicle
- v. Organize random checks of the vehicles cleanliness and drivers to ensure the occupants are in comfortable environment.
- vi. Identification of office space for allocation;
- vii. Generation and maintenance of transport records;
- viii. Drafting routing correspondences e.g., reports and letters;
- ix. Attending to enquiries as appropriate; and
- x. Managing of office equipment e.g., computers, scanners, telephones, printers, stationery and make sure they are functional and notify the officer in charge in case of any issues;

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Diploma in Public/Business Administration, Human Resource, Business Management, Office Management any Social Science or its equivalent qualification from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter Six of the Constitution; and
- v. Shown merit and ability as reflected in work performance and results.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Strong communication;
- iii. Good reporting skills; and
- iv. Organizational skills.

2. Senior Assistant Administration Officer - KMFRI Grade 8

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Preparing routine correspondences;
- ii. Disseminating of information to relevant departments, officers, stakeholders and clients;
- iii. Following up on the requisition on the items to be procured for the vehicles in order to accelerate the process;
- iv. Informing the management on unconditional vehicles for disposal by consulting the valuer through procurement;
- v. Maintaining and generating transport records by ensuring that they are properly documented and safely maintained for reference purposes
- vi. Reporting cases of motor vehicles accidents to the office and insurance company using the drivers' and traffic police report for processing the claim for compensation;
- vii. Attending to enquiries appropriately;
- viii. Identifying office space for allocation;
- ix. Providing tools for maintenance staff.
- x. Generating and maintaining transport records; and
- xi. Monitoring office cleanliness;

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years relevant work experience in comparable and relevant position in public service or private sector;
- ii. Diploma in Public/Business Administration, Human Resource Management, Business Management, Office Management, any Social Science or its equivalent qualification from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications; and
- v. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good organizational skills;
- ii. Good interpersonal skills;
- iii. Strong communication; and
- iv. Good reporting skills.

3. Principal Assistant Administrative Officer - KMFRI Grade 7

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Oversee the day to day operations of the office, drivers and office assistants to ensure smooth running of the office activities.
- ii. Oversee office equipment by operating/ checking to ensure proper use as per the manual provided thus to avoid misuse and damage
- iii. Mentor and give guidance to interns and attaches posted in the administration department
- iv. Ensure staff members are provided with adequate tools of work through replacement of the defective ones to restore normalize in the assigned duties thus avoid idleness.
- v. Ensure assigned duties are relevant to the job holder through application and qualifications to avoid misplacement hence quality of service.
- vi. Comply with safety management and compound cleanliness through use of right tools and equipment to avoid grumbling thus optimum utilization of staff.
- vii. Respond to emerging issues and initiatives through reports and tasks assigned in order to facilitate and follow up hence addressed and accomplished need.
- viii. Initiate postings and deployment orders through consultation with relevant offices to ensure proper utilization of man power thus coordinated work.
- ix. Prepare reports on office administrative services staff through staff establishment scheme to monitor exit and entrant thus observe compliance

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least six (6) years relevant work experience in comparable and relevant position in public service or private sector;
- ii. Diploma in Public/Business Administration, Human Resource Management, Business Management, Office Management, any Social Science or its equivalent qualification from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications; and
- v. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Good organizational skills;
- ii. Good interpersonal skills;
- iii. Strong communication; and
- iv. Good reporting skills

4. Administration Officer - KMFRI Grade 7

a. Job Specification

This is the entry grade for degree holders. The duties and responsibilities of the officer will entail:

- i. Overseeing transport management through checking office work ticket and service manual, compliance to rule and regulations managing fleet, hence to avoid misuse and damage.
- ii. Supervising Assistant Administration Officers through daily assignments to ensure assigned tasks are achieved;
- iii. Conducting spot checks to ensure reporting, leaving time is adhered to hence compliance to rules and regulations of the Institute;
- iv. Preparing section reports for executions of duties assigned;
- v. Ensuring staffs are provided office space through maximum utilization of the available space;
- vi. Overseeing compound cleanliness and regular servicing of fire extinguisher to ensure safety better working environment; and
- vii. Supervising maintenance of office equipment and furniture.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Public Administration; Business Administration; Business Management, Human Resource Management, Office Management, Business Administration or its equivalent qualification from a recognized institution;
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in computer applications;
- iv. Demonstrated good results in work performance; and
- v. Met the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Strong communication;
- ii. Good reporting skills.
- iii. Good interpersonal skills;
- iv. Strong analytical skills;
- v. Supervisory skills; and
- vi. Organization skills.

5. Senior Administration Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail;

- i. Coordinating staff working on the ground, space and office cleaning and ensuring provision of protective gears to minimize health risks;
- ii. Ensure office property and assets are secure through physical verification in line with available inventory records;
- iii. Monitoring and evaluating of departmental targets through planned activities and set timelines thus accomplished deliverables;
- iv. Coordinating of administration personnel;
- v. Ensuring that office equipment and furniture are well maintained;
- vi. Ensuring the general cleanliness of offices on daily and weekly basis;
- vii. Managing office accommodation and space for staff;
- viii. Managing Transport and logistics;
- ix. Maintaining and updating furniture and office equipment inventory;
- x. Facilitating meetings, conferences and other special events.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Public Administration; Business Administration; Business Management, Office Management, Business Administration or its equivalent qualification from a recognized institution;
- ii. At least three (3) years working experience in Administration;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Proficiency in computer applications;
- v. Member of a relevant professional body in good standing;
- vi. Demonstrated good results in work performance; and
- vii. Meets the requirements of chapter six of the constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Organization skills;
- iii. Strong communication
- iv. Good reporting skills; and
- v. Strong analytical skills

6. Principal Administration Officer - KMFRI Grade 5

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Reviewing and formulation of administrative services;
- ii. Overseeing maintenance issues through conducting physical survey and defect report and recommend for service to maintain suitable working condition;
- iii. Ensuring staff welfare is prioritized by providing suitable tools of work and conditions of work to adopt acceptable standard practice, which will result to better output;
- iv. Supervising staff through a clear duty allocation, to monitor adherence in order to appraise performance justifiably;
- v. Ensuring compliancy to policy guidelines by obtaining clear interpretation hence enhanced service delivery;
- vi. Conducting staff performance appraisal in the department;
- vii. Ensuring routine responses to routine correspondences on administrative matters to ensure up to date reporting;
- viii. Initiating of administrative staff training and development and other policy matters;
- ix. Coordinating identification of office equipment and furniture requirement for the Institute;
- x. Providing cross-functional liaison for administrative matters;
- xi. Facilitating meetings, conferences and other special events;
- xii. Ensuring general maintenance of office equipment's and building is undertaken;
- xiii. Generating administrative reports on repairs and maintenance; and
- xiv. Facilitating renewal of motor vehicle and property insurance policies.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least six (6) years relevant work experience in comparable and relevant position in which three (3) must be satisfactory in public service or private sector;
- ii. Bachelor's degree in Public Administration; Business Administration; Business Management; Office Management or any other relevant qualifications;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- v. Member of a relevant professional body in good standing;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and
- viii. Met the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Strategic and innovative thinking

- ii. Mentoring, coaching and leadership skills;
- iii. Good interpersonal and negotiation skills;
- iv. Organization skills;
- v. Strong communication and reporting skills;
- vi. Problem solving skills;
- vii. Analytical skills; and
- viii. Conflict resolution skills.

7. Assistant Director, Administration - KMFRI Grade 4

The officer will head the administration function within the Human Resource and Administration Department.

a. Job Specifications

The duties and responsibilities of the officer will entail:

- i. Advising management on administrative policies, procedures and regulations;
- ii. Providing leadership in the development and implementation of administration plans and budgets, within and outside the department in order to ensure efficient and cost-effective provision of and Administration services throughout KMFRI;
- iii. Responsible on day to day operations on transport activities through authorizing official engagement to ensure smooth and timely operation;
- iv. Developing and implementing administration policies and strategy, by enforcing relevant institutional regulations to achieve the desired efficiency in the utilization of human capital;
- v. Preparation of annual operating budgets and work plans for the administrative department and establish proper internal monitoring and control systems;
- vi. Interpreting administration regulations to guide their implementation and ensure compliance for smooth running of the institute;
- vii. Coordinating disaster management activities in the institute;
- viii. Ensuring staff appraisals and staff development of the department;
- ix. Initiating administrative staff training and development and other policy matters;
- x. Providing cross-functional liaison for administrative matters;
- xi. Facilitating meetings, conferences and other special events;
- xii. Ensuring general maintenance of office equipment's and building is undertaken;
- xiii. Generating administrative reports on repairs and maintenance;
- xiv. Ensuring acquisition of legal documents such as motor vehicle and assets insurances

- xv. Facilitating renewal of insurance policies for company property and motor vehicles;

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least eight (8) years in relevant work experience and at least three (3) years in a management position in public service or private sector;
- ii. Master's degree in Public Administration; Business Administration; Business Management; Office Management or its equivalent qualifications;
- iii. Bachelor's degree in Public Administration; Business Administration; Office Management or its equivalent qualifications;
- iv. Minimum KCSE C+ (plus) or its equivalent;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Member of a relevant professional body in good standing;
- vii. Proficiency in computer applications;
- viii. Demonstrated good results in work performance; and
- ix. Meets the requirements of chapter six of the constitution

c. Key Competencies and Skills

- i. Strategic and innovative thinking
- ii. Mentoring, coaching and leadership skills;
- iii. Good interpersonal and negotiation skills;
- iv. Organization skills;
- v. Strong communication and reporting skills;
- vi. Problem solving skills;
- vii. Analytical skills; and
- viii. Conflict resolution skills.

5.5 Career Guidelines for Office Administrators

a. Job Purpose

The Office Administrators are the first contact persons between the institute customers and staff. They are responsible for smooth running of the institute's offices and contributes to achieving of the institute planned goals through performing administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. They ensure proper management of office documents, handling correspondences and operating office equipment, drafting office correspondences and taking minutes in the institute general meetings, maintaining office diary and travel itineraries, ensuring security of office records, ensuring integrity and confidentiality of office records and managing office protocol etiquette.

b. Functions

The Office Administrators are responsible for the following functions:

- i. Coordinating office activities and operations for efficiency;
- ii. Supervising office assistants and divide responsibilities to ensure performance;
- iii. Receiving and attending to clients;
- iv. Handling office petty cash and consumables;
- v. Reserving appointments and maintaining office diary;
- vi. Managing phone calls and correspondences, office documents and equipment;
- vii. Provide support in organizing meetings, workshop/conferences and seminars;
- viii. Dealing with protocols and travel itineraries;
- ix. Ensuring good office layout.
- x. Updating office records; and
- xi. Provide support in preparation of reports and presentations.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Assistant Office Administrators and three (3) grades of Office Administrators who will be designated and graded as follows:

Table 1: Assistant Office Administrators

S/No.	Designation	KMFRI Grade
1.	Assistant Office Administrator	9
2.	Senior Assistant Office Administrator	8
3.	Principal Assistant Office Administrator	7

**The grade of Assistant Office Administrator / Senior Assistant Office Administrator Grade KMFRI 9/8 will form a common establishment.*

Table 2: Office Administrators

S/No.	Designation	KMFRI Grade
1.	Office Administrator	7
2.	Senior Office Administrator	6
3.	Principal Office Administrator	5

**The grade of Office Administrator / Senior Office Administrator Grade KMFRI 7/6 will form a common establishment.*

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Bachelor's degree in social sciences plus a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council;
- iii. Passed the following examinations from the Kenya National Examinations Council (KNEC);
 - Typewriting I, II, III (Minimum 50 w.p.m.)/Computerized document processing III;
 - Shorthand I, II, III (120 w.p.m);
 - Business English I, II, III/Communications II;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
 - Office Practice I, II;
 - Commerce I, II;Or
 - Diploma/HND in Secretarial Studies from the Kenya National Examinations Council or equivalent;
- iv. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi. Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer application skills;
- viii. Demonstrated good results in work performance;
- ix. Relevant years in work experience; and
- x. Met the requirements of Chapter Six of Constitution.

e. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills;
- iii. Customer care skills;
- iv. Good interpersonal skills; and
- v. Confidentiality

f. Job and Person Specifications

1. Assistant Office Administrator - KMFRI Grade 9

This will be an entry level for diploma holders and training grade for this cadre. An officer at this level will work under supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Preparing responses to simple routine correspondences;
- ii. Maintaining office diary and protocol;
- iii. Handling telephone calls and appointments;
- iv. Ensuring security of office records, documents and equipment;
- v. Attending to visitors / clients; and
- vi. Assisting in planning and organizing meetings, conferences, and seminars

b. Persons Specifications

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

- i. Diploma in Secretarial Studies from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communications
- iii. Customer care skills;
- iv. Good interpersonal skills; and
- v. Confidentiality.

2. Senior Assistant Office Administrator - KMFRI Grade 8

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Preparing responses to routine correspondences;
- ii. Maintaining office diary and protocol;
- iii. Handling telephone calls and appointments;
- iv. Recording dictation in shorthand form;
- v. Ensuring security of office records, documents and equipment;

- vi. Attending to visitors/clients; and
- vii. Assisting in planning and organizing meetings, conferences, and seminar

b. Persons Specifications

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

- i. At least three (3) years relevant work experience;
- ii. Diploma in Secretarial Studies from a recognized institution;

Or

Higher National Diploma with two (2) years relevant work experience.

- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications;
- v. Demonstrated good results in work performance; and
- vi. Met the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization skills;
- ii. Strong communication skills;
- iii. Customer care skills;
- iv. Good interpersonal skills; and
- v. Confidentiality.

3. Principal Assistant Office Administrator - KMFRI Grade 7

a. Job Specifications

This is the entry grade for degree holders. The duties and responsibilities of the officer will entail:

The duties and responsibilities of the officer will entail:-

- vi. Preparing responses to routine correspondences;
- vii. Maintaining office diary and protocol;
- viii. Handling telephone calls and appointments;
- ix. Recording dictation in shorthand form;
- x. Managing of office records, documents and equipment to ensure security and confidentiality;
- xi. Attending to visitors/clients; and
- viii. Overseeing planning and organizing of meetings, conferences, and seminar

b. Persons Specifications

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

- i. At least six (6) years relevant work experience in a comparable and relevant position in public service or private sector;

- ii. Diploma in Secretarial Studies from a recognized institution;
Or
Higher National Diploma with five (5) years of relevant work experience.
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. Proficiency in computer applications;
- v. Demonstrated good results in work performance; and
- vi. Fulfilled the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization skills;
- ii. Strong communication and public relations skills;
- iii. Good interpersonal skill; and
- iv. Confidentiality.

4. Office Administrator - KMFRI Grade 7

This will be the entry level for degree holders and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Attending to visitors/clients;
- ii. Handling telephone calls, customer inquiries and complaints/compliments;
- iii. Ensuring security and confidentiality of office records, equipment and documents;
- iv. Maintaining office diary;
- v. Record keeping for correspondences and file movement;
- vi. Managing office protocol and etiquette;
- vii. Coordinating the general administration of the respective office;
- viii. Coordinating schedule of meetings and appointments;
- ix. Coordinating travel arrangements;
- x. Coordinating appointments and travel itineraries;
- xi. Preparing responses to routine correspondence; and
- xii. Monitoring procedures for record keeping for correspondences;

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;

- ii. Minimum KCSE Certificate C+ (plus) or its equivalent;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter Six of Constitution

c. Key Competencies and Skills

- i. Organizing skills;
- ii. Communication skills;
- iii. Customer care skills;
- iv. Interpersonal skills; and
- v. Confidentiality.

5. Senior Office Administrator - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Attending to visitors/clients;
- ii. Handling telephone calls, customer inquiries and complaints/compliments
- iii. Ensuring security, integrity and confidentiality of data and equipment.
- iv. Record keeping for correspondences and file movement;
- v. Managing office protocol and etiquette;
- vi. Managing petty cash for the respective office;
- vii. Undertaking the general administration of the respective office;
- viii. Preparing schedule of meetings and appointments for the respective office;
- ix. Assisting in facilitating travel arrangements for the respective office;
- x. Managing appointments and travel itineraries;
- xi. Ensuring office cleanliness;
- xii. Preparing responses to routine correspondences; and
- xiii. Maintaining procedures for record keeping.

b. Person Specifications

For appointment to this grade, an Officer must have:

- i. At least three (3) years relevant work experience;
- ii. Bachelor's degree in Secretarial Studies or its equivalent from a recognized institution;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Relevant professional qualification and membership

- v. Public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and
- viii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizing skills;
- ii. Communication skills
- iii. Customer care skills;
- iv. Good interpersonal skills; and
- v. Confidentiality.

6. Principal Office Administrator - KMFRI Grade 5

a. Job Specifications

This is the highest grade for this cadre. The duties and responsibilities of the officer will entail:

- i. Ensuring security and integrity of office records for confidentiality of data.
- ii. Ensuring management of calls to and from clients and staff;
- iii. Organizing office appointments and meetings through recording in office calendar/diaries and booking rooms and conference facilities to hold meetings to prioritize and save on time
- iv. Coordinate meetings with different departments within and outside the Institute for logistic support
- v. Ensuring security of office equipment, documents and records;
- vi. Ensuring the planning and organizing of meetings, workshop/conferences and seminars;
- vii. Ensuring management of routine correspondences;
- viii. Handling protocols and confirming travel itineraries;
- ix. Managing office petty cash;
- x. Coordinating the office to ensure staff are well informed/updated on any issues that require their attention; and
- xi. Mentoring, guiding and supervising lower secretarial personnel and office assistant.

b. Person Specifications

For appointment to this grade, an Officer must have:

- i. At least six (6) years relevant work experience, three (3) of which must be in a supervisory position;
- ii. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;

- iii. Relevant professional qualification and membership
- iv. Public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
- v. Minimum KCSE C+ (plus) or its equivalent;
- vi. Have passed the following examinations from the Kenya National Examinations Council (KNEC);

- Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
- Shorthand III (120 p.m.);
- Business English III/Communications II;
- Office Management III/Office Administration and Management III;
- Secretarial Duties II;
- Commerce II;

Or

- Diploma / Higher Diploma in Secretarial Studies from a recognized institution;
- vii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Demonstrated good results in work performance; and
- x. Met the requirements of Chapter Six of Constitution

c. Key Competencies and Skills

- i. Organizing skills;
- ii. Strong communication skills
- iii. Customer care skills;
- iv. Good interpersonal skills; and
- v. Confidentiality.

5.6 Career Guidelines for Office Assistants

a. Job Purpose

The Office Assistants are responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and office hospitality services.

b. Functions

The Office Assistants are responsible for the following functions:

- i. Ensuring general office, machines/ equipment/apparatus cleanliness;
- ii. Collecting and disposing waste;

- iii. Dusting offices and ensure habitable office conditions;
- iv. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters.
- v. Arranging meeting venues professionally and timely;
- vi. Requisitioning office general supplies;
- vii. Operating basic office equipment;
- viii. Keeping inventory of kitchen equipment;
- ix. Preparing and serving beverages;
- x. Collecting and dispatching mails;
- xi. Performing office and messengerial duties; and
- xii. Ensuring safe custody of the office facilities.

c. Grading Structure and Scope

The career guideline establishes three (3) grades for Office Assistants who will be designated and graded as follows: -

Table: Office Assistants

S/No.	Designation	KMFRI Grade
1.	Office Assistant	12
2.	Senior Office Assistant	11
3.	Principal Office Assistant	10

The grade of Office Assistant/Senior Office Assistant KMFRI Grade 12/11 will form a common establishment

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. Certificate in Office Administration; Records Management, Office Management or any other relevant and equivalent qualification from recognized institution;
- ii. Kenya Certificate of Secondary Education with a Grade of D (Plain) and above;
- iii. Proficiency in computer applications;
- iv. Demonstrated good results in work performance;
- v. Relevant years in work experience; and
- vi. Meets the requirements of Chapter six (6) of the Constitution.

- e. Key Competencies and Skills**
 - i. Good interpersonal skills;
 - ii. Good communication skills; and
 - iii. Proficiency in English or Kiswahili languages.

f. Job and Person Specifications

1. Office Assistant - KMFRI Grade 12

This is the entry position for Office Assistants. An Officer at this level will work under supervision of a Senior Officer.

a. Job Specification

The duties and responsibilities of the officer will entail assisting in:-

- i. Cleaning offices, machines/ equipment/apparatus;
- ii. Collecting and disposing waste;
- iii. Dusting offices and ensuring habitable office conditions;
- iv. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- v. Collecting and dispatching letters;
- vi. Arranging for meeting venues professionally and timely;
- vii. Keeping inventory of kitchen equipment;
- viii. Preparing and serving office beverages; and
- ix. Performing office and messengerial duties.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. A mean grade D (plain) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Meets the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Good communication skills; and
- iii. Proficiency in English and Kiswahili languages.

2. Senior Office Assistant - KMFRI Grade 11

a. Job Specification

The duties and responsibilities of the officer will entail:-

- i. Ensuring office, machines/ equipment/apparatus cleanliness;
- ii. Ensuring collection and disposal of waste;
- iii. Ensuring collection and dispatch of letters;
- iv. Facilitating hospitality for members of staff, staff meetings and high-level stakeholders' meetings;
- v. Arranging for meeting venues professionally and timely;
- vi. Keeping inventory of kitchen equipment;
- vii. Taking stock of kitchen utilities and equipment;
- viii. Requisitioning for kitchen utilities upon depletion;
- ix. Ensuring preparation and serving of office beverages; and
- x. Performing office and messengerial duties.

b. Person Specifications

For appointment to this grade the candidate must have: -

- i. At least three (3) years relevant work experience;
- ii. A mean grade D (plain) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. A professional certificate from a recognized institution;
- v. Demonstrated good results in work performance;
- vi. Meets the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Good communication skills; and
- iii. Proficiency in English and Kiswahili languages.

3. Principal Office Assistant - KMFRI Grade 10

a. Job Specification

The duties and responsibilities of the officer will entail:-

- i. Ensuring office, machines/ equipment/apparatus cleanliness;
- ii. Ensuring collection and disposal of waste;
- iii. Ensuring collection and dispatch of letters;
- iv. Facilitating hospitality for members of staff, staff meetings and high-level stakeholders' meetings;

- v. Arranging for meeting venues professionally and timely;
- vi. Keeping inventory of kitchen equipment;
- vii. Taking stock of kitchen utilities and equipment;
- viii. Requisitioning for kitchen utilities upon depletion;
- ix. Ensuring preparation and serving of office beverages; and
- x. Performing office and messengerial duties.

b. Person Specifications

For appointment to this grade the candidate must have: -

- i. At least six (6) years relevant work experience in comparable and relevant position in public service or private sector;
- ii. A mean grade D (plain) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. A professional certificate from a recognized institution;
- v. Demonstrated good results in work performance;
- vi. Meets the requirements of Chapter Six of the constitution.

c. Key Competencies and Skills

- i. Good interpersonal skills;
- ii. Good communication skills; and
- iii. Proficiency in English and Kiswahili languages.

5.7 Career Guidelines for Drivers

a. Job Purpose

The Drivers are responsible for providing secure and timely driving services to employees and other authorized stakeholders of the Institute. They also ensure that the vehicles are maintained and in good condition for smooth mobility.

b. Functions

The Drivers are responsible for the following functions:

- i. Driving vehicles as authorized;
- ii. Detecting and reporting malfunctioning of vehicles system;
- iii. Carrying out minor repairs including oiling and greasing;
- iv. Maintaining records of vehicles and daily work tickets for vehicles;
- v. Ensure security and safety of vehicles on and off the road;

- vi. Maintaining cleanliness of the vehicle;
- vii. Ensuring adherence to or observations of traffic laws; and
- viii. Reporting any incidents to police and/or the office immediately they occur.

c. Grading Structure and Scope

The career guideline establishes three (3) grades for Drivers who will be designated and graded as follows:-

Table 1: Drivers

S/No.	Designation	KMFRI Grade
1.	Driver	11
2.	Senior Driver	10
3.	Principal Driver	9

**The grade of Driver/Senior Driver KMFRI Grade 11/10 will form a common establishment*

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. Kenya Certificate of Secondary Education (KCSE) mean Grade D+ or its equivalent qualification;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the Officer is required to drive;
- iii. Occupational Trade Test I/II/III for Drivers;
- iv. Certificate in Customer Care;
- v. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- vi. Refresher Course for drivers lasting not less than one (1) week at the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vii. Passed the Suitability Test for Drivers Grade I from the Ministry of Roads and Public Works;
- viii. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- ix. Valid Certificate of Good Conduct from the Kenya police;
- x. Proficiency in computer applications;
- xi. Demonstrated good results in work performance;
- xii. Relevant years in work experience; and
- xiii. Meets the requirements of Chapter six (6) of the Constitution

e. Key Competencies

- i. Innovative thinking;
- ii. Effective Communication skills;
- iii. Good interpersonal skills;
- iv. Organizational skills;
- v. Problem solving skills;

f. Job and Person Specifications

1. Driver - KMFRI Grade 11

This will be an entry level and training grade for this cadre. An officer at this level will work and the supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Driving vehicles as authorized;
- ii. Keeping up to date work tickets for vehicles;
- iii. Cleaning of the assigned motor vehicle;
- iv. Submitting regular reports on motor vehicle assigned;
- v. Preparing and submitting regular reports on motor vehicle assigned;
- vi. Maintaining a proper mechanical working condition of the vehicle;
- vii. Ensuring security and safety of passengers and vehicle on and off the road;
- viii. Adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least One (1) years driving experience;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- iv. The Occupational Trade Test III Certificate;
- v. Valid Certificate of Good Conduct;
- vi. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;

- vii. Proficiency in computer applications; and
- viii. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Good communication and reporting skills;
- iii. Good interpersonal skills

2. Senior Driver - KMFRI Grade 10

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Driving vehicles as authorized;
- ii. Keeping up to date work tickets for vehicles;
- iii. Carrying out minor mechanical adjustments;
- iv. Cleaning of the assigned motor vehicle;
- v. Preparing and submitting regular reports on motor vehicle assigned;
- vi. Recognizing and reporting mechanical defaults of the vehicles;
- vii. Maintaining a proper mechanical working condition of the vehicle.
- viii. Monitoring and reporting expiry of insurance policies for motor vehicles;
- ix. Ensuring security and safety of passengers and vehicle on and off the road.
- x. Adherence to or observations of traffic laws; and
- xi. Reporting any incidents to police and/or the office immediately they occur.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least three (3) years relevant work experience in comparable and relevant position in public service or private sector;
- ii. A mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. The Occupational Trade Test II Certificate OR its Equivalent
- iv. A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vi. A valid Certificate of Good Conduct;

- vii. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- viii. An accident-free driving period of 4 years;
- ix. Demonstrated good results in work performance; and
- x. Meets the requirements of Chapter six (6) of the Constitution

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Good communication and reporting skills;
- iii. Good interpersonal skills.

3. Principal Driver - KMFRI Grade 9

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Driving the Institute's Directorate as authorized;
- ii. Carrying out minor mechanical adjustments;
- iii. Keeping up to date work tickets for vehicles;
- iv. Recognizing and reporting mechanical defaults of the vehicles;
- v. Carrying out minor mechanical adjustments;
- vi. Maintaining cleanliness of vehicles;
- vii. Ensuring security and safety of the vehicle on and off the road;
- viii. Monitoring and reporting expiry of insurance policies for motor vehicles;
- ix. Coordinating transport management;
- x. Preparing and submitting reports on transport when need arises;
- xi. Ensuring security and safety of passengers and vehicle on and off the road;
- xii. Ensuring proper mechanical working condition of the vehicle;
- xiii. Ensuring adherence to or observations of traffic laws;
- xiv. Ensuring reporting of any incidents to police and/or the office immediately they occur; and
- xv. Supervision of other drivers.

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least six (6) years relevant work experience in comparable and relevant position in public service or private sector;

- ii. Minimum KCSE D+ (Plus) or its equivalent
 - iii. Occupational Trade Test I Certificate;
 - iv. A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
 - v. Supervisory course from a recognized institution;
 - vi. Certificate in Customer Care from a recognized institution;
 - vii. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
 - viii. A valid Certificate of Good Conduct;
 - ix. A First Aid Certificate course from St. Johns Ambulance or any other recognized institution not more than one (1) year old;
 - x. Computer proficiency certificate;
 - xi. An accident-free driving period of 8 years;
 - xii. Demonstrated good results in work performance; and
 - xiii. Meets the requirements of Chapter six of the Constitution.
- c. Key Competencies and Skills**
- i. Organizational skills;
 - ii. Good communication and reporting skills;
 - iii. Good interpersonal skills

5.8 Career Guidelines for Security Officers

a. Job Purpose

Security Officers are responsible for the safety of the Institute's assets, property, offices and staff.

b. Functions

- i. Developing, implementing and monitoring security strategies, policies and procedures;
- ii. Liaising with security agencies to ensure security of assets and operations;
- iii. Participating in the coordination of emergency procedures and contingency planning;
- iv. Identifying potential security threats;
- v. Coordinating investigation of internal security breaches;
- vi. Maintaining records of crimes and incidents;
- vii. Overseeing security surveys and inspections;
- viii. Advising management on security related matters affecting operations.

c. Grading Structure and Scope

The Career Guidelines establishes one (1) grade for Assistant Security Officers and two (2) grades for Security Officers as follows: -

Table 1: Assistant Security Officers

S/No.	Designation	KMFRI Grade
1.	Senior Assistant Security Officer	8

Table 2: Security Officers

S/No	Designation	KMFRI Grade
1.	Security Officer	7
2.	Senior Security Officer	6

The grades of Security Officer/Senior Security Officer KMFRI Grade 7/6 will form a common establishment.

d. Recognized Qualifications

- i. Diploma in Criminology or its equivalent from recognized university
- ii. Bachelor's degree in Criminology or its equivalent from recognized university
- iii. Service in the Police Force or Military;
- iv. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- v. Supervisory skills course lasting not less than two (2) weeks;
- vi. Demonstrated results in work performance;
- vii. Meets the requirements of Chapter Six of the Constitution;
- viii. Organizational skills;
- ix. Communication skills in both English and Kiswahili;
- x. Interpersonal skills;

e. Key Competencies

- i. Strategic and innovative thinking;
- ii. Effective Communication skills;
- iii. Strong analytical skills;
- iv. Good interpersonal skills;
- v. Organizational skills;
- vi. Problem solving skills; and

- vii. Good negotiation skills

f. Job and Person Specifications

1. Senior Assistant Security Officer - KMFRI Grade 8

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Undertaking regular security patrols;
- ii. Protecting KMFRI property including plantations and experimental plots;
- iii. Reporting promptly any incidences of insecurity to head of security;
- iv. Ensuring safe custody of lost and found property;
- v. Preventing entry of unauthorized persons into the Institute;
- vi. Ensuring security lights and other surveillance systems are in good working condition;
- vii. Liaising with County Administration and Kenya Police Service on security matters.

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Served in the grade of Assistant Security Officer for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification from a recognized institution;
- iii. Diploma in Security Studies or its equivalent qualification from a recognized institution;
- iv. Undergone three (3) months Security Training from the Administration Police Training College or any other recognized institution;
- v. Certificate of Good Conduct from the Kenya Police Service;
- vi. Be physically and mentally fit;
- vii. Certificate in Computer Applications;
- viii. Shown merit and ability as reflected in work performance and results; and
- ix. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills in both English and Kiswahili;
- iii. Interpersonal skills.

2. Security Officer - KMFRI Grade 7

This is the entry and training grade for graduates. An officer at this level will work under the guidance of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Participating in the development and implementation security strategies, policies and procedures;
- ii. Liaising with security agencies to ensure security of assets and operations
- iii. Participate in the coordination of emergency procedures and contingency planning;
- iv. Identifying potential security threats;
- v. Coordinate investigation of internal security breaches;
- vi. Maintain records of crimes and incidents;
- vii. Oversee security surveys and inspections.
- viii. Liaising with County Administration and Kenya Police Service on security matters.

b. Requirements for Appointment

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

- i. Bachelor's degree in Criminology or equivalent from recognized university
- ii. Service in the Police Force or Military
- iii. Supervisory skills course lasting not less than two (2) weeks
- iv. Demonstrated results in work performance
- v. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills in both English and Kiswahili
- iii. Interpersonal skills
- iv. Integrity

3. Senior Security Officer - KMFRI Grade 6

a. Duties and Responsibilities

The duties and responsibilities of the officer will entail: -

- i. Develop and ensure implementation security strategies, policies and procedures
- ii. Liaise with security agencies to ensure security of assets and operations
- iii. Participate in the coordination of emergency procedures and contingency planning
- iv. Identify potential security threats
- v. Coordinate investigation of internal security breaches

- vi. Maintain records of crimes and incidents
- vii. Oversee security surveys and inspections
- viii. Advise management on security related matters affecting operations

b. Requirements for Appointment

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

- i. Bachelor's Degree in Criminology or its equivalent from recognized university
- ii. At least three (3) years relevant work experience;
- iii. Service in the Police Force or Military
- iv. Supervisory course lasting not less than two (2) weeks, or equivalent, from a recognized institution
- v. Demonstrated results in work performance
- vi. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- i. Strategic thinking
- ii. Organizational skills;
- iii. Communication skills in both English and Kiswahili;
- iv. Interpersonal skills.

5.9 Career Progression Guidelines for Corporate Communication and Public Relations Officers

a. Job Purpose

Managing strategic communications for the Institute, both internally and externally with an aim of enhancing organization's visibility through proper cultivation, management and sustenance of meaningful relationships and collaborations with the Institute's stakeholders.

b. Functions

The functions of the Corporate Communication and Public Relations department will involve the following:

- i. Advising the management on relevant communication policies and strategies aligned to the Institute's strategic objectives for development and adoption.
- ii. Advising the Director General on opportunities for positive media coverage and relevant content that raise the profile of the Institute
- iii. Overseeing development, adoption and implementation of Institutional corporate communication policies and strategies, as well as customer care policies
- iv. Communicating the Institute's vision, mission and core values to both internal and external stakeholders

- v. Engendering the culture of internal communications across all levels of employees by creating relevant online and offline platforms that will promote effective flow of communications
- vi. Managing organizational reputation by enhancing its visibility and linkages with key stakeholders both internal and external;
- vii. Spearheading and overseeing implementation of branding and rebranding activities and enforcing approved brand elements to enhance corporate identity and create positive perception of the Institute.
- viii. Managing media interactions and implementing strategies for media engagement and interaction to build positive relationships with industry journalists to promote positive coverage
- ix. Managing the strategic communications and corporate identity of the Institute and communications activities and materials including the website and social media interactions;
- x. Overseeing customer satisfaction surveys and regular monitoring of feedback from all stakeholders
- xi. Responsible for providing editorial guidance and coordinating production of Information, Education and Communication materials, corporate documents, newsletters, manuals, brochures, fliers and other promotional tools and branding elements for the Institute
- xii. Overseeing the implementation of the Institute's calendar of events and coordination of planning of the Institute's events, exhibitions, conferences and meetings
- xiii. Overseeing the development of content that is consistent with the vision, mission and core mandate of the Institute in line with the organization's overall strategic objectives
- xiv. Establishing meaningful relationships, linkages and collaborations that can create mutually beneficial relationships and build confidence among the Institute's internal and external stakeholders
- xv. Creating, implementing and measuring the success of communications program that will enhance the Institute's image and strategic positioning within the public;
- xvi. Ensuring benchmarking, measurement, evaluation, and analysis of results tied to communications campaigns, projects, and initiatives designed to enhance the institute's visibility
- xvii. Establishing and providing standards for interaction with both electronic and print media on communication issues;
- xviii. Developing, implementing and monitoring systems and procedures necessary for the smooth operation of communications function.

c. Grading Structure and Scope

The Career Progression Guidelines establishes two (2) grades of Assistant Corporate Communication and Public Relations Officers and five (5) grades of Corporate Communication and Public Relations Officers as shown below:-

Table 1: Assistant Corporate Communication and Public Relations Officers

S./ No	Designation	KMFRI Grade
1.	Assistant Corporate Communications & PR Officer	9
2.	Senior Assistant Corporate Communications & PR Officer	8
3.	Principal Assistant Corporate Communication & PR Officer	7

The grades of Assistant Corporate Communications & PR Officer / Senior Assistant Corporate Communications & PR Officer, KMFRI Grades 9 / 8 will form a common establishment

Table 2: Corporate Communication and Public Relations Officers

S./ No	Designation	KMFRI Grade
1.	Corporate Communications & PR Officer	7
2.	Senior Corporate Communications & PR Officer	6
3.	Principal Corporate Communications & PR Officer	5
4.	Assistant Director Corporate Strategic Communications	4
5.	Deputy Director Strategic Communications	3

The grades of Corporate Communications & PR Officer / Senior Corporate Communications & PR Officer, KMFRI Grades 7 / 6 will form a common establishment

d. Recognized Qualifications

- i. Master's Degree in Communications Studies; Development/Science Communication, or Journalism; or Public Relations; or Language and Literary Studies, or its equivalent from a recognized institution;
- ii. Bachelor's Degree Public Relations, or Journalism and, or Mass/Development/Science Communication, or Language & Literary Studies/English or its equivalent from a recognized institution;
- iii. Diploma in Public Relations Management or its equivalent
- iv. Relevant professional qualification and membership in Public Relations;
- v. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution;
- vi. Public Relations and Customer Service course lasting not less than two (2) weeks;
- vii. Events and Protocol Management course lasting not less than two (2) weeks;
- viii. Ten (10) years of experience;
- ix. Senior Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- x. Supervisory course lasting not less than two (2) weeks;

- xi. Proficiency in computer applications;
- xii. Fulfill the requirements of Chapter 6 of the Constitution;
- xiii. Track record of performance;

e. Key Competencies

- i. Strong communication and reporting skills;
- ii. Strong managerial skills and ability to lead teams;
- iii. Strategic & Innovative
- iv. Reporting skills;
- v. Relationship management skills;
- vi. Problem solving and analytical skills;
- vii. Persuasion and negotiation skills;
- viii. Crisis/conflict handling skills;
- ix. Interpersonal and negotiation skills; and
- x. Excellent team player.

f. Job and Person Specifications

1. Assistant Corporate Communications & Public Relations Officer – KMFRI Grade 9

a. Job Specifications

This will be the entry grade for officers in this cadre. Duties and responsibilities will entail:

- i. Assisting in writing press releases and distributing them to the Institute's stakeholders
- ii. Assisting in generating content for publishing in the Institute's newsletters
- iii. Assisting in the dissemination of IEC materials within the Institute and maintain schedules for the same
- iv. Maintaining current news briefs and newsletters and availing the same for clients' use
- v. Attending all departmental meetings and assist in taking minutes
- vi. Providing administrative support to public relations departments by completing tasks such as filing, copying and fielding phone calls.
- vii. Participating in organizing meetings and booking meeting rooms.
- viii. Handling correspondence directed to managers.
- ix. Participating in brainstorming and planning sessions

- x. Assisting in organizing and execution of PR events, campaigns etc.
- xi. Assisting in the distribution of the Institute's IEC and branded materials to both internal and external stakeholders

b. Persons Specification

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

- i. Diploma in Public Relations Management/Mass communication or its equivalent
- ii. KCSE Certificate within minimum score of C's plains (C)
- iii. Proficiency in computer applications
- iv. Meet the requirements of Chapter 6 of the constitution

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Record keeping skills
- v. Editing skills
- vi. Crisis/conflict handling skills
- vii. Good team player;

2. Senior Assistant Corporate Communications & Public Relations Officer (Media Technician) - KMFRI Grade 8

a. Job Specifications

Duties and responsibilities will entail:

- i. Supervising and training junior personnel, attaches and interns deployed within the unit;
- ii. Participating in organizing events by preparing checklists needed and branding the functions as directed
- iii. Providing first-hand drafts and institutional news briefs for editing
- iv. Assisting in creating awareness of the Institute's products and services through regular updating of social media sites with relevant institutional content,
- v. Mobilizing junior personnel and supervise the team in ensuring departmental equipment, branding materials and other tools used during the event are handled properly
- vi. Providing input in the development of the department's work plan and budget
- vii. Providing support in drafting press releases and distributing the same to media houses
- viii. Keeping the HOD informed on IEC materials, brochures and Institute's magazine needed for use by visitors/customers;

- ix. Attending all departmental meetings and brainstorming sessions
- x. Contributing articles to the Institute's newsletters
- xi. Scanning through the print and electronic media to extract information touching on the Institute;
- xii. Liaising with maintenance officers to regularly service audiovisual equipment, check for damages or malfunctions and arrange for minor repairs
- xiii. Setting up audio-visual equipment such as microphones, projection screens, public address system, videos etc. prior to meetings and conferences
- xiv. Providing photography services and film events during Institutional functions
- xv. Guiding staff, interns and attachees and students on how to operate audiovisual equipment.
- xvi. Maintaining an inventory of departmental audio-visual equipment according to established department procedures.
- xvii. Monitoring and maintain closed circuit television for security purposes
- xviii. Providing administrative and secretarial support to the Department
- xix. Conducting research to support PR planning
- xx. Maintaining electronic images archive for Institutional events covered which may include videos, photos, newspaper cuttings etc.
- xxi. Assisting in the preparation of service charter delivery records and participate in the implementation
- xxii. Any other duties as may be assigned from time to time.

b. Persons Specifications

For direct appointment in this grade, a candidate must have:

- i. A diploma in Public Relations Management or its equivalent from a recognized institution
- ii. At least three (3) years relevant working experience
- iii. Attained a C plain (C) in KCSE and;
- iv. Meet the requirements of chapter 6 of the constitution

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Record keeping skills
- v. Crisis handling skills
- vi. Good team player; and

- vii. Analytical skills
- viii. Creative skills

3. Principal Assistant Corporate Communications & Public Relations Officer

a. Job Specifications

Duties and responsibilities in this position entail:

- i. Support internal and external communications strategy through adoption, implementation, and execution of communications strategy, communication plans, advocacy programmes and corporate citizenship programmes;
- ii. Keep calendars (editorial, press conferences, events etc.) and media lists; by knowing the day to day events that will take place in or outside the institution for coverage to generate publishable content for newsletters or briefs and taking notes during meetings, conferences and key public events;
- iii. Participate in event planning by developing event master lists for exhibitions, science forums, roadshows and open days in liaison with research coordinators; and keeping the supervisor updated on the progress;
- iv. Assemble press kits and provide photography services; edit videos, photos and presentations as directed and ensuring the images are properly backed up;
- v. Support creation and dissemination of promotional materials and advise the supervisor on the need for IEC materials depending on analyzed dissemination data;
- vi. Keep records of photographs in an image database and ensure all photos are properly captioned for use;
- vii. Participate in conducting media research to establish communication needs of the Institute in support of public relations planning;
- viii. Write and edit newsletter articles, first-hand drafts, press briefs, newscasts, relevant pitches and press releases designed to promote the Institute's services or address matters of concern for various stakeholders;
- ix. Arrange responses, briefings and interviews with industry journalists;
- x. Create and share content for the Institute's online platforms including the website, editing and moderating social media posts and ensuring timely updating of the content;
- xi. Develop branded templates for short packages that team members can use to create "plug and play" videos for social media to enhance online presence for the Institute;
- xii. Support digital branding and other branding and rebranding initiatives rolled out at the Institute by ensuring banners, teardrops, roll-ups and other publicity materials are properly set up during events, interview sessions, and participants are appropriately branded;
- xiii. Support all awareness creation programmes rolled out at the Institute and take an active role in planning media campaigns by sharing links during live stream events;
- xiv. Send out customer surveys and administer customer service feedback forms, access to information request forms and compile received data to assess customer satisfaction levels;
- xv. Oversee proper maintenance of all audio-visual equipment and use by inspecting media equipment and initiating replacements in case of obsolete equipment as well as preparation of quarterly reports on the status of the media equipment;
- xvi. Establish and maintain effective relationships with journalists, and maintain a media database;

- xvii. Ensure all versions of updated customer service delivery charter in booklets, mountable frames, audio-visuals and braille are prominently displayed at all Institute's touchpoints
- xviii. Participate in brainstorming and public relations planning sessions; exchange ideas and participate in the implementation of decisions;
- xix. Support generation of service delivery records as per the requirements of service delivery charter and compile quarterly reports for onward transmission to the Head of Department;
- xx. Deal with enquiries from the public, the press, and related organizations regarding the institution and its services or projects and direct them to relevant officers; and where necessary escalate complaints to HOD for resolution;
- xxi. Undertake general administrative duties; prepare client files, presentations, and schedules, as well as monitor relevant media coverage daily, and field telephone calls from the media and clients as well as taking minutes during meetings;
- xxii. Mentor, coach and supervise junior staff, interns and attaches;
- xxiii. Participate in the development of departmental workplans and budgets;

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. A Diploma in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication
- ii. KCSE C (Plain) or its equivalent;
- iii. Computer competencies;
- iv. At least six (6) years relevant work experience;
- v. Fulfill the requirements of Chapter Six of the Constitution

c. Key competencies and skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Attention to details;
- iv. Organizational skills;
- v. Record keeping skills
- vi. Crisis handling skills
- vii. Knowledge of budgeting
- viii. Good team player; and
- ix. Analytical skills
- x. Creative skills
- xi. Ability to work under pressure.

4. Corporate Communications & PR Officer – KMFRI Grade 7

a. Job Specifications

Duties and responsibilities of officers in this position will entail:

- i. Participating in the implementation of communication policies and strategies
- ii. Participating in the planning of organizational events by carefully determining all requirements and liaising with HoD to meet objectives of the functions
- iii. Inspecting meeting venues, conference halls and training rooms to ensure they are properly set-up prior to functions taking place in the venues
- iv. Participating in designing, writing first draft press releases, case studies, articles, leaflets, journals, reports, publicity brochures, website content; editing, and moderating social media content where necessary
- v. Preparing advertisement content for newspapers and other internal and external media outlets;
- vi. Coordinating educational visits and liaising with Educational Tours Committee for arrangement of the academic tours and responding to inquiries and requests from the institutions appropriately
- vii. Providing input in the preparation of departmental work plans and annual budgets
- viii. Responding to queries made across online platforms such as Facebook, Twitter etc.
- ix. Editing first draft press releases and assigning appropriate headlines for review by senior PR officers
- x. Contributing to implementing and maintaining effective communication channels
- xi. Contributing to the development, monitoring and updating of the Communications schedule and ensure communications objectives are implemented;
- xii. Contributing to implementing effective and coordinated change management communication and engagement activities;
- xiii. Editing and translating scientific papers and research work to a language that can be consumed by mass audiences
- xiv. Undertaking general administrative; preparing client files, taking minutes during meetings, presentations, and schedules, as well as monitoring relevant media coverage, and fielding telephone calls from the media and clients.
- xv. Incorporating online tools to build relationships with current and prospective clients
- xvi. Gathering or researching on publishable information from the public and media for sharing with various stakeholders
- xvii. Assisting in offering photography services, caption and crop photos for use
- xviii. Analyzing social media metrics reports and preparing actionable reports
- xix. Creating awareness to the public on the Institute's activities, services and products;

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. A Bachelor's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication
- ii. Relevant job experience
- iii. Attained minimum C plus in KCSE
- iv. Relevant professional certificate in science communication or its equivalent
- v. Proficiency in computer applications
- vi. Fulfilled the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Editing skills
- v. Managerial skills
- vi. Crisis management skills
- vii. Knowledge of budgeting
- viii. Good team player; and
- ix. Analytical skills
- x. Creative skills
- xi. Ability to work under pressure.

5. Senior Corporate Communications & PR Officer - KMFRI Grade 6

a. Job Specifications

Duties and responsibilities of officers in this position will entail:

- i. Coordinating the production of the Institute's Monthly and Quarterly newsletters.
- ii. Providing input in the development of the Institute's Communication policies and Communication strategies and participating in the implementation process
- iii. Participating in the development of the departmental human resource policies
- iv. Compiling and filing reports on departmental annual achievements for incorporation in the Institute's Annual Financial Report
- v. Providing input in the development of departmental annual budgets and work plans

- vi. Liaising with Principal Corporate Communication in coordinating handling of incoming media requests and building relationships with industry journalists;
- vii. Identifying relevant social media platforms and creating accounts
- viii. Reporting on training needs assessment for all communications and customer services staff
- ix. Coordinating media monitoring, monitor publicity and content analysis activities
- x. Maintaining safe custody of calendars for editorial, press conferences, events etc. and media lists
- xi. Providing guidance to Public Complaints Committee in the development of the Institute's Complaints Policy for review, adoption and implementation.
- xii. Suggesting ways to streamline communication, appropriate communication platforms for use and take an active role in execution of programmes as a team;
- xiii. Supervising, train, motivate and manage the performance of the team and ensure continuous alignment to the goals and values of the Institute
- xiv. Providing editorial direction, design, for the Institute's Corporate Service Charter, Information Education and Information materials and presentations;
- xv. Developing the Institute's calendar of events and coordinate planning meetings during the Institute's events such as Open Day, exhibitions, conferences and meetings etc.
- xvi. Coordinating the conduct of periodic surveys to establish stakeholder satisfaction and the Institute's standing among its target audiences;
- xvii. Reviewing quarterly access to information requests received by various heads of department for submission to the senior management
- xviii. Acting as the Secretary to the Public Complaints Committee of the Institute and filing quarterly reports on resolution of public complaints to the Ombudsman.
- xix. Collating and analyzing media coverage;
- xx. Verifying content from various sources for publishing; and editing the Institute newsletter, media features, briefs, speeches and supplements;
- xxi. Establishing and maintaining effective relationships with journalists, and maintain a media database
- xxii. Reviewing prepared advertisements to ensure they meet editorial and branding standards;
- xxiii. Liaising with the media and KMFRI research scientists in preparation and running of documentaries and press write ups.
- xxiv. Reviewing customer service reports
- xxv. Overseeing handling of distinguished guests and high-level delegation at the Institute;
- xxvi. Representing the department in professional committees

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. A Bachelor's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication
- ii. At least three (3) years relevant experience;
- iii. Relevant professional certificate in science communication or its equivalent
- iv. Membership to Public Relations Society of Kenya (PRSK)
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Editing skills
- v. Good team player; and
- vi. Analytical skills
- vii. Creative skills
- viii. Ability to work under pressure.

6. Principal Corporate Communications & PR Officer – KMFRI Grade 5

a. Job Specifications

Duties and responsibilities in this position will entail:

- i. Coordinating the development of all corporate communications document for the Institute;
- ii. Evaluating effectiveness of branding materials used during Institutional activities and file a report for action
- iii. Supervising all staff below the position, counselling, and mentoring them
- iv. Developing departmental budgets and work plans for all strategic communications related activities;
- v. Managing all press relations at the Institute and act as a linkage officer during stakeholder and networking forums organized at the Institute;

- vi. Managing and coordinating media trainings organized for the Institute's leadership and ensure senior managers including Chief Spokesperson of the Institute are well prepared for all media interactions;
- vii. Providing direction in organizing events including press conferences, exhibitions, workshops, seminars, open days and press tours;
- viii. Coordinating media coverage for the Institute's events
- ix. Participating in the development, monitoring and updating of the Communications objectives and communications plans and guide implementation of communications objectives;
- x. Suggesting effective data gathering systems for effective coordination of surveys to establish concerns and expectations of KMFRI stakeholders;
- xi. Scheduling interviews with top management and ensure Chief Spokesperson is well prepared for all media engagements
- xii. Participating in the development of communications strategies, plans, and that support communication programmes;
- xiii. Supervising the production of publicity materials (brochures, handouts, leaflets, promotional video, films and multimedia programs);
- xiv. Suggesting relevant communication platforms that support dissemination of information within the organization and externally to key stakeholders and partners.
- xv. Representing and promoting priority institute communication initiatives, events and products in the absence of Deputy Director
- xvi. Under the direction of Deputy Director, ensuring development and quality review of talking points, briefings, presentations, speeches and other communication products for use by Director General
- xvii. Coordinating the use of a variety of methods and techniques in achieving communication goals such as media campaigns, news releases, radio and television scripts, feature articles, personal appearances, news conferences, exhibitions, brochures, pamphlets, etc. to convey information concerning the Institute's priority activities and programs to key stakeholders and partners.
- xviii. Providing timely and quality information and advice, including written and verbal briefings and reports to Deputy Director Strategic Communications for sharing with the Director General.
- xix. Consulting on, monitor, and measure progress and outcome of priority communication targets, products and activities in collaboration with Deputy Director Communications.
- xx. Under the direction of Assistant Director, evaluating corporate communication documents and participate in review of the organization's MoUs and contracts.
- xxi. Under the direction of Assistant Director, providing technical support to the Institute's research programmes by organizing science communication seminars;

- xxii. Implementing and maintaining effective communication channels and methods, to ensure stakeholders are kept well informed;
- xxiii. Verifying accuracy of advertisements before publication;

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. A Bachelor's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution;
- ii. At least six (6) years relevant work experience three (3) of which must have been in a management position or served as Senior Communications and PR Officer;
- iii. Relevant professional certificate in science communication or its equivalent;
- iv. Supervisory course lasting not less than two (2) weeks;
- v. A member of Public Relations Society of Kenya (PRSK)
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Editing skills
- v. Persuasion skills
- vi. Negotiation
- vii. Managerial skills
- viii. Crisis management skills
- ix. Good team player; and
- x. Analytical skills
- xi. Creative skills
- xii. Mentoring, coaching and leadership skills
- xiii. Ability to work under pressure.

7. Assistant Director Strategic Communications – KMFRI Grade 4

a. Job Specifications

Duties and responsibilities in this position will entail:

- i. Advising Deputy Director on the Institute's communication needs for planning
- ii. Provide leadership in formulating corporate communication policies, strategies and regulations; execute and manage strategic communications intended to create a favorable point of view among stakeholders
- iii. Reviewing corporate communication messages
- iv. Coordinating benching activities of communication programmes
- v. Identifying relevant online accounts that can efficiently and effectively promote the Institute's research activities; encourage live tweeting from events,
- vi. Initiating and provide angle to online conversations with the Institute's like-minded organizations, research communities and funders.
- vii. Coordinating of meetings, conferences, seminars, workshops and exhibitions;
- viii. Cultivating, manage and sustain meaningful relationships and collaborations with media and other key stakeholders internally and externally;
- ix. Preparing the department's board papers for presentation to the Institute's Board of Management
- x. Taking lead in development, execution, and interpreting the organization's mission, vision and mandate cohesively and communicate the same message to every stakeholder
- xi. Supervising creation and publishing of relevant website content and manage all content uploaded on the Institute's website
- xii. Providing direction in awareness creation related tasks by suggesting relevant engagement techniques ideal for the Institute activities, services and products;
- xiii. Coordinating the development of Institute's calendars, diaries and internal communication by providing needed leadership;
- xiv. Promoting the Institute's profile through consultations with chief research scientists and Centre Directors/Station Coordinators on sharing information on research activities and researchers' profiles for ongoing projects
- xv. Enhancing the Institute's linkages and outreach services through networking with KMFRI publics including government agencies, NGOs, SAGAs, universities and fisher communities;
- xvi. Making recommendations for the review of the Institute's corporate image;
- xvii. Coordinating the Institute's advertising and publicity activities and ensure safe custody of corporate communication records;
- xviii. Coordinating the drafting, editing and reviewing of the organization's profile and recommend updating of the same from time to time
- xix. Preparing and managing departmental budget and ensure prudent use of resources allocated to the department

- xx. Spearheading the Institute’s branding and re-branding activities by generating relevant information, artworks and manuals to guide the management in decision-making
- xxi. Coordinating the Institute’s public functions and corporate social responsibility activities;
- xxii. Providing guidance in evaluation of customer service charter and ensure concerns arising from service delivery are addressed promptly in line with the requirements of the service charter;
- xxiii. Providing guidance in the development of pitch messages sent to media outlets on activities and developments within the Institute that need coverage and brief editors from multiple channels on the same
- xxiv. Scheduling interviews with top management
- xxv. Identifying relevant media training for top management;
- xxvi. Monitoring dissemination of information to stakeholders through relevant communication digital application, identifying gaps and addressing them
- xxvii. Preparing and managing the departmental budget and monitoring absorption of resources;
- xxviii. Monitoring and evaluation of corporate communication services;
- xxix. Mentoring, guiding and supervising staff.

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. Master’s Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution
- ii. A Bachelor’s Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution
- iii. KCSE C +(plus) or its equivalent and above
- iv. At least eight (8) years relevant work experience, three (3) of which must have been in a supervisory position
- v. Membership to Chartered Institute of Public Relations (CIPR)
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution
- vii. Proficiency in computer applications
- viii. Demonstrated track record of performance
- ix. Fulfilled the requirements of Chapter 6 of the Constitution

c. Key Competencies and Skills

- i. Communication skills;

- ii. Interpersonal skills;
- iii. Negotiation skills;
- iv. Strategic thinking;
- v. Persuasion skills
- vi. Organizational skills;
- vii. Mentoring, coaching and leadership skills
- viii. Editing skills
- ix. Managerial skills
- x. Crisis/conflict handling skills
- xi. Knowledge in budgeting
- xii. Good team player; and
- xiii. Analytical skills
- xiv. Creative skills
- xv. Ability to work under pressure.

8. Deputy Director Strategic Communications - KMRFI Grade 3

a. Job Specifications

Duties and responsibilities in this position entail:

- i. Advising the management on communication policies and strategies and suggest reviews to the strategy documents in line with existing communication legislations
- ii. Advising the management on relevant communication platforms to streamline the flow of communications within the institute
- iii. Advising the management on relevant corporate social responsibility programmes for implementation
- iv. Advising on addressing complex communication issues during the implementation of research communication programs and policies
- v. Providing direction in developing customer care policies, complaints policies, public participation policies, procedures, guidelines and manuals
- vi. Overseeing preparation of Strategic Communication board papers for presentation to the Institute's Board of Management
- vii. Identifying, evaluate, mitigate and monitor operational and strategic risks of the strategic communications function by maintaining relevant risk registers;

- viii. Ensuring benchmarking, measurement, evaluation, and analysis of results is tied communications campaigns, projects, and initiatives designed to accelerate KMFRI brand;
- ix. Overseeing development, adoption and implementation of communication policies and strategies
- x. Overseeing preparation of departmental budgets and annual financial reports and monitoring absorption of budgets
- xi. Overseeing all Institute's branding and re-branding initiatives
- xii. Ensuring efficiency of departmental systems, processes, Standard Operational Procedures (SOPs);
- xiii. Overseeing preparation and development of quarterly departmental Performance Contracting targets to ensure achievement of annual targets
- xiv. Overseeing creation of all social media platforms and other communication channels for the Institute
- xv. Participating in the development and review of the Institute's strategic plan
- xvi. Overseeing customer satisfaction surveys conducted by the Institute
- xvii. Providing guidance to the Director General on relevant media training to ensure she is properly equipped in handling the media
- xviii. Providing guidance on production of the Institute's IEC materials
- xix. Ensuring timely development of the department's annual budgets and work plans and prudent use of all resources allocated through proper monitoring of fund absorption
- xx. Ensuring the departmental targets are set and sign performance contracting targets on behalf of the department, and oversee cascading of the targets to individual employees.
- xxi. Identifying and recommend relevant media training for the Institute's Chief Spokesperson to ensure the Director General is well prepared for all engagements
- xxii. Providing leadership in crisis management
- xxiii. Acting as internal consultant in matters strategic communications
- xxiv. Providing direction on selection of appropriate channels and technologies for creation of awareness to the public on the institute activities, services and products
- xxv. Overseeing all media activities for the Institute
- xxvi. Working with the Director General in identifying relevant corporate social responsibility programmes for the Institute and incorporate them in the departmental annual work plans for budgeting, and participate in the implementation of the same after approval.

- xxvii. Ensuring timely development of the Institute's customer service charter, its implementation and evaluation to ensure products and services delivered to customers conform to set standards and timelines
- xxviii. Mentoring, guide and supervise staff within department
- xxix. Representing the Director General in consultations with a diverse set of stakeholders such as state departments and NGOs
- xxx. Determining the quality of reports/information before publication and dissemination.

b. Person Specifications

For direct appointment in this grade, a candidate must have:

- i. Master's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution
- ii. A Bachelor's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution
- iii. Membership to Chartered Institute of Public Relations (CIPR)
- iv. Leadership/Corporate Governance course lasting not less than four (4) weeks, or equivalent, from a recognized institution (cumulative);
- v. At least ten (10) years relevant work experience, three (3) years of which are in senior management;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter 6 of the Constitution
- viii. Demonstrated a track record of performance

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Editing skills
- v. Strategic thinking
- vi. Negotiation skills
- vii. Persuasion skills
- viii. Managerial skills
- ix. Crisis management skills

- x. Mentoring, coaching and leadership skills
- xi. Knowledge of budgeting
- xii. Good team player; and
- xiii. Analytical skills
- xiv. Creative skills
- xv. Ability to work under pressure.

5.10 Career Guidelines For Customer Care Assistants

a. Job Purpose

The Customer Care Assistant is the first point of contact for the Institute’s customers. The responsibility of Customer Care Assistant within the team is to respond to a variety of customer requests and enquiries via the telephone or in person over the counter.

b. Function

The Customer Care Assistants are responsible for the following functions:

- i. Providing efficient telephone communication services;
- ii. Handling incoming and outgoing calls;
- iii. Maintaining good customer care;
- iv. Issuing visitors passes;
- v. Receiving and directing visitors to relevant offices;
- vi. Preparing and updating the Institute’s visitors list; and
- vii. Resolving product or service problems by clarifying the customer's complaint.

c. Grading Structure and Scope

The Career Progression Guidelines establishes two (2) grades of customer care assistants who will be designated and graded as follows: -

Customer Care Assistants

S / No	Designation	KMFRI Grade
1.	Customer Care Assistant	11
2.	Senior Customer Care Assistant	10
3.	Principal Customer Care Assistant	9

The grades of Customer Care Assistant / Senior Customer Care Assistant KMFRI Grades 11 / 10 will form a common establishment

d. Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

- i. A Certificate in Mass Communication, Communication Studies, Journalism, International relations, Customer service, Front Office, Telephone Operation or any other approved equivalent qualifications from a recognized institution;
- ii. Kenya Certificate of Secondary Education mean grade 'D';
- iii. Relevant experience;
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter 6 of the Constitution

e. Job and Person Specifications

1. Customer Care Assistant - KMFRI Grade 11

a. Job Specifications

This is the entry and training grade for this cadre. Duties and Responsibilities will entail assisting in;

- i. Maintaining calls register;
- ii. Operating switch-board; answering and directing telephone calls;
- iii. Updating institutional telephone directory; attending to physically challenged visitors and staff;
- iv. Reporting promptly any switchboard defects to the supervisor;
- v. Directing and guiding visitors; and
- vi. Providing good customer care service
- vii. Ensure customer service charter is prominently displayed at all Institute's touchpoints.
- viii. Participating in the implementation of customer care policies
- ix. Participating in organizing Institute's functions;
- x. Administer Customer service feedback forms and Access to Information forms given to clients
- xi. Offer administrative and secretarial support to the department
- xii. Ensure updated news briefs, IEC materials and newsletters are available at the customer care desk for customers
- xiii. Assist in dispatching IEC materials and newsletters to both internal and external stakeholders

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. A Certificate in Mass Communication, Communication Studies, Journalism, International relations, Customer service, Front Office, Telephone Operation or any other approved equivalent qualifications from a recognized institution;
- ii. KCSE Certificate D Plain;
- iii. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Strong public Relations skills;
- ii. Good communication skills in both English and Kiswahili; and
- iii. Strong Interpersonal skills;
- iv. Telephone etiquette skills

2. Senior Customer Care Assistant - KMFRI Grade10

a. Job Specifications

Duties and Responsibilities will entail;

- i. Guiding and directing customers;
- ii. Operating the telephone switchboard;
- iii. Updating institutional telephone directory; attending to physically challenged visitors and staff;
- iv. Reporting promptly any switchboard defects to the supervisor;
- v. Managing incoming calls and outgoing calls and customer service enquiries;
- vi. Managing customer care desk;
- vii. Maintaining up to date records on visits and calls and
- viii. Updating the internal directory
- ix. Analyzing customer needs and giving recommendations to the management.
- x. Ensuring customer service charter is prominently displayed at all Institute's touchpoints
- xi. Participating in the implementation of customer care policies
- xii. Participating in organizing Institute's functions;
- xiii. Administer customer service feedback forms and Access to Information forms given to clients
- xiv. Offer administrative and secretarial support to the department
- xv. Ensure updated news briefs, IEC materials and newsletters are available at the customer care desk for customers
- xvi. Assist in dispatching IEC materials and newsletters to both internal and external stakeholders

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least three (3) years relevant Experience;
 - ii. A Certificate in Mass Communication, Communication Studies, Journalism, International relations, Customer service, Front Office, Telephone Operation or any other approved equivalent qualifications from a recognized institution;
 - iii. Minimum KCSE D or its equivalent
 - iv. Fulfilled the requirements of Chapter 6 of the Constitution.
- c. Key Competencies and skills**
- i. Strong public relations skills;
 - ii. Good communication and reporting skills in both English and Kiswahili;
 - iii. Strong Interpersonal skills; and
 - iv. Telephone etiquette skills

3. Principal Customer Care Assistant KMFRI Grade 9

a. Job Specifications

Duties and Responsibilities will entail;

- i. Supervising operations at customer care desks and ensuring reception areas are neat at all times and customers are handled with dignity, courtesy and respect;
- ii. Participating in the development, adoption and implementation of customer care policies;
- iii. Maintaining up to date records on visits and calls and conducting monthly telephone surveys by calling customers/visitors and enquiring on their experience during the past visit to the Institute;
- iv. Administering customer service feedback forms and Access to Information forms given to clients and preparing monthly reports on data received;
- v. Managing incoming calls and outgoing calls and customer service enquiries by ensuring all calls are promptly returned and calls are answered within 15 seconds during office hours;
- vi. Receiving, recording and forwarding complaints to the supervisor for proper resolution and where possible resolve complaints at the touchpoint;
- vii. Ensuring updated news briefs, IEC materials and newsletters are available at the customer care desk for customers
- viii. Assisting in dispatching IEC materials and newsletters to both internal and external stakeholders
- ix. Ensuring customers' identity cards have been returned to customers and those who have forgotten are contacted to minimize loss of identification documents;

- x. Updating the internal directory and ensuring lists of office telephone extension numbers are compiled are shared with staff;
- xi. Receiving all customers/visitors at the Institute and provide accurate information on client requests and where necessary directing them to respective offices;
- xii. Following up with HOD to ensure reported faulty telephones and other defects are corrected;
- xiii. Updating institutional telephone directory; attending to physically challenged visitors and staff;
- xiv. Reporting promptly any switchboard defects to the HoD for appropriate action;
- xv. Mentoring, train and coach junior customer care assistants, interns and attaches;
- xvi. Scheduling meetings for customer care assistants' monthly meetings;
- xvii. Assist in generating publishable content for publishing on the Institute's media platforms
- xviii. Analyzing customer needs and giving recommendations to the management;
- xix. Ensuring customer service charter is prominently displayed at all Institute's touchpoints;
- xx. Participating in organizing the Institute's functions such as Open Days, exhibitions, conferences, agriculture and international shows;
- xxi. Offering administrative and secretarial support to the communications department;

b. Person Specifications

For appointment to this grade a candidate must have: -

- i. At least six (6) years relevant experience or served as Senior Customer Care Assistant;
- ii. A Certificate in Mass Communication, Communication Studies, Journalism, International relations, Customer service, Front Office, Telephone Operation or any other approved equivalent qualifications from a recognized institution;
- iii. Minimum KCSE D (plain) or its equivalent
- iv. Fulfilled the requirements of Chapter 6 of the Constitution.

c. Key Competencies and skills

- i. Strong public relations skills;
- ii. Good communication and reporting skills in both English and Kiswahili;
- iii. Strong Interpersonal skills; and
- iv. Telephone etiquette skills
- v. Record keeping skills
- vi. Organizational skills

- vii. Teamwork spirit
- viii. Problem solving skills

5.11 Career Guidelines For Information Scientists

a. Job Purpose

The Information Scientists are responsible for managing and provision of information resources and library facilities to ensure access and optimum utilization by researchers and other library clients locally and abroad.

b. Functions

The Information Scientists responsible for the following functions:

- i. Advising management on information and knowledge management policies, strategies and systems;
- ii. Initiating development, implement and review of information and a knowledge management system
- iii. Collection, compilation, processing, preservation, retrieval and dissemination of information;
- iv. Indexing and abstracting journal articles;
- v. Management of automated systems and other information sources and ensuring provision with regulations relating with provision of information in the Institute;
- vi. Operating a Current Awareness Service (CAS);
- vii. Conducting information searches from electronic databases;
- viii. Editing of reports, newsletters and other publications;
- ix. Selecting and acquiring information in consultation with researchers and other professionals;
- x. Managing information materials such as books, periodicals, video cassettes, audio-tapes, computer databases and CD-ROM, micro-filmed materials and other relevant documents;
- xi. Networking of Information Services and Libraries for the Institute;
- xii. Identification and requisition of books and periodicals and ensuring that all materials in the Library are in good and readable condition; and
- xiii. Monitoring and Evaluation on implementation of information and Knowledge Management in the Institute;
- xiv. Acquire licenses for remote access to e-resources

c. Grading Structure and Scope

The Career Guideline establishes two (2) grades for Assistant Information Scientist and four (4) grades of Information Scientists who will be designated and graded as follows:

Table 1: Assistant Information Scientists

S/No	Designation	KMFRI Grade
1.	Assistant Information Scientist	9
2.	Senior Assistant Information Scientist	8

The grades of Assistant Information Scientist / Senior Assistant Information Scientist Grade KMFRI 9 / 8 will form a common establishment.

Table 2: Information Scientists

S/No	Designation	KMFRI Grade
1.	Information Scientist	7
2.	Senior Information Scientist	6
3.	Principal Information Scientist	5
4.	Assistant Director, Information Scientist	4

The grades of Information Scientist / Senior Information Scientist Grade KMFRI 7 / 6 will form a common establishment.

d. Recognized Qualifications

- i. Master's degree in any of the following disciplines: Library and Information Management or Science, Records Management, MBA- Management Information System option or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- iii. Higher Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution
- iv. Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- vii. Membership to a Professional body;
- viii. Relevant years of experience;
- ix. Demonstration of good results in work performance;

- x. Proficiency in Computer applications; and
- xi. Meets requirement of Chapter Six of the Constitution.

e. Key Competencies and Skills

- i. Leadership skills
- ii. Interpersonal skills;
- iii. Organization skills; and
- iv. Strong communication skills

f. Job and Person Specifications

1. Assistant Information Scientist - KMFRI Grade 9

This will be the entry level for diploma holders and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

a. Job Specification

The duties and responsibilities of the officer will entail assist in:

- i. Answer patrons' questions and help them find library resources.
- ii. Loan library materials to patrons and collect returned materials.
- iii. Register new users and issue library cards.
- iv. Enter and update patrons' records on computers.
- v. Process interlibrary loans for patrons.
- vi. Compile and maintain records relating to circulation, materials and equipment.
- vii. Send out notices about lost or overdue books.
- viii. Process prints and non-print library materials to prepare them for inclusion in library collections;
- ix. Verify bibliographical data for materials, including author, title, publisher, publication date and edition;
- x. Prepare order slips for materials to be acquired, checking prices and figuring costs;
- xi. Promote/display/ weeding/ordering stock;
- xii. Describe/catalogue/arrange physical or digital material in useful ways so that people can find it;
- xiii. Organize and maintain library materials.
- xiv. Sort books, publications and other items according to procedure and return them to shelves, files, or other designated storage areas.
- xv. Perform shelf revision on a regular basis.

- xvi. Organize and maintain periodicals and reference materials.
- xvii. Assisting clients with how to use information services e.g. electronic catalogues
- xviii. Using electronic information management and cataloguing tools for data entry.

b. Person Specification

For appointment to this grade, a candidate must have;

- i. Diploma in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- ii. Proficiency in computer applications; and
- iii. Meets the requirements of Chapter six (6) of the Constitution

c. Key Competencies and Skills

Ability to use technology and to use it to enhance the overall effectiveness of a library, including web-based methods of improving technological access to information.

2. Senior Assistant Information Scientist - KMFRI Grade 8

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Preparing Library work programs;
- ii. Providing information services to Library users;
- iii. Enabling Library users to assess the Library catalogue;
- iv. Classifying, catalogue, indexing, digitizing and abstracting journal articles;
- v. Organizing, managing and disseminating information to ensure that library meets the needs of all its users;
- vi. Identifying, selecting and purchasing of information and other research materials in consultation with professionals and researchers;
- vii. Maintain computer databases used to locate library materials
- viii. Providing reference services to all library users to satisfy their specific information needs.
- ix. Conduct reference searches, using printed materials and in-house and online Databases
- x. Compile bibliographies and prepare abstracts on subjects of interest to particular organizations or groups.
- xi. Editing records uploaded for the institute online publication repository; and
- xii. Network library services to ensure resources not available within our library are sourced from other libraries.
- xiii. Usage statistics and analysis
- xiv. life-cycle management of electronic resources

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least three (3) years relevant work experience;
- ii. Diploma in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- iii. Proficiency in computer applications;
- iv. Demonstrated good results in work performance; and
- v. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

- i. Team player.
- ii. Ability to communicate well with library staff as well as with all users and guests.
- iii. Strong level of customer service skills

3. Principal Assistant Information Scientist - KMFRI Grade 7

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Preparing Library work programs;
- ii. Providing information services to Library users;
- iii. Enabling Library users to assess the Library catalogue;
- iv. Classifying, catalogue, indexing, digitizing and abstracting journal articles;
- v. Organizing, managing and disseminating information to ensure that library meets the needs of all its users;
- vi. Identifying, selecting and purchasing of information and other research materials in consultation with professionals and researchers;
- vii. Maintain computer databases used to locate library materials
- viii. Providing reference services to all library users to satisfy their specific information needs.
- ix. Conduct reference searches, using printed materials and in-house and online Databases
- x. Compile bibliographies and prepare abstracts on subjects of interest to particular organizations or groups.
- xi. Editing records uploaded for the institute online publication repository; and
- xii. Network library services to ensure resources not available within our library are sourced from other libraries.
- xiii. Usage statistics and analysis

- xiv. life-cycle management of electronic resources

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least six (6) years relevant work experience;
- ii. Diploma in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- iii. Proficiency in computer applications;
- iv. Demonstrated good results in work performance; and
- v. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

- i. Team player.
- ii. Ability to communicate well with library staff as well as with all users and guests.
- iii. Strong level of customer service skills

4. Information Scientist - KMFRI Grade 7

This will be the entry level for degree holders and training grade for this cadre. An officer at this level will work under the supervision of a senior officer and will be deployed to work in Knowledge Management or Library.

a. Job Specification

The duties and responsibilities of the officer will entail assist in:

- i. Provide professional library and information services.
- ii. Assist in the development of library and information services and systems.
- iii. Coordinate with other library teams on library and information management projects.
- iv. They are responsible for the quality as well as quantity of output and service.
- v. Be responsible for providing training to the support staff.
- vi. Arrange necessary materials, resources for getting things done.
- vii. Prepare periodical performance of support staff.
- viii. Motivate support staff. and supervise jobs and tasks to the support staff of the team members.
- ix. Guide and instruct support staff in the team for day to day activities.
- x. Teaching users how to use online resources e.g. e-books, e-journals;
- xi. Identifying library technologies and their implementation
- xii. Developing websites, digitizing/convertng content,

- xiii. Technical support, system administration/maintenance, data conversion, data migration, system analysis and testing,
- xiv. Open-source software development, usability testing, interoperability and digital library technology.
- xv. Providing reference services to all library users to satisfy their specific information needs;
- xvi. Cataloguing, bibliographic descriptions, metadata Indexing
- xvii. Technical and quality standards

b. Person Specification

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- ii. Proficiency in computer applications; and
- iii. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

Ability to use technology and to use it to enhance the overall effectiveness of a library, including web-based methods of improving technological access to information.

5. Senior Information Scientist - KMFRI Grade 6

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Preparing Library work programs;
- ii. Search library resources, compile bibliographies and provide information on subjects of interest to the organization.
- iii. Classifying, catalogue, indexing, digitizing and abstracting journal articles;
- iv. Organizing, managing and disseminating information to ensure that library meets the needs of all its users;
- v. Identifying, selecting and purchasing of information and other research materials in consultation with professionals and researchers;
- vi. Analyze citations in the published literature for mapping research and research assessment.
- vii. Knowledge and understanding of conducting research studies, writing and editing research reports and papers in the field of library and information science.
- viii. Editing records uploaded for the Institute online publication repository; and
- ix. understanding of the systems that support automated library functions, including e-resources management, user interfaces, library information services, learning tools, and integration of information technology in libraries for appropriate changes

- x. Classification, taxonomies, and ontologies
- xi. Supervising, training and guiding staff working under him or her.
- xii. Create, evaluate and implement library policies for computer, Internet, wireless usage, and technology disaster.
- xiii. Develop and maintain a library technology plan including a computer replacement plan in the context of emerging technologies.
- xiv. Develop and implement programmes for staff training in technologies.
- xv. Licensing and agreements – liabilities, warranties

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least three (3) years relevant work experience;
- ii. Bachelor's degree in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- iii. Membership to a relevant Professional body;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

- i. Interpersonal skills;
- ii. Organization skills; and
- iii. Strong communication skills

6. Principal Information Scientist - KMFRI Grade 5

a. Job Specification

The duties and responsibilities of the officer will entail:

- i. Leading, planning, developing and supporting implementation of the Institute's knowledge management policies, strategy, programs and system;
- ii. Ensuring provision of training, advice, technical assistance and backstopping for the improvement of knowledge management across the organization;
- iii. Providing oversight and direction to library management and staff.
- iv. Comprehensive knowledge in planning, implementing and managing innovative library programs.
- v. Understanding and enforcing policies, standards and objectives of library management.
- vi. Building cohesive partnerships with key internal and external stakeholders to achieve library goals and initiatives.

- vii. Maintaining a positive work ethic while experiencing constant changes in work responsibilities, environment, processes and culture.
- viii. Handling administrative responsibilities such as facilitating meetings, analyzing data, creating reports and varying personnel matters.
- ix. Effective time management by balancing competing priorities and ensuring work is completed efficiently. Coordinating classifying, catalogue, indexing, digitizing and abstracting journal articles;
- x. Ensuring organization, management and dissemination of information to ensure that library meets the needs of all its users;
- xi. Coordinating identification, selection and purchasing of information and other research materials in consultation with professionals and researchers;
- xii. Maintaining Current Awareness Service (CAS) to alert users on new development on their area of specialization to assist in decision making;
- xiii. Ensuring editing of reports, newsletters and other publications;
- xiv. Coordinate collection development and management of materials in all formats and in all models.
- xv. Ensuring networking of library services to ensure resources not available within our library are sourced from other libraries;
- xvi. Monitoring and Evaluation on implementation of Knowledge Management in the Institute; and
- xvii. Ensuring supervision and guidance of staff working under him/her.

b. Person Specification

For appointment to this grade, a candidate must have;

- i. At least six (6) years relevant work experience, three (3) of which must have been in a supervisory level in a comparable and relevant position in public service or private sector;
- ii. Master's degree in any of the following disciplines: Library and Information Management or Science, Records Management, MBA- Management Information System option or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- iv. Membership to a relevant Professional body;
- v. Supervisory course lasting not less than two (2) weeks, or equivalent, from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and

viii. Meets the requirements of Chapter six (6) of the Constitution.

c. Key Competencies and Skills

- i. Provide management control.
- ii. Demonstrate leadership.
- iii. Exercise interpersonal sensitivity.
- iv. Communicate effectively, orally and in writing.
- v. Use personal computer hardware and software.

7. Assistant Director Information Scientist – KMFRI Grade 4

1. Job Description

The duties and responsibilities of the officer will entail:

- i. To lay down the vision, mission, objectives and broad policies of the library in consultation with library committee and top management of the Institute
- ii. Lead the Institute library to achieve the highest level of excellence in all strategic dimensions of library activities.
- iii. Issue necessary instructions for preparation of library budgets, procedures, schedules, etc.
- iv. Prepare strategic plans and policies on library services, projects.
- v. Organize library staff into various functions and services.
- vi. Control and coordinate the activities of all library units, departments.
- vii. Maintain contacts with the outside library world.
- viii. Provide advice, guidance and direction to the staff or arrange necessary advice on library Programmes & activities.
- ix. Exercise judgment and initiative to anticipate, conceptualize and resolve sophisticated problems that may have strategic and organizational impact.
- x. Contribute substantially to organizational performance, or to the body of professional or subject knowledge.
- xi. Lead and manage significant organizational services, projects or Programmes.
- xii. Provide authoritative expert advice to the management, the Institute as a whole, or external parties.
- xiii. Execute the plans of the organization in accordance with the policies and directives of the top management.
- xiv. Make plans for the units, departments under their charge.
- xv. Send important reports and other important data to top level management.
- xvi. Evaluate performance of junior staff.

- xvii. Motivate lower level managers towards better performance.
- xviii. Secure equipment, materials and services required to support the performance of their roles.
- xix. Perform any other duties as may be assigned from time to time

2. Person Specification

- i. At least eight (8) years relevant work experience, three (3) of which must have been in a supervisory level in a comparable and relevant position in public service or private sector;
- ii. Master's degree in any of the following disciplines: Library and Information Management or Science, Records Management, MBA- Management Information System option or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- iv. Membership to a relevant Professional body;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated good results in work performance; and
- viii. Meets the requirements of Chapter six (6) of the Constitution

3. Key Competencies and Skills

- i. Communication and interpersonal skills
- ii. Vision, establishing direction
- iii. Collaborative leadership
- iv. Team leadership
- v. Innovating
- vi. Change management skills
- vii. Overcoming obstacles
- viii. Mentoring skills
- ix. Motivation skills
- x. Critical thinking

5.12 Career Guidelines For Records Management Officers

a. Job Purpose

The Records Management Officers are responsible for organizing and maintain information and records in the institute registries. They are also responsible for the preservation of the institute's official records and the development and maintenance of record retention and disposal procedures.

b. Functions

Records Management officers are responsible for the following functions:

- i. Developing, implementing and monitoring records management policies and procedures;
- ii. Receipt and dispatch of mail including maintenance of related registers management of files movement;
- iii. Proper handling of documents, pending correspondences and bring ups;
- iv. Storage and maintenance of files and personnel records;
- v. Sorting, Classifying and indexing of records for filing;
- vi. Storage; updating and maintenance of, files, personnel records and file index;
- vii. Controlling opening of open, confidential and secret files;
- viii. Custody and Maintenance of Institute's documents;
- ix. Ensuring security of information, files and Records in a registry/archives;
- x. Maintaining, verifying and evaluating existing records management systems;
- xi. Preparing disposal and retention schedules in accordance with relevant government laws and regulations;
- xii. Liaising with relevant Government agencies on appraisal and disposal of dormant documents and files; and
- xiii. Supervision of the registry.

c. Grading Structure and Scope

The Career Guidelines establish three (3) grades of Records Management Assistants, three (3) grades of Assistant Records Management Officers, and three (3) grades of Records Management officers who will be designated and graded as follows:-

Table 1: Assistant Records Management Officers

S / No	Designation	KMFRI Grade
1.	Assistant Records Management Officer	9
2.	Senior Assistant Records Management Officer	8
3.	Principal Assistant Records Management Officer	7

The grades of Assistant Records Management Officer / Senior Assistant Records Management Officer KMFRI Grade 9/8 will form a common establishment.

Table 2: Records Management Officers

S / No	Designation	KMFRI Grade
--------	-------------	-------------

1.	Records Management Officer	7
2.	Senior Records Management officer	6
3.	Principal Records Management Officer	5

The grades of Records Management Officer / Senior Records Management Officer KMFRI Grade 7/6 will form a common establishment.

d. Recognized Minimum Qualifications

The following are the recognized minimum qualifications for the purpose of this career guideline;

- i. Bachelor's Degree in Records Management, Information Management, Information Science or any other relevant and equivalent qualifications from a recognized Institution;
- ii. Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution;
- iii. Certificate in Records Management lasting for a period of one year from a recognized institution;
- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Kenya Certificate of Secondary Education (KCSE) mean grade D Plus (D+) from the Kenya National Examination Council or equivalent qualification from a recognized institution.
- vii. Proficiency in computer applications;
- viii. Demonstrated good results in work performance;
- ix. Relevant years in work experience; and
- x. Meets the requirements of Chapter Six of the Constitution

e. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills

1. Assistant Records Management Officer - KMFRI Grade 9

This will be an entry level for diploma holders and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in:-

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;

- ii. Sorting, classifying, and indexing documents for filing;
- iii. Storage, updating and maintenance of personnel records and file index;
- iv. Controlling opening of open, confidential, and secret files;
- v. Custody and Maintenance of Institute's documents;
- vi. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- vii. Planning appropriate office accommodation for registries;
- viii. Ensuring that file movement records are updated and maintained;
- ix. Ensuring Digitization of the Institute's documents for circulation and archiving.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain (C) from the Kenya National Examination Council or equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications;
- i. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills.

2. Senior Assistant Records Management Officer - KMFRI Grade 8

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;
- ii. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- iii. Ensuring sorting, classifying, and indexing of documents for filing;
- iv. Ensuring storage, updating and maintenance of personnel records and file index;
- v. Ensuring control in opening of open, confidential, and secret files;
- vi. Ensuring custody and Maintenance of Institute's documents;
- vii. Planning appropriate office accommodation for registries;

- viii. Ensuring that file movement records are updated and maintained; and
- ix. Ensuring Digitization of Institute documents for circulation and archiving

b. Person Specifications

For appointment to this grade, an officer must have:

- i. Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution with at least three (3) years relevant work experience;

or

Higher National Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution with at least two (2) years' relevant work experience;

- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain (C) from the Kenya National Examination Council or equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications;
- iv. Demonstrated good results in work performance; and
- v. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills.
- iv. Supervisory skills

3. Principal Assistant Records Management Officer - KMFRI Grade 7

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;
- ii. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- iii. Ensuring sorting, classifying, and indexing of documents for filing;
- iv. Ensuring storage, updating and maintenance of personnel records and file index;
- v. Ensuring control in opening of open, confidential, and secret files;
- vi. Ensuring custody and Maintenance of Institute's documents;
- vii. Planning appropriate office accommodation for registries;

- viii. Ensuring that file movement records are updated and maintained; and
- ix. Ensuring Digitization of the Institute's documents for circulation and archiving.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution,
- ii. At least Six (6) years relevant work experience;
or
- iii. Higher National Diploma in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution,
- iv. At least five (3) years' relevant work experience;
- v. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain (C Plain) from the Kenya National Examination Council or equivalent qualification from a recognized institution;
- vi. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrated good results in work performance; and
- ix. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills.
- iv. Supervisory skills

4. Records Management Officer - KMFRI Grade 7

This will be an entry level for degree holders and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;
- ii. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- iii. Ensuring sorting, classifying, and indexing of documents for filing;

- iv. Ensuring storage, updating and maintenance of personnel records and file index;
- v. Ensuring control in opening of open, confidential, and secret files;
- vi. Ensuring custody and Maintenance of Institute's documents;
- vii. Planning appropriate office accommodation for registries;
- viii. Ensuring that file movement records are updated and maintained; and
- ix. Ensuring Digitization of the Institute's documents for circulation and archiving.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. Bachelors Degree in Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management / Information Management or its equivalent qualifications from a recognized Institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C + (C Plus) from the Kenya National Examination Council or equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications;
- iv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills.

5. Senior Records Management Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Ensuring security of information, documents, files, records, and office equipment in a registry/archives;
- ii. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- iii. Ensuring sorting, classifying, and indexing of documents for filing;
- iv. Ensuring storage, updating and maintenance of personnel records and file index;
- v. Ensuring control in opening of open, confidential, and secret files;
- vi. Ensuring custody and Maintenance of Institute's documents;
- vii. Coordinating digitization of the Institute's documents for circulation and archiving.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. At least three (3) years relevant work experience in a comparable position and institution.
 - ii. Bachelor's Degree in information science management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or its equivalent qualifications from a recognized Institution;
 - iii. Kenya Certificate of Secondary Education (KCSE) mean grade C + (C Plus) from the Kenya National Examination Council or equivalent qualification from a recognized institution.
 - iv. Proficiency in computer applications;
 - v. Demonstrated good results in work performance; and
 - vi. Meets the requirements of Chapter Six of the Constitution.
- c. Key Competencies and Skills**
- i. Organizational skills;
 - ii. Supervisory skills;
 - iii. Strong communication skills; and
 - iv. Good interpersonal skills.

6. Principal Records Management Officer - KMFRI Grade 5

This is the highest grade for this cadre.

a. Job Specifications

The duties and responsibilities of the officer will entail:-

- i. Developing, implementing and monitoring records management policies and procedures;
- ii. Ensuring security of information, documents, files, records and office equipment in a registry/archives;
- iii. Ensuring control in opening of open, confidential and secret files;
- iv. Ensuring custody and Maintenance of Institute's documents;
- v. Planning appropriate office accommodation for registries;
- vi. Coordinating digitization of the Institute's documents for circulation and archiving.

b. Person Specifications

For appointment to this grade, an officer must have:

- i. At least six (6) years relevant work experience in a comparable position and institution;
- ii. Bachelor's Degree in Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or its equivalent qualifications from a recognized Institution;
- iii. Kenya Certificate of Secondary Education (KCSE) mean grade C + (C Plus) from the Kenya National Examination Council or equivalent qualification from a recognized institution;

- iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Proficiency in computer applications;
- vi. Demonstrated good results in work performance; and
- vii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Strong communication skills; and
- iii. Good interpersonal skills.
- iv. Managerial skills

5.13 Career Guidelines Artisans

a. Job Purpose

The Artisans are responsible for carrying out work in specialisation namely carpentry, masonry, plumbing, electrical, mechanic, welding, and plant operation. The works involve routine checks for repairs and maintenance.

b. Functions

Artisans are responsible for the following:

- i. Carrying out repairs of infrastructure and equipment;
- ii. Constructing or creating infrastructure as per engineer’s design;
- iii. Implementing maintenance schedules;
- iv. Inspecting equipment and infrastructure for fitness for purpose.

c. Grading Structure and Scope

The Career Progression Guidelines establishes three (3) grades of Artisans who will be designated and graded as follows: -

Table 1: Artisans

S / No	Designation	KMFRI Grade
1.	Artisan (Carpenter, Mason, Plumber, and Electrician)	11
2.	Senior (Carpenter, Mason, Plumber, and Electrician)	10
3.	Principal (Carpenter, Mason, Plumber, and Electrician)	9

The grade of Artisan / Senior Artisan KMFRI Grades 11 / 10 will form a common establishment.

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+);

- ii. Government Trade Test Certificate in the respective craft or an equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications;
- iv. Meets the requirements of chapter six of the Constitution.
- v. Good communication skills; and
- vi. Good interpersonal skills.

e. Job and Person Specifications

1. Carpenter - KMFRI Grade 11

a. Job Specification

This is the entry level position for carpenters. Duties and responsibilities will entail;

- i. Making, repairing, and maintaining furniture, fittings and woodworks in buildings and other structures;
- ii. Carrying out routine checks for repairs and maintenance of woodworks.
- iii. Varnishing furniture and other structures;
- iv. Undertaking sign writing; and interpreting carpentry drawings and works requisition.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+);
- ii. Government Trade Test Certificate Grade III in the respective craft or an equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of chapter six of the Constitution.

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

2. Senior Carpenter - KMFRI Grade 10

a. Job Specification

Duties and responsibilities will entail;

- i. Making, repairing, and maintaining furniture, fittings and woodworks in buildings and other structures;
- ii. Carrying out routine checks for repairs and maintenance of woodworks.
- iii. Varnishing furniture and other structures;

- iv. Undertaking sign writing; and interpreting carpentry drawings and works requisition.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade III in the respective craft;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of chapter 6 of the constitution.

or

- i. Two (2) years' relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D Plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade II in the respective craft;
- iv. Proficiency in computer applications;
- v. Meets the requirements of chapter six of the constitution

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

3. Mason - KMFRI Grade 11

a. Job Specification

This is the entry level position for masons. Duties and responsibilities will entail;

- i. Construction of simple structures for research activities; and
- ii. Carrying out routine checks for repairs and maintenance of buildings and other infrastructure.
- iii. Installing steel doors, gates, window grills,
- iv. Paving surfaces and drainage systems; and
- v. Interpreting of works requisition and drawings.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+);

- ii. Government Trade Test Certificate Grade III in the respective craft or an equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of chapter six of the Constitution.

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

4. Senior Mason - KMFRI Grade 10

a. Job Specification

Duties and Responsibilities will entail;

- i. Construction of simple structures for research activities;
- ii. Carrying out routine checks for repairs and maintenance of buildings and other infrastructure;
- iii. Installing steel doors, gates, window grills;
- iv. Paving surfaces and drainage systems; and
- v. Interpreting of works requisition and drawings.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade III in the respective craft;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of chapter 6 of the constitution.

or

- i. Two (2) years' relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D Plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade II in the respective craft;
- iv. Proficiency in computer applications;
- v. Meets the requirements of chapter six of the constitution

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

5. Plumber - KMFRI Grade 11

a. Job Specification

Duties and Responsibilities will entail;

- i. Repairing and maintaining water supply and drainage systems;
- ii. Ensuring continuous water supply;
- iii. Carrying out routine checks for repairs and maintenance of water and drainage systems.
- iv. Operating borehole pumps;
- v. Monitoring and regulating usage of water;
- vi. Meter installation and reading; and
- vii. Interpreting of works requisition and drawings.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+);
- ii. Government Trade Test Certificate Grade III in the respective craft or an equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of chapter six of the Constitution.

d. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

6. Senior Plumber, KMFRI Grade 10

a. Job Specification

Duties and Responsibilities will entail;

- i. Repairing and maintaining water supply and drainage systems;
- ii. Ensuring continuous water supply;
- iii. Carrying out routine checks for repairs and maintenance of water and drainage systems.
- iv. Operating borehole pumps;
- v. Monitoring and regulating usage of water;
- vi. Meter installation and reading; and

vii. Interpreting of works requisition and drawings.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade III in the respective craft;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of chapter 6 of the constitution.

or

- i. Two (2) years' relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D Plus (D+) or its equivalent qualification from a recognized institution;
- iii. Government Trade Test Certificate Grade II in the respective craft;
- iv. Proficiency in computer applications;
- v. Meets the requirements of chapter six of the constitution

c. Key Competencies and Skills

- i. Good communication skills;
- ii. Good interpersonal skills.

7. Electrician - KMFRI Grade 11

a. Job Specification

Duties and Responsibilities will entail;

- i. Repairing and maintaining electrical works and equipment;
- ii. Ensuring continuous electrical power supply; and
- iii. Carrying out routine checks on electrical works and equipment.
- iv. Interpreting drawings;
- v. Undertaking wiring of buildings;
- vi. Checking electrical bills; and
- vii. Liaising with Kenya Power and Lighting Company on power issues.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade D plus (D+);
- ii. Government Trade Test Certificate Grade III in the respective craft or an equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of chapter six of the Constitution.

c. Key Competencies and Skills

- iii. Good communication skills;
- iv. Good interpersonal skills.

8. Senior Electrician - KMFRI Grade 10

a. Job Specification

Duties and Responsibilities will entail;

- i. Repairing and maintaining electrical works and equipment;
- ii. Ensuring continuous electrical power supply; and
- iii. Carrying out routine checks on electrical works and equipment.
- iv. Interpreting drawings;
- v. Undertaking wiring of buildings;
- vi. Checking electrical bills; and
- vii. Liaising with Kenya Power and Lighting Company on power issues.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years Relevant Experience
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognised institution and Government Trade Test Certificate Grade III in the respective craft;
- iii. Proficiency in Computer Applications;
- iv. Meets the requirements of Chapter Six of the Constitution.

Or

- i. At least two (2) years' experience and;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (Plus) or its equivalent qualification from a recognised institution and Government Trade Test Certificate Grade II in the respective craft;
- iii. Proficiency in Computer Applications;

iv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

9. Welder - KMFRI Grade 11

a. Job Specification

Duties and Responsibilities will entail;

- i. Welding and fabricating metal structures and motor vehicles;
- ii. Carrying out routine checks for repairs and maintenance of metal works;
- iii. Interpreting works requisition.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognised institution; OR
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (Plus) or its equivalent qualification from a recognised institution and Government Trade Test Certificate Grade III in the respective craft; and
- iii. Certificate in Computer Applications;
- iv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

10. Senior Welder - KMFRI Grade 10

a. Job Specification

Duties and Responsibilities will entail;

- i. Welding and fabricating metal structures and motor vehicles;
- ii. Carrying out routine checks for repairs and maintenance of metal works;
- iii. Interpreting works requisition.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least three (3) years Relevant Experience
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognised institution and Government Trade Test Certificate Grade III in the respective craft; and
- iii. Meets the requirements of chapter six of the constitution

Or

- i. At least two (2) years' relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (Plus) or its equivalent qualification from a recognised institution and Government Trade Test Certificate Grade II in the respective craft;
- iii. Meets the requirements of chapter six of the constitution

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

11. Principal (Electrician | Mason | Welder | Carpenter) - KMFRI Grade 9

a. Job Specification

Duties and Responsibilities will entail;

- i. Carry out advance installation in their field of specialisation.
- ii. Carrying out routine checks on electrical, mechanical works and equipment.
- iii. Interpreting drawings;
- iv. Supervision of works;
- v. Recording and reporting activities to be taken for services.

b. Person Specifications

For appointment to this grade, a candidate must have:

- i. At least six (6) years Relevant Experience as senior artisan
- ii. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D+' or its equivalent qualification from a craft Certificate from a recognised institution OR Government Trade Test Grade I in the respective field of duty
- iii. Relevant Engineering Technician III certificate from a recognized institution in their respective fields.
- iv. Certificate in Computer Applications;

v. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

5.14 Career Guidelines for Engineering Technicians

a. Job Purpose

The Engineering technicians are responsible for inspecting, maintaining and servicing electrical installations and mechanical equipment; repairing and maintaining buildings, Research vessels ensuring Air condition, fire-fighting equipment are functional and no interruption of electric power and water supply to the Institute.

b. Functions

- i. Planning and coordinating electrical installations;
- ii. Inspecting and servicing electrical and mechanical equipment;
- iii. Repairing and maintaining buildings;
- iv. Ensuring maintenance of firefighting equipment, air condition, generators and electrical items;
- v. Maintaining electrical and building records for services; and
- vi. Ensuring continuous electric power and water supply.
- vii. Maintenance and manning of institute research vessels.
- viii. Carry out simple design of structures
- ix. installation and testing of plant and equipment;
- x. inspection of works;

c. Grading Structure and Scope

These Career Guidelines establishes three (3) grades of Engineering Technicians who will be designated and graded as follows: -

S / No	Designation	KMFRI Grade
1.	Engineering Technician	9
2.	Senior Engineering Technician	8
3.	Principal Engineering Technician	7

The grade of Engineering Technician and Senior Engineering Technician KMFRI Grades 9 / 8 will form a common establishment.

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'C' (plain) or its equivalent qualification from a recognized institution;
- ii. Diploma / Technician certificate part II in Electrical / Building / Civil, Engineering, Diploma OR 3rd Class Marine Engineer from the Kenya National Examination Council (KNEC) or its equivalent qualification from a recognized institution;
- iii. Registration with a relevant Authority;
- iv. Proficiency in computer applications;
- v. Demonstrated good results in work performance; and
- vi. Meets the requirements of Chapter Six of the Constitution;

e. Job and Person Specifications

1. Engineering Technician - KMFRI Grade 9

a. Job Specifications

This is the entry grade for diploma holders. An officer at this level will work under the guidance of a senior officer. Duties and Responsibilities will entail assisting in;

- i. Undertaking electrical installations;
- ii. Inspecting and servicing electrical equipment;
- iii. Maintaining and repairing buildings;
- iv. Maintenance of research Vessels
- v. Maintaining internal road network;
- vi. Servicing generators, Air condition, Firefighting, electrical and other related equipment;
- vii. Maintaining electrical, building and Research Vessels records for service;
- viii. Following up with Kenya Power and Lighting Company for power supply;
- ix. Verifying water and electrical meter readings and ensuring settlement of the bills.
- x. Provide input to the procurement department to source for materials to be used in the accomplishment of tasks and assignments.
- xi. Carry out routine check on equipment, machines and tools for efficiency to avoid breakdowns and operational cost.

b. Person Specifications

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain (C) or its equivalent qualification from a recognized institution;

- ii. Diploma / Technician certificate part II in Electrical / Building / Civil, Engineering, OR 2nd Class Marine Engineer Certificate of Competency - Unlimited or Limited in their respective fields, from the Kenya National Examination Council (KNEC) or its equivalent qualification from recognized institution;
- iii. Registration with a relevant authority;
- iv. Proficiency in computer applications; and
- v. Meets the requirements of chapter six of the constitution;

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

2. Senior Engineering Technician - KMFRI Grade 8

a. Job Specifications

Duties and Responsibilities will entail;

- i. Undertaking electrical installations;
- ii. Inspecting and servicing electrical equipment;
- iii. Maintaining and repairing buildings;
- iv. Maintaining marine research vessels
- v. Maintaining internal road network;
- vi. Servicing generators, Air condition, Firefighting, electrical and other related equipment;
- vii. Maintaining electrical, building and Research Vessels records for service;
- viii. Following up with Kenya Power and Lighting Company for power supply;
- ix. Verifying water and electrical meter readings and ensuring settlement of the bills.
- x. Providing input to the procurement department to source for materials to be used in the accomplishment of tasks and assignments.
- xi. Carrying out routine checks on equipment, machines and tools for efficiency to avoid breakdowns and operational cost.

b. Person Specifications

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

- i. At least three (3) years relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade 'C' (plain) or its equivalent qualification from a recognized institution;

- iii. Diploma / Technician certificate part II in Electrical / Building / Civil, Engineering, OR 2nd Class Marine Engineer Certificate of Competency - Unlimited or Limited in their respective fields, from the Kenya National Examination Council (KNEC) or its equivalent qualification from recognized institution;
- iv. Registration with a relevant authority;
- v. Proficiency in computer applications; and
- vi. Meets the requirements of Chapter Six of the Constitution;

c. Key Competencies and Skills

- iv. Organizational skills;
- v. Communication skills;
- vi. Interpersonal skills.

3. Principal Engineering Technician - KMFRI Grade 7

a. Job Specifications

Duties and Responsibilities will entail;

- i. Supervising inspection and servicing of electrical and other related equipment;
- ii. coordinating electrical installation works, maintenance and repair of buildings;
- iii. Ensuring continuous electricity and water supply;
- iv. Preparing and cascading performance contract to the rest of staff;
- v. Monitoring and evaluating electrical, building civil and Research vessels works;
- vi. Preparing appropriate inspection reports;
- vii. Budgeting for the electrical, building, civil, Equipment and Research vessels works; and
- viii. Training, supervising and guiding electrical, building, civil and Research vessels works staff.

b. Person Specifications

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

- i. At least six (6) years' relevant experience, three (3) of which must have been in the position of senior engineering technician or a comparable position in the public or private sector.
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C plain (C) or its equivalent qualification from a recognized institution;
- iii. Diploma in one of the following disciplines: Mechanical Engineering, Electrical Engineering, Building and Civil Engineering Marine Engineering, or its equivalent qualifications from a recognized institution.
- iv. Registration with a relevant Authority;
- v. Proficiency in computer applications; and

vi. Meets the requirements of chapter six of the constitution;

c. Key Competencies and Skills

- i. Organizational skills;
- ii. Communication skills;
- iii. Interpersonal skills.

5.15 Career Guidelines for Engineers

a. Job Purpose

Engineers manage the life cycle of the institute's research infrastructure and equipment to develop innovations and enable research scientists to develop experimental systems.

b. Functions

Engineers are responsible for the following:

- i. Designing and implementing production and experimental systems and infrastructure for use in research and development.
- ii. Designing solutions based on research findings to support dissemination of research findings and recommendations.
- iii. Developing standards and specifications for the institute's infrastructure.
- iv. Managing the life cycle of research infrastructure through planned maintenance, and repairs, of infrastructure and equipment.
- v. Coordinating engineering activities in the field of Marine, Electrical, Civil and structural Engineering for timely efficient and implementation of assignment to save the institute on maintenance and prolonged down time of equipment.
- vi. Developing engineering estimates and budgets for infrastructure projects.
- vii. Monitoring compliance of outsourced providers of construction and maintenance services with the institute's standards and best practice.

c. Grading Structure and Scope

These career guidelines establish five (5) grades of Engineers as follows: -

S / No	Designation	KMFRI Grade
1.	Assistant Engineer	7
2.	Engineer	6
3.	Senior Engineer	5
4.	Principal Engineer	4
5.	Chief Engineer	3

The grade of Engineer Grade KMFRI 7 / 6 will form a common establishment.

d. Recognized Qualifications

- i. Bachelor of Science degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering.
- ii. Master's degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iii. Post graduate course lasting not less than one (1) year in marine engineering;
- iv. Registration with a relevant professional board;
- v. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Demonstrated results in work performance;
- viii. Proficiency in computer applications;
- ix. Proficiency literate in technical computer-based applications such as auto cad, arch card, MS words Revit, Ms Project, Civil 3D, Prokon and other structural design & detailing software. skills;
- x. Meets the requirements of chapter six of the constitution;

e. Job and Person Specifications

1. Assistant Engineer - KMFRI Grade 7

a. Job Specification

This is the entry level and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and Responsibilities will entail assisting in;

- i. Interpretation of design and costing of research infrastructure, plant and equipment; inspecting and testing of plant and equipment;
- ii. Designing engineering projects;
- iii. Supervision of ongoing engineering works;
- iv. Generation of site meeting report as directed;
- v. Interpretation of design and costing of research infrastructure, plant and equipment; inspecting and testing of plant and equipment;
- vi. Preparation of bill of quintiles and specification for tendering; and
- vii. Compilation and submission of departmental quarterly and annual reports.

b. Person Specifications

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

- i. Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- ii. Associate registration with the Engineers Registration Board of Kenya;
- iii. Proficiency in computer application; and
- iv. Meets the requirements of chapter six of the constitution.

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Good team player; and
- v. Ability to work under pressure.

2. Engineer - KMFRI Grade 6

a. Job Specification

Duties and responsibilities will entail;

- i. Interpretation of design and costing of research infrastructure, plant and equipment; inspecting and testing of plant and equipment;
- ii. Designing engineering and infrastructure projects;
- iii. Supervision of infrastructure projects;
- iv. Generation of site meeting report as directed;
- v. Interpretation of design and costing of research infrastructure, plant and equipment; inspecting and testing of plant and equipment;
- vi. Preparation of bill of quintiles and specification for tendering; and
- vii. Compilation and summation of departmental quarterly and annual reports.

b. Person Specifications

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

- i. At least three (3) years' relevant work experience;
- ii. Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iii. Associate registration with the Engineers Registration Board of Kenya;
- iv. Proficiency in computer application; and
- v. Meets the requirements of chapter six of the constitution.

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills;
- iv. Good team player; and
- v. Ability to work under pressure.

3. Senior Engineer - KMFRI Grade 5

a. Job Specification

Duties and Responsibilities will entail;

- i. Preparing institutional infrastructure maintenance plans.
- ii. Preparing technical designs for experimental systems based on research scientist performance requirements;
- iii. Advising research scientists on technical feasibility of proposed infrastructure developments;
- iv. Supervising ongoing infrastructure projects; and
- v. Mentoring, supervising, guiding and training engineers within the department.

b. Person Specifications

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

- i. At least six (6) years' relevant work experience, three (3) of which must have been at the position of Engineer or a comparable position in the public or private sector;
- ii. Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iii. Post-graduate diploma in Mechanical, Electrical, Maritime and Civil Engineering, or equivalent qualifications from a recognized institution;
- iv. Registration with the Engineers Registration Board of Kenya;
- v. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi. Proficiency literate in computer especially in the use of auto cad, arch cad, MS word Revit, Ms Project, Civil 3D, Prokon and other structural design & detailing software. skills; and
- vii. Meets the requirements provisions of chapter six of constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Interpersonal and negotiation skills; and

- v. Ability to work under pressure, prioritize and multitask.

4. Principal Engineer - KMFRI Grade 4

a. Job Specification

Duties and Responsibilities will entail;

- i. Preparation of policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;
- ii. Implementing policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;
- iii. Development and implementation of standards for the institute's research infrastructure and equipment; and
- iv. Coordinating the management of the lifecycle of the institute's research infrastructure and equipment lifecycle;

b. Person Specifications

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

- i. At least eight (8) years' relevant work experience, three (3) of which must be in a supervisory position in the public or private sector;
- ii. Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iii. Post-graduate diploma in Mechanical, Electrical, Maritime and Civil Engineering, or equivalent qualifications from a recognized institution;
- iv. Licensed with the Engineers Registration Board of Kenya;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vi. Proficiency literate in computer especially in the use of auto cad, arch cad, MS word Revit, Ms Project, Civil 3D, Prokon and other structural design & detailing software. skills; and
- vii. Meets the requirements provisions of chapter six of constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and inter personal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills
- vi. Conflict management;

- vii. Ability to work under pressure, prioritize and multi task; and
- viii. Strong managerial skills and ability to lead teams.

5. Chief Engineer - KMFRI Grade 3

a. Job Specification

Duties and Responsibilities will entail;

- i. Ensuring the development of policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;
- ii. Ensuring the implementing policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;
- iii. Ensuring the development and implementation of standards for the institute's research infrastructure and equipment; and
- iv. Ensuring the coordinating the management of the lifecycle of the institute's research infrastructure and equipment lifecycle;

b. Person Specifications

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

- i. At least ten (10) years' relevant work experience, three (3) of which must be in a management position in the public or private sector;
- ii. Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iii. Masters of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering
- iv. Post-graduate diploma in Mechanical, Electrical, Maritime and Civil Engineering, or equivalent qualifications from a recognized institution;
- v. Licensed with the Engineers Registration Board of Kenya;
- vi. Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- vii. Cooperate member of the institute of engineers of Kenya or a cooperate member of a professional engineering body recognized by the institute of engineers of Kenya
- viii. Proficiency literate in computer especially in the use of auto card, arch card, MS words skills;
- ix. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and inter personal skill;

- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills
- vi. Conflict management;
- vii. Ability to work under pressure, prioritize and multi task; and
- viii. Strong managerial skills and ability to lead teams.

6.0 Office of the Corporation Secretary/ Director of Legal Services Directorate

6.1 Career Guidelines for Corporation Secretary and Legal Officers

a. Job Purpose

The Corporation Secretary and Legal Officers are responsible for providing secretariat and related services to the Board of Directors and advising the Board and management on legal matters, overseeing legal matters as well as implementing good corporate governance to enhance the Institute's credibility.

b. Functions

The Office of the Corporation Secretary and Legal Officers are responsible for following functions:

- i. Ensure the Institute is compliant to international instruments related to marine and fisheries affairs;
- ii. Ensure quarterly reporting on status of implementation of international instruments related to marine and fisheries affairs;
- iii. Provide advisory on the impact of international instruments;
- iv. Arrange the business of the Board's meetings, keep records of the proceedings of Board and perform other duties as the Board may direct;
- v. Provide advice on legal and corporate matters to the Board through interpretation and writing legal opinions;
- vi. Provide secretariat services to the Board;
- vii. Develop and review relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- viii. Coordinate and ensure representation of the Institute in courts or other judicial authorities;
- ix. Draft and review Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;
- x. Liaise with the Attorney General, law enforcement agencies and stakeholders on all legal matters;

- xi. Ensure that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- xii. Oversee implementation of Mwongozo, Code of Conduct at the Institute; and
- xiii. Formulate, draft and facilitate gazettment of Rules, Regulations and Directives issued by or on behalf of the Institute.

c. Grading Structure and Scope

The Career Guidelines establishes two (2) Grades of Legal Assistants and five (5) Grades of Legal Officers who will be designated and graded as follows: -

Table 3.1: Legal Assistants

S/No.	Designation	KMFRI Grade
1.	Legal Assistant	9
2.	Senior Legal Assistant	8
3.	Principal Legal Assistant	7

The Grade of Legal Assistant/Senior Grade KMFRI 9/8 will form a common establishment.

Table 3.2: Legal Officers

S/No.	Designation	KMFRI Grade
1.	Legal Officer	7
2.	Senior Legal Officer	6
3.	Principal Legal Officer	5
4.	Assistant Director Legal Services	4
5.	Deputy Corporation Secretary and Deputy Director Legal Services	3
6.	Corporation Secretary and Director Legal Services	2

The Grade of Legal Officer/Senior Legal Officer KMFRI 7/6 will form a common establishment.

d. Recognized Qualifications

- i. Diploma in Law or equivalent qualification from a recognized institution;
- ii. Higher National Diploma from a recognized institution;
- iii. Bachelor of Laws degree from a recognized institution;
- iv. Master's degree in any of the following disciplines; Business Administration, Environment Law, Employment/Labour Law, or equivalent qualifications from a recognized institution;
- v. Post graduate Diploma in Law from the Kenya School of Law;
- vi. A valid Court Process Servers Certificate or its equivalent;

- vii. Admission as an Advocate of the High Court;
 - viii. Hold current practicing certificate;
 - ix. Membership to the Law Society of Kenya (LSK);
 - x. Certified Secretary (CS) or its equivalent qualification from a recognized Institution;
 - xi. Certificate in Corporate Governance from a recognized institution;
 - xii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
 - xiii. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
 - xiv. Relevant work experience;
 - xv. Demonstration of good results in work performance;
 - xvi. Proficiency in computer applications;
 - xvii. Meets requirements of Chapter Six of the Constitution;
 - xviii. Communication skills;
 - xix. Interpersonal skills;
 - xx. Organization and management skills;
 - xxi. Leadership and managerial skills;
 - xxii. Drafting skills;
 - xxiii. Report writing skills;
 - xxiv. Negotiation skills and arbitration skills; and
 - xxv. Analytical skills.
- e. Key Competencies and Skills**
- i. Must have the ability to think strategically and innovatively
 - ii. Must have proven intellectual leadership in managing people and financial resources
 - iii. Excellent interpersonal, management and communication skills
 - iv. Excellent organizational skills and highly confident
 - v. Computer literacy and familiarity with standard office computer applications
 - vi. Ability to mobilize resources
 - vii. Negotiation skills

f. Key Competencies and Skills

1. Legal Assistant - KMFRI Grade 9

This will be the entry and training grade for diploma holders. An officer at this level will work under direct supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in: -

- i. Opening legal files;
- ii. Photocopying and filing documents;
- iii. Filing contract and court documents;
- iv. Reviewing and retrieving files for relevant action;
- v. Responding to inquiries regarding specific cases;
- vi. Facilitating payment of legal fees;
- vii. Serving legal documents to clients and other stakeholders; and
- viii. Collaborating with the Senior Legal Assistant to monitor all security documentation.

b. Person Specification

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

- i. Diploma in Law from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. A current Process Servers Certificate or its equivalent;
- iv. Demonstrable good results in work performance;
- v. Proficiency in compute applications; and
- vi. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Report writing skills;
- ii. Communication Skills.

2. Senior Legal Assistant - KMFRI Grade 8

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Opening legal files;
- ii. Reviewing and retrieving files for relevant action;

- iii. Preparing legal briefs for the initiation of legal action
- iv. Filing contracts and court documents;
- v. Assisting in Preparing and filing of pleadings for and on behalf of the Institute;
- vi. Responding to inquiries regarding specific cases;
- vii. Serving legal documents to clients and other stakeholders;
- viii. Maintaining and updating files systematically and accurately to ensure ease access and retrieval;
- ix. Monitoring progress of contract and court cases;
- x. Maintaining and updating master diary for court cases;
- xi. Verifying documents submitted to the legal department to confirm accuracy and validity;
- xii. Drafting reports and submit the same to the Legal Officers for further action;
- xiii. Ensuring that pending matters are brought up for necessary attention; and
- xiv. Ensuring proper service of legal documents to clients and other third parties.

b. Person Specification

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

- i. At least three (3) years relevant work experience;
- ii. Diploma in Law from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. A current Process Servers Certificate or its equivalent;
- v. Demonstrable good results in work performance;
- vi. Proficiency in compute applications; and
- vii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Report writing skills;
- ii. Communication Skills.

3. Principal Legal Assistant - KMFRI Grade 7

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Opening legal files;
- ii. Reviewing and retrieving files for relevant action;
- iii. Preparing legal briefs for the initiation of legal action

- iv. Filing contracts and court documents;
- v. Assisting in Preparing and filing of pleadings for and on behalf of the Institute;
- vi. Responding to inquiries regarding specific cases;
- vii. Serving legal documents to clients and other stakeholders;
- viii. Maintaining and updating files systematically and accurately to ensure ease access and retrieval;
- ix. Monitoring progress of contract and court cases;
- x. Maintaining and updating master diary for court cases;
- xi. Verifying documents submitted to the legal department to confirm accuracy and validity;
- xii. Drafting reports and submit the same to the Legal Officers for further action;
- xiii. Ensuring that pending matters are brought up for necessary attention; and
- xiv. Ensuring proper service of legal documents to clients and other third parties.

b. Person Specification

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

- i. At least six (6) years relevant work experience;
- ii. Diploma in Law from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent;
- iv. A current Process Servers Certificate or its equivalent;
- v. Demonstrable good results in work performance;
- vi. Proficiency in compute applications; and
- vii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Report writing skills;
- ii. Communication Skills.

4. Legal Officer - KMFRI Grade 7

This is the entry and training grade for this cadre for Degree holders. An officer at this level will work under guidance and supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the officer will entail assisting in: -

- i. Preparing legal briefs for the initiation of legal action;
- ii. Preparing and interpreting legal opinions and offering guidance on legal requirements;

- iii. Ensuring that key issues and needs of Institute are represented in policy fora in international regional and national conferences/meetings/workshops;
- iv. Preparing and filing of pleadings for and on behalf of the Institute;
- v. Drafting and reviewing of legal instruments and policy documents on behalf of the Institute;
- vi. Drafting of contracts, agreements and other legal documents;
- vii. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable;
- viii. Preparing and circulating of Board and Committee Papers; and
- ix. Maintaining and updating the *Register of Conflict of Interest*.

b. Person Specifications

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

- i. Bachelor of Law degree from a recognized university;
- ii. Post graduate Diploma in Law from the Kenya School of Law;
- iii. Admitted as an Advocate of the High Court;
- iv. Current Practicing Certificate;
- v. Member of the Law Society of Kenya in good standing;
- vi. Demonstrable good results in work performance;
- vii. Proficiency in computer applications; and
- viii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization skills;
- ii. Drafting skills;
- iii. Report writing skills; and
- iv. Analytical skills.

5. Senior Legal Officer - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Providing legal advice to ensure the best legal approach is taken by the Institute;
- ii. Drafting contracts, agreements and other legal documents;
- iii. Undertaking research on different information to ensure the Institute is acting in accordance with all applicable laws;

- iv. Assisting in preparing Board reports and minutes, and resolutions,
- v. Identifying legal and compliance risks and issues relative to the Institute's intended actions;
- vi. Assisting in managing the risk exposure of the Institute by ensuring compliance with all relevant statutory and regulatory requirements;
- vii. Liaising with external lawyers on all cases filed against the Institute to ensure instructions, witnesses and statements are procured on time;
- viii. Working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the Institute and rendering general advice relating to any legal proceedings involving the Institute;
- ix. Representing the Institute in litigation matters;
- x. Keeping track and updates of the amendments and changes in legislations;
- xi. Assisting facilitating Board induction and development and implementation of the capacity building programmes;
- xii. Assisting in facilitating legal, compliance and governance audits;
- xiii. Providing input in the development and implementation of the Board charters and the Code of Conduct and Ethics; and
- xiv. Providing input in the preparation and monitoring of the Departmental budgets and expenditures; and
- xv. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable.

b. Person Specifications

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

- i. At least of three (3) years relevant work experience in a comparable position and institution;
- ii. Bachelors of Laws degree from a recognized university;
- iii. Post graduate Diploma in Law from the Kenya School of Law;
- iv. Admitted as an advocate of the High Court Kenya;
- v. Member to the Law Society of Kenya;
- vi. Current Practicing Certificate;
- vii. Certified Public Secretary CPS (Part II) or its equivalent qualification from a recognized Institution;
- viii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- ix. Demonstrable good results in work performance;
- x. Proficiency in computer applications; and

- xi. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization and management skills;
- ii. Leadership and managerial skills;
- iii. Drafting skills;
- iv. Report writing skills;
- v. Negotiation skills and arbitration skills; and
- vi. Analytical skills.

6. Principal Legal Officer - KMFRI Grade 5

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Advising the Institute on all legal matters that may arise in its operations;
- ii. Drafting and vetting of contracts, agreements and other legal documents;
- iii. Following up on cases filed against the Institute and ensure proper preparation of legal reports and opinions;
- iv. Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- v. Negotiating for contracts on behalf of the Institute;
- vi. Coordinating service providers in legal matters involving the Institute;
- vii. Initiating legal action on behalf of the Institute on recovery measures;
- viii. Advising the Institute on the legislation that affect the Institute and changes made thereof;
- ix. Monitoring compliance with regulatory and legislative requirements;
- x. Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews;
- xi. Liaising with external lawyers on all cases filed against the Institute to ensure instructions, witnesses and statements are procured on time;
- xii. Developing, implementing and reviewing legal policies and procedures to ensure compliance;
- xiii. Working collaboratively with other organizations and networks where appropriate, locally, regionally and internationally to improve the Marine and Fisheries legal sector;
- xiv. Initiating review of Marine and Fisheries research legal instruments and Marine and Fisheries research policy documents on behalf of the Institute;

- xv. Keeping track and updates of the amendments and changes of international Marine and Fisheries research legislations and other Kenyan laws;
- xvi. Initiating the drafting of contracts, agreements and Memorandum of Understanding related to Marine and Fisheries affairs;
- xvii. Engaging and liaising with stakeholders on behalf of the Institute on legal matters;
- xviii. Advising on alternative dispute resolution measures; and
- xix. Initiating legal research and assignments related to Marine and Fisheries research.
- xx. Providing input in the preparation of the budget and work plan for the Department to help in allocating financial resources and match operational requirements with available funds.
- xxi. Allocating work to subordinates to ensure targets are met and time is properly utilized.
- xxii. Preparing performance contracts with subordinates to direct their efforts to meet the required targets which contribute to achievement of the Institute's mandate.
- xxiii. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable;
- xxiv. Evaluating the performance of subordinates to ascertain efficiency and effectiveness in work performance in meeting the objectives of the Department; and
- xxv. Mentoring, guiding and supervising subordinates through coaching and training to improve performance.

b. Person Specifications

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

- i. At least six (6) years of relevant work experience three (3) of which should be in a supervisory level in a comparable position in public and private sector;
- ii. Bachelors of Laws degree from a recognized university;
- iii. Post graduate Diploma in Law from the Kenya School of Law;
- iv. Admitted as an advocate of the High Court Kenya;
- v. Member to the Law Society of Kenya;
- vi. Current Practicing Certificate;
- vii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- viii. Certified Public Secretary CPS (K) or its equivalent qualification from a recognized Institution;
- ix. Membership to Institute of Certified Public Secretary of Kenya (ICPSK);
- x. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- xi. Demonstrable good results in work performance;

- xii. Proficiency in computer applications; and
- xiii. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization and management skills;
- ii. Leadership and managerial skills;
- iii. Drafting skills;
- iv. Report writing skills;
- v. Negotiation skills and arbitration skills; and
- vi. Analytical skills.

7. Assistant Director, Legal Services - KMFRI Grade 4

a. Job Specification

The duties and responsibilities of the officer will entail: -

- i. Drafting and vetting of contracts, agreements and other legal documents;
- ii. Following up on cases filed against the Institute and ensure proper preparation of legal reports and opinions;
- iii. Negotiating for contracts on behalf of the Institute;
- iv. Coordinating service providers in legal matters involving the Institute;
- v. Initiating legal action on behalf of the Institute on recovery measures;
- vi. Monitoring compliance with regulatory and legislative requirements;
- vii. Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- viii. Liaising with external lawyers on all cases filed against the Institute to ensure instructions, witnesses and statements are procured on time;
- ix. Working collaboratively with other organizations and networks where appropriate, locally, regionally and internationally to improve the Marine and Fisheries legal sector;
- x. Initiating review of Marine and Fisheries research legal instruments and Marine and Fisheries research policy documents on behalf of the Institute;
- xi. Keeping track and updates of the amendments and changes of international Marine and Fisheries research legislations and other Kenyan laws;
- xii. Initiating the drafting of contracts, agreements and Memorandum of Understanding related to Marine and Fisheries affairs;
- xiii. Engaging and liaising with stakeholders on behalf of the Institute on legal matters;

- xiv. Advising on alternative dispute resolution measures; and
- xv. Initiating legal research and assignments related to Marine and Fisheries research.
- xvi. Providing input in the preparation of the budget and work plan for the Department to help in allocating financial resources and match operational requirements with available funds.
- xvii. Allocating work to subordinates to ensure targets are met and time is properly utilized.
- xviii. Preparing performance contracts with subordinates to direct their efforts to meet the required targets which contribute to achievement of the Institute's mandate;
- xix. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable;
- xx. Evaluating the performance of subordinates to ascertain efficiency and effectiveness in work performance in meeting the objectives of the Department; and
- xxi. Mentoring, guiding and supervising subordinates through coaching and training to improve performance.

b. Person Specification

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

- i. At least eight (8) years of relevant work experience three (3) of which should be in a Management level in a comparable position and institution;
- ii. Bachelors of Laws degree from a recognized university;
- iii. Master's degree in any of the following disciplines; Business Administration, Environment Law, Employment/Labour Law, or equivalent qualifications from a recognized institution;
- iv. Post graduate Diploma in Law from the Kenya School of Law;
- v. Admitted as an advocate of the High Court Kenya;
- vi. Member to the Law Society of Kenya;
- vii. Current Practicing Certificate;
- viii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- ix. Certified Public Secretary CPS (K) or its equivalent qualification from a recognized Institution;
- x. Membership to Institute of Certified Public Secretary of Kenya (ICPSK);
- xi. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- xii. Demonstrable good results in work performance;
- xiii. Proficiency in computer applications; and
- xiv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization and management skills;
- ii. Leadership and managerial skills;
- iii. Drafting skills;
- iv. Report writing skills;
- v. Negotiation skills and arbitration skills; and
- vi. Analytical skills.

8. Deputy Director, Legal Services - KMFRI Grade 3

a. Job Specification

The duties and responsibilities of the officer will entail: -

- i. Advising the Board and management on the legislation that affect the Institute and changes made thereof;
- ii. Providing legal guidance on contractual and statutory obligations binding to the Institute;
- iii. Providing and interpreting legal information, conducting training and disseminate appropriate legal requirements to staff;
- iv. Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- v. Safeguarding the Institute's interests and ensuring that they are adequately defended before the courts;
- vi. Managing, reviewing, and monitoring progress of all outstanding litigation;
- vii. Issuing instructions, liaising with the Institute's appointed Advocates with a view to ensuring they act in the Institute's interest while handling cases on its behalf;
- viii. Ensuring the Institute complies with constitutional, regulatory and all relevant laws through provision of legal advisory services;
- ix. Documenting and maintaining a record of all enforcement and compliance assignments undertaken by the Institute's personnel and develop legal accountability structures in relation to enforcement assignments;
- x. Establishing and managing the Institute's register of Codes, regulations, rules, guidelines and laws;
- xi. Ensuring timely compliance with rules and regulations affecting the Institute, including the Code of Conduct and Ethics;
- xii. Managing, reviewing and updating of all the Institute's codes, regulations, rules, guidelines and laws for consistency and compliance with the national and county legal frameworks;

- xiii. Developing the Institute's proactive and preventive legal policies and strategies aimed at forestalling disputes, controversies and litigation;
- xiv. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable;
- xv. Custodian of the Institute seal and be accountable to its use;
- xvi. Developing and vetting policy papers and instruments with legal implications for approval by the Institute;
- xvii. Coordinating legal compliance and governance audits;
- xviii. Providing secretarial services to the Board on behalf of the Director/CEO;
- xix. Initiating the development of the Board charter and calendar as well as monitoring implementation;
- xx. Coordinating Board induction, annual evaluation and capacity building;
- xxi. Overseeing implementation of *Mwongozo, Code of Governance for State Corporations*

b. Person Specification

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

- i. At least ten (10) years of relevant work experience three (3) of which should be in a management level in a comparable position in public and private sector;
- ii. Bachelors of Laws degree from a recognized university;
- iii. Master's degree in any of the following disciplines; Business Administration, Environment Law, Employment/Labour Law, or its equivalent qualifications from a recognized institution;
- iv. Post graduate Diploma in Law from the Kenya School of Law;
- v. Admitted as an advocate of the High Court Kenya;
- vi. Member to the Law Society of Kenya;
- vii. Current Practicing Certificate;
- viii. Minimum K.C.S.E C+ (Plus) or its equivalent;
- ix. Certified Public Secretary CPS (K) or its equivalent qualification from a recognized Institution;
- x. Membership to Institute of Certified Public Secretary of Kenya (ICPSK);
- xi. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution.
- xii. Demonstrable good results in work performance;
- xiii. Proficiency in computer applications; and
- xiv. Meets the requirements of Chapter Six of the Constitution.

c. Key Competencies and Skills

- i. Organization and management skills;
- ii. Leadership and managerial skills;
- iii. Drafting skills;
- iv. Report writing skills;
- v. Negotiation skills and arbitration skills; and
- vi. Analytical skills.

9. Corporation Secretary and Director Legal Services - KMFRI Grade 2

a. Job Specification

This is a senior management position. The Director is responsible for providing Board Secretarial and related services to the Board of Management and ensure effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

The duties and responsibilities entail:

- i. Ensuring the Institute is compliant to international instruments related to marine and fisheries affairs;
- ii. Ensuring quarterly reporting on status of implementation of international instruments related to marine and fisheries affairs;
- iii. Providing advisory on the impact of international instruments;
- iv. Arranging the business of the Board's meetings, keep records of the proceedings of
- v. Board and perform other duties as the Board may direct;
- vi. Providing advice on legal and corporate matters to the Board through interpretation and writing legal opinions;
- vii. Providing secretariat services to the Board;
- viii. Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable;
- ix. Developing and review relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- x. Coordinating and ensuring representation of the Institute in courts or other judicial authorities;
- xi. Drafting and reviewing Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;

- xii. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- xiii. Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- xiv. Overseeing the implementation of Mwongozo, Code of Conduct at the Institute; and
- xv. Formulating, drafting and facilitating gazettment of Rules, Regulations and Directives issued by or on behalf of the Institute.

b. Person Specifications

- i. For appointment to this grade, an officer must have:-
- ii. A minimum period of twelve (12) years relevant work experience five (5) years of which should be in a senior management position;
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Bachelor of Laws degree from a recognized institution;
- v. Master's Degree in any of the following disciplines; International Marine and fisheries Law, Environment Law or equivalent qualifications from a recognized institution will be an added advantage;
- vi. Postgraduate Diploma in Law from the Kenya School of Law;
- vii. Admitted as an Advocate of the High Court of Kenya;
- viii. Holds a valid practicing certificate;
- ix. Member of the Law Society of Kenya;
- x. Certified Public Secretary CPS (K) or its equivalent qualification from a recognized Institution;
- xi. Membership to Institute of Certified Public Secretary of Kenya (ICPSK);
- xii. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution.
- xiii. Proficiency in computer applications;
- xiv. Meets the requirements of Chapter Six of the constitution; and
- xv. Demonstrated competence in work performance.

c. Key Competencies and Skills

- i. Strong analytical skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Strong interpersonal skills

- v. Ability to mobilize resources
- vi. Negotiation skills

7.0 Supply Chain Management Department

7.1 Career Guidelines for Supply Chain Management Officers and Assistants

a. Rationale

This function is to offer the advice to Director/Accounting Officer on all matters pertaining to Procurement by developing and guiding the implementation of policies for supply chain management function in line with the Public Procurement and Asset Disposal Act No. 33 of 2015 and the Public Procurement and Asset Disposal Regulation of 2020 to support marine and fisheries research activities by proper acquisition of required goods and services at the Institute.

b. Functions

- i. Advisory services to the institute on procurement matters
- ii. Ensure value for money in all procurement undertaking
- iii. Procurement planning;
- iv. Procurement processing;
- v. Inventory and asset management;
- vi. Disposal of assets; and
- vii. Contract management.

c. Grading Structure and Scope

The Career Guideline establishes three (3) grades of Assistant Supply Chain Management Officers and five (5) grades of Supply Chain Management Officers who will be designated and graded as follows:

Table 1: Assistant Supply Chain Management Officers

S/No.	Designation	KMFRI Grade
1.	Assistant Supply Chain Management Officer	9
2.	Senior Assistant Supply Chain Management Officer	8
3.	Principal Assistant Supply Chain Management Officer	7

The grade of Assistant Supply Chain Management Officer / Senior Assistant Supply Chain Management Officer Grade KMFRI 9 / 8 will form a common establishment.

Table 2: Supply Chain Management Officers

S/No.	Designation	KMFRI Grade
1.	Supply Chain Management Officer	7

2.	Senior Supply Chain Management Officer	6
3.	Principal Supply Chain Management Officer	5
4.	Deputy Supply chain Manager	4
5.	Supply chain Manager	3
TOTAL		

The grade of Supply Chain Management Officer / Senior Supply Chain Management Officer Grade KMFRI 7/6 will form a common establishment.

d. Recognized Qualifications

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its equivalent qualification from a recognized institution
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution
- iii. Diploma in Purchasing and supplies Management from a recognized institution
- iv. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
- v. Professional Diploma certificate in Supply Chain Management from chartered institute of purchasing and supply (CIPS), KISM or any other recognized Institution;
- vi. Master's degree in any Supply Chain Management/ Procurement and Logistics;
- vii. Certificate in senior Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution
- viii. Membership in a relevant professional body (KISM/ CIPS);
- ix. Demonstration work experience in supply chain management
- x. Computer Literacy

e. Job and Person Qualifications

1. Assistant Supply Chain Management Officer – KMFRI Grade 9

This is the entry position for officers of this cadre. Officers in this position will work under the supervision of senior officers.

a. Job specification

Duties and responsibilities of these officers' entail assisting in:

- i. Inspection, receipt and issue of goods and services
- ii. Safe storage of inventory to minimize breakages and loss of items held in stock

- iii. Periodic and ad hoc stock taking
- iv. Provision of secretariat services to ad hoc procurement committees
- v. Maintenance of the approved list of pre-qualified and registered suppliers for goods, services and works
- vi. Preparation of reports for low value procurements.
- vii. Safe custody of gifts and gratuities register of the institute to enhance integrity in the operations of the Supply Chain function.

b. Person specification

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its equivalent qualification from a recognized institution; and
- ii. Diploma in supplies Management or Foundation Stage Diploma in Supply chain Management from chartered institute of purchasing and supply (CIPS) or KISM or equivalent from a recognized institution.

c. Key competencies and skills

- i. Communication skills
- ii. Interpersonal skills
- iii. Ability to work under pressure
- iv. Negotiation skills
- v. Team building

2. Senior Assistant Supply Chain Management Officer – KMFRI Grade 8

a. Job specification

Duties and responsibilities of these officer's entail:

- i. Inspection, receipt and issue of goods and services
- ii. Safe storage of inventory to minimize breakages and loss of items held in stock
- iii. Periodic and ad hoc stock taking
- iv. Provision of secretariat services to ad hoc procurement committees
- v. Maintenance of the approved list of pre-qualified and registered suppliers for goods, services and works
- vi. Preparation of reports for low value procurements.
- vii. Safe custody of gifts and gratuities register of the institute to enhance integrity in the operations of the Supply Chain function.

b. Person specification

For appointment to this grade a candidate must have: -

- i. At least three (3) years' relevant work experience;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its equivalent qualification from a recognized institution; and
- iii. Diploma in supplies Management or Foundation Stage Diploma in Supply chain Management from chartered institute of purchasing and supply (CIPS) or KISM or equivalent from a recognized institution.

c. Key competencies and skills

- i. Communication skills
- ii. Interpersonal skills
- iii. Ability to work under pressure
- iv. Negotiation skills
- v. Team building

3. Principal Assistant Supply Chain Management Officer - KMFRI Grade 7

a. Job specification

- i. Participate in the inspection, receipt and issue of goods and services
- ii. Ensure safety and security of stores to minimize breakages and loss of items held in stock
- iii. Coordinate stock check and stock taking
- iv. Provide secretariat services for the ad hoc procurement committees
- v. Custodian of the approved list of pre-qualified and registered suppliers for goods, services and works
- vi. Prepare reports for low value procurements.
- vii. Custodian of the gifts and gratuities register of the institute to enhance integrity in the operations of the Supply Chain function

b. Person specification

For appointment to this grade a candidate must have: -

- i. At least six (6) years' relevant work experience, three (3) of which as a senior assistant supply chain management officer or comparable position in the public or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its equivalent qualification from a recognized institution; and

- iii. Diploma in supplies Management or Foundation Stage Diploma in Supply chain Management from chartered institute of purchasing and supply (CIPS) or KISM or equivalent from a recognized institution.

c. Key competencies and skills

- i. Communication skills
- ii. Interpersonal skills
- iii. Supervisory skills
- iv. Ability to work under pressure
- v. Negotiation skills
- vi. Team building

4. Supply Chain Management Officer - KMFRI Grade 7

a. Job specification

- i. Participate in provision of technical support on implementation of procurement strategies.
- ii. Assist in the implementation of approved consolidated procurement plan.
- iii. Assist in the preparation, compilation and submission of reports to management
- iv. Assist in the implementation of appropriate internal control systems and conduct regular checks on stocks and issuance procedures.
- v. Ensure effective warehousing and distribution operations by supervising the staff working in the warehouse/ stores.
- vi. Ensuring there is enough and secure storage space for proper storage of the Institute's assets.
- vii. Coordinate inspection, receipt and issue of goods and services.
- viii. Coordinate the identification of surplus, obsolete, and unserviceable stores and equipment for disposal purposes
- ix. Participate in market surveys by collecting and analyzing data to establish prevailing market prices for standard goods.
- x. Provide secretariat services for the ad hoc procurement committees
- xi. Supervise the management of procurement registry to ensure safe and secure custody of procurement records

b. Person specification

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution

- ii. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Meets the requirements of chapter six of the constitution.

c. Key competencies and skills

- i. Leadership skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Supervisory skills
- v. Organizational skills
- vi. Ability to work under pressure
- vii. Negotiation skills
- viii. Team building

5. Senior Supply Chain Management Officer - KMFRI Grade 6

a. Job specification

- i. Participate in provision of technical support on implementation of procurement strategies.
- ii. Assist in the implementation of approved consolidated procurement plan.
- iii. Assist in the preparation, compilation and submission of reports to management
- iv. Assist in the implementation of appropriate internal control systems and conduct regular checks on stocks and issuance procedures.
- v. Ensure effective warehousing and distribution operations by supervising the staff working in the warehouse/ stores.
- vi. Ensuring there is enough and secure storage space for proper storage of the Institute's assets.
- vii. Coordinate inspection, receipt and issue of goods and services.
- viii. Coordinate the identification of surplus, obsolete, and unserviceable stores and equipment for disposal purposes
- ix. Participate in market surveys by collecting and analyzing data to establish prevailing market prices for standard goods.
- x. Provide secretariat services for the ad hoc procurement committees
- xi. Supervise the management of procurement registry to ensure safe and secure custody of procurement records

b. Person specification

- i. For appointment to this grade a candidate must have: -
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution
- iii. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
- iv. Professional Diploma from KISM/ CIPS or any other recognized institution
- v. Shown administrative ability, wide knowledge and experience in procurement procedures
- vi. Satisfactorily served in the grade of Supply Chain Management Officer or equivalent for a minimum period of three (3) years.

c. Key competencies and skills

- i. Leadership skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Supervisory skills
- v. Organizational skills
- vi. Ability to work under pressure
- vii. Negotiation skills
- viii. Team building

6. Principal Supply Chain Management Officer - KMFRI Grade 5

a. Job specification

- i. Implement capacity building and performance management programs in the unit through coordinating training seminars to empower staff hence improving efficiency in the department.
- ii. Coordinate the implementation of procurement policies and plans by guiding supply chain operations and aligning them with approved budget through monitoring to ensure the department's operational targets are achieved.
- iii. Implement e-procurement strategies and risk management through understanding the system, analyzing purchasing trends and fostering compliance to ensure the Institute gets value for money in procurement processes.
- iv. Train interns and students on attachment by guiding them on performance of tasks to ensure they get hands-on experience on procurement processes for skills transfer.

- v. Coordinate market surveys and research by guiding the collecting and analyzing of relevant data in order to determine current market rates to minimize on cost for goods and services to be procured for efficient management of the Institute's resources.
- vi. Ensure correct interpretation and implementation of Public Procurement and Disposal Act 2015 by guiding, monitoring and reviewing the Supply Chain operations for proper acquisition and disposal of goods and services at the Institute.
- vii. Oversee and coordinate warehousing, distribution of goods and services delivered based on the order as per the Procurement Plan for proper management of the Institute resources.

b. Person specification

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution
- ii. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
- iii. Supervisory course lasting not less than two (2) weeks, or equivalent, from a recognized institution.
- iv. Professional Diploma from KISM/ CIPS or any other recognized institution
- v. Shown administrative ability, wide knowledge and experience in procurement procedures
- vi. Satisfactorily served in the grade of Senior Supply Management Officer or equivalent for a minimum period of three (3) years.

c. Key competencies and skills

- i. Leadership skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Supervisory skills
- v. Organizational skills
- vi. Ability to work under pressure
- vii. Negotiation skills
- viii. Team building
- ix. Risk assessment skills

7. Deputy Supply Chain Manager - KMFRI Grade 4

a. Job Specification

- i. Provide regular guidance to the Supply Chain Management Officers (SCMO) through regular correspondence to ensure efficiency in the utilization of resources at the Institute.
- ii. Prepare and submit all relevant reports to The National Treasury and the Authority are submitted in a timely manner;
- iii. Ensure that relevant information required by The National Treasury and the Authority are submitted as and when required.
- iv. Co-ordinate, monitor and appraise the contract management process within the institute
- v. Co-ordinate prequalification and registration of suppliers
- vi. Liaise with the heads of user departments to ensure timely preparation of procurement plans to be submitted by the 15th April of the financial year for consolidation.
- vii. Liaise with the heads of user departments on the persons to be recommended for appointment as members of the ad hoc procurement committees.
- viii. To coordinate market survey activities.
- ix. Coordinate the capacity building of the procurement staff
- x. Assist in the development of procurement and risk management strategies
- xi. Provide secretariat services for the ad hoc procurement committees

b. Person Specification

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution
- ii. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
- iii. Professional Diploma certificate in Supply Chain Management from chartered institute of purchasing and supply (CIPS), KISM or any other recognized Institution;
- iv. Master's degree in any Supply Chain Management/ Procurement and Logistics;
- v. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution.
- vi. Membership in a relevant professional body (KISM/ CIPS);
- vii. Eight (8) years' experience in Supply Chain, three (3) of which one must have served as a Principal Supply chain management officer in a comparable position.

c. Key Competencies and Skills

- i. Leadership skills

- ii. Communication skills
- iii. Interpersonal skills
- iv. Supervisory skills
- v. Organizational skills
- vi. Ability to work under pressure
- vii. Negotiation skills
- viii. Team building
- ix. Risk assessment skills

8. Supply Chain Manager - KMFRI Grade 3

a. Job specification

Reporting to the Accounting Officer/ Director General, the duties and responsibilities of the Supply Chain Manager will entail:

- i. Advising the Institute on aggregation of procurement to promote economies of scale
- ii. Ensuring that the monthly reports on complex projects are submitted to the Director General
- iii. Develop and monitor the implementation of the departmental annual work plan.
- iv. Coordinate the preparation and submission of all relevant reports any relevant information to The National Treasury and the Authority are submitted in a timely manner;
- v. Ensure compliance to the Act, Regulations and policies and this manual.
- vi. Provide professional opinion/advisory services to the institute on procurement, inventory management, contract and disposal of assets at the institute in line with the existing legislations and best practices.
- vii. Ensure value for money in all procurement undertaking by developing procurement strategies that are innovative and cost-effective
- viii. Consolidate the procurement and asset disposal plan for the Institute by 15th May of the Financial Year;
- ix. Coordinate procurement processing, inventory and contract management, and disposal of assets
- x. Supervision of supply chain management staff/team to ensure standards of purchase are met in line with the institute's policies and relevant legislations.
- xi. Undertake annual staff performance appraisal for the department
- xii. Development of procurement and risk management strategies
- xiii. Provide secretariat services for the disposal committee

b. Person specification

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in any of the following: Commerce, Business Administration (Supply Management option), economics, procurement and supply chain management, marketing, law or their equivalent qualification from a recognized institution;
 - ii. Professional Diploma certificate in Supply Chain Management from chartered institute of purchasing and supply (CIPS), KISM or any other recognized Institution;
 - iii. Master's degree in any Supply Chain Management/ Procurement and Logistics;
 - iv. Membership in a relevant professional body (KISM/ CIPS);
 - v. Leadership/Corporate Governance course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
 - vi. Twelve (12) years' experience in Supply Chain, three (5) of which one must have served as a Principal Supply chain management officer in a comparable position.
- c. Key competencies and skills**
- i. Strong Negotiation skills
 - ii. Strong communication and reporting skills;
 - iii. Strong analytical and numerical skills;
 - iv. Strong organization and inter personal skill;
 - v. Conflict management;
 - vi. Relationship Management Skills
 - vii. Ability to work under pressure, prioritize and multi task; and
 - viii. Strong managerial skills and ability to lead teams.

8.0 Directorate of Internal Audit

8.1 Career Guidelines for Internal Auditors

a. Job Purpose

Internal auditors provide the institute with independent, objective assurance and consulting services to add value and improve its operations. They add value to the organization by implementing a systematic, disciplined approach to the review and evaluation of the budgetary performance, financial management, transparency and accountability mechanisms and processes, and the effectiveness of the financial and non-financial performance management systems. Internal auditors give reasonable assurance to the Board of Management, through the audit committee, on the state of the institute's risk management, controls and governance.

b. Functions

The Internal Auditors are responsible for the following functions:

- i. Advising management on Internal Audit policies, strategies, plans and procedures;
- ii. Advising management on risk management, internal control and governance processes;
- iii. Providing reasonable assurance on the state of risk management, internal control and governance in the Institute;
- iv. Ensuring the development, implementation and review of the internal audit policies, strategies and risk based annual audit plans;
- v. Reviewing budgetary performance, financial management, transparency and accountability mechanisms and processes for the Institute;
- vi. Reviewing effectiveness of financial and non-financial performance management systems;
- vii. Assessing compliance with applicable laws, regulations, standards, policies and procedures;
- viii. Assessing whether resources are acquired economically, utilized efficiently and adequately protected to ensure value for money;
- ix. Undertaking special audit assignments/investigations assigned by the Board and management from time to time;
- x. Providing secretariat services to the Board Audit Committee;
- xi. Undertaking consulting and advisory services to offer advice and guidance to management in the development of internal control systems;
- xii. Monitoring implementation of audit recommendations to ensure actions are effectively implemented; and
- xiii. Liaising with external auditors and other external assessors/professional institutions

c. Grading Structure and Scope

The Career Guidelines establishes six (6) grades of Internal Auditors who will be designated and graded as follows: -

Table 1: Career Guidelines for Internal Auditors

Designation	KMFRI Grade
Internal Auditor	7
Senior Internal Auditor	6
Principal Internal Auditor	5
Assistant Director Internal Audit	4
Deputy Director, Internal Audit	3
Director, Internal Audit	2

The grade of Internal Auditor / Senior Internal Auditor KMFRI Grade 7 / 6 will form a common establishment.

d. Recognized Qualifications

- i. Master's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university;
- ii. Bachelor's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university.
- iii. Minimum grade of C Plus (C+) in the Kenya Certificate of Secondary Education (KCSE) examinations, or its equivalent;
- iv. Relevant professional qualification such as Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Risk and Information Systems Control (CRISC) or equivalent;
- v. Membership to relevant professional bodies such as Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit & Control Association (ISACA) in good standing or equivalent;
- vi. Leadership course lasting not less than four (4) weeks (cumulative) / corporate governance course from a recognized institution;
- vii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- viii. A supervisory course lasting not less than two (2) weeks from a recognized institution;
- ix. Relevant years of experience;
- x. Demonstrated good results in work performance;
- xi. Proficiency in computer applications;
- xii. Meets the requirements of Chapter six of the Constitution;
- xiii. Strong communication and reporting skills;
- xiv. Attention to detail and quality orientation skills;
- xv. Problem solving and analytical skills; and
- xvi. Experience in the use of data analysis / Computer Aided Audit Tools (CAATS) tools.

e. Job and Person Specifications

1. Internal Auditor - KMFRI Grade 7

This is the entry and training grade for degree holders. An officer at this level will work under guidance and supervision of a senior officer.

a. Job Specifications

The duties and responsibilities of the candidate will entail: -

- i. Assisting in identifying assurance and consulting engagement objectives that are consistent with the institute's values, strategies, and objectives, and address governance, risk management, and control processes to the extent agreed upon with the client.
- ii. Assisting in identifying of adequate criteria to evaluate governance, risk management, and controls.
- iii. Preparing complete working papers that document sufficient, reliable, relevant, and useful information to support engagement results and conclusions.
- iv. Communicating with clients in the course of assurance and consulting engagements so as to manage client expectations, as set out in the Internal Audit Quality Assurance and Improvement Program;
- v. Assist in performing substantive and compliance testing of accountable records and documents;
- vi. Providing input in preparation of audit reports for assigned engagements by capturing audit findings and recommendations in working papers and communicating them to the supervisor or team lead;
- vii. Assisting in undertaking special audit assignments / investigations to confirm whether there are material breaches in policy, procedures and relevant regulations through review of accountable documents and records and preparing working papers;

b. Person Specification

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

- i. Bachelor's degree in any of the following fields: Information Technology, Natural Resource Sciences, Social Sciences, Engineering or equivalent qualifications from a recognized institution.
- ii. Minimum grade of C Plus (C+) in the Kenya Certificate of Secondary Education (KCSE) examinations, or its equivalent.
- iii. Proficient in computer applications; and
- iv. Meets the requirements of Chapter 6 of the Constitution.

c. Key Competencies and Skills

- i. Communication skills;
- ii. Interpersonal skills;
- iii. Organizational skills; and
- iv. Ability to work under pressure.

2. Senior Internal Auditor - KMFRI Grade 6

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Identifying assurance and consulting engagement objectives that are consistent with the institute's values, strategies, and objectives, and address governance, risk management, and control processes to the extent agreed upon with the client.
- ii. Identifying adequate criteria to evaluate governance, risk management, and controls.
- iii. Performing substantive and compliance testing of accountable records and documents;
- iv. Providing input in preparation of audit reports for assigned engagements by capturing audit findings and recommendations in working papers and communicating them to the supervisor or team lead;
- v. Undertaking special audit assignments / investigations to confirm whether there are material breaches in policy, procedures and relevant regulations through review of accountable documents and records and preparing working papers;
- vi. Identifying, analyzing, evaluating, and documenting sufficient information to achieve the engagement objectives.
- vii. Contributing to quality control by reviewing audit work papers and proposed issues to be included in audit reports by Internal Auditors of Grade 7;
- viii. Providing input in the preparation of the Internal Audit budget and work plan;
- ix. Providing input into the determination of appropriate and sufficient resources to achieve engagement objectives.
- x. Inducting of new internal audit officers.
- xi. Supervising Internal Auditors (Grade 7).
- xii. Providing input into the development of, and documenting work programs that achieve engagement objectives.
- xiii. Providing input in the preparation of risk based annual audit plans aligned to the Institute's objectives;
- xiv. Providing input into the evaluation of the potential for the occurrence of fraud and how the organization manages fraud risk.
- xv. Providing input into the identification and documentation of opportunities for making improvements to the institute's governance, risk management, and control processes;
- xvi. Providing input into the development and documentation of engagement plans, including the engagement objectives, scope, timing, and resource allocations.

- xvii. Assisting Internal Auditors (Grade 7) in preparing performance appraisal targets to direct their efforts to meet the Internal Audit function's objectives.

b. Person Specifications

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

- i. At least three (3) years' relevant work experience as Internal Auditor or equivalent position in the public or private sector;
- ii. Bachelor's degree in any of the following fields: Information Technology, Natural Resource Sciences, Social Sciences, Engineering or equivalent qualifications from a recognized institution.
- iii. Minimum grade of C Plus (C+) in the Kenya Certificate of Secondary Education (KCSE) examinations, or its equivalent;
- iv. Passed part one of Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) or Certified Internal Auditor (CIA) or its equivalent.
- v. Membership to relevant professional bodies such as Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit & Control Association (ISACA), or equivalent, in good standing;
- vi. Proficiency in computer applications
- vii. Demonstrated good results in work performance; and
- viii. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Communication and reporting skills;
- ii. Attention to detail and quality orientation skills;
- iii. Problem solving and analytical skills;
- iv. Interpersonal and negotiation skills;
- v. Conflict management;
- vi. Team player; and
- vii. Ability to work under pressure, prioritize and multi task.

3. Principal Internal Auditor - KMFRI Grade 5

a. Job Specifications

Principal Internal Auditors shall lead assurance and / or consulting engagements teams. Their duties and responsibilities of the candidate will entail: -

- i. Developing assurance engagement plans including identification and documentation of engagement objectives, engagement risks, materiality, sampling criteria, sample sizes and budgets.
- ii. Monitoring progress of audit engagements to ensure that they are within time and financial budgets.
- iii. Directing engagement opening and closing meetings with clients to ensure expectations are clearly identified, assessed, and met.
- iv. Consolidating audit findings and recommendations documented by engagement team members and drafting and audit report for review by the Assistant Director, Internal Audit.
- v. Evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits;
- vi. Developing and documenting work programs that achieve the engagement objectives.
- vii. Providing leadership to engagement teams to ensure delivery on the engagement plan.
- viii. Providing input in the preparation of the Internal Audit budget and work plan;
- ix. Allocating work to engagement team members to ensure targets are effectively met;
- x. Preparing performance appraisal targets with Senior Internal Auditors to meet the Internal Audit function's objectives;
- xi. Reviewing financing agreements for projects and provide audit guidelines for project audits to auditors; and
- xii. Monitor implementation of government circulars.
- xiii. Mentoring and guiding internal audit staff.

b. Person Specifications

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

- i. At least six (6) years' relevant work experience, three (3) of which must have been in a position of Internal Auditor or equivalent position in the public or private sector;
- ii. Bachelor's degree in any of the following fields: Information Technology, Natural Resource Sciences, Social Sciences, Engineering or equivalent qualifications from a recognized institution.
- iii. Minimum grade of C Plus (C+) in the Kenya Certificate of Secondary Education (KCSE) examinations, or its equivalent;
- iv. Relevant professional qualification such as Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Risk and Information Systems Control (CRISC) or equivalent;

- v. Membership to relevant professional bodies such as Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit & Control Association (ISACA), or equivalent, in good standing;
- vi. Experience in the use of data analysis / Computer Aided Audit Tools (CAATS) tools.
- vii. Proficiency in computer applications;
- viii. Attended a supervisory course lasting not less than two (2) weeks or equivalent, from a recognized institution;
- ix. Demonstrated good results in work performance; and
- x. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

4. Assistant Director, Internal Audit - KMFRI Grade 4

a. Job Specifications

The Assistant Director, Internal Audit, shall lead assurance and / or consulting engagements teams. The duties and responsibilities of the candidate will entail: -

- i. Providing input in the development and implementation of internal audit strategies, policies and procedures to achieve the Institute's strategic objectives;
- ii. Providing input in the preparation of risk based annual audit plans aligned to the Institute's objectives for the continuous audit of risk management, internal controls and governance processes;
- iii. Providing oversight to, and supervising, engagement team leaders;
- iv. Providing quality control on audit reports prepared by subordinates to ensure all the requisite audit areas are covered and details captured;
- v. Following up with management on the implementation of audit recommendations to ensure that all pending audit issues are implemented or closed;
- vi. Working with the secretary to the Board Audit Committee to compile quarterly reports and minutes to assist the Committee effectively carry out its oversight function;

- vii. Providing oversight to auditors in special audit assignments/ investigations to confirm whether there are material breaches in policy, procedures and relevant regulations through review of audit findings, supporting evidence and proposed recommendations as captured in draft reports;
- viii. Providing leadership to teams when undertaking consulting and advisory services to offer advice and guidance to management in the development of control systems;
- ix. Providing input in the preparation of the budget and work plan for the Department to help in allocating financial resources and match operational requirements with available funds.
- x. Reviewing and approving engagement work allocation as prepared by the Principal Internal Auditor;
- xi. Preparing performance contracts with subordinates to direct their efforts to meet the required targets which contribute to achievement of the Institute's mandate.
- xii. Evaluating the performance of subordinates to ascertain efficiency and effectiveness in work performance in meeting the objectives of the Department;
- xiii. Mentoring, guiding and supervising subordinates through coaching and training to improve performance
- xiv. Monitoring the implementation of the Institute's fraud and corruption prevention plan to effectively identify and manage fraud and corruption risks; and
- xv. Working with the secretary to the Board Audit Committee to compile quarterly reports and minutes to assist the Committee effectively carry out its oversight function;

b. Person Specifications

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

- i. At least eight (8) years' relevant work experience, three (3) of which must have been at the level of Principal Internal Auditor or equivalent position in the public or private sector;
- ii. Master's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university;
- iii. Bachelor's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university;
- iv. Minimum grade of C Plus (C+) in the Kenya Certificate of Secondary Education (KCSE) examinations, or its equivalent;
- v. Relevant professional qualification such as Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Risk and Information Systems Control (CRISC) or equivalent;

- vi. Membership to relevant professional bodies such as Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit & Control Association (ISACA), or equivalent, in good standing;
- vii. Experience in the use of data analysis / Computer Aided Audit Tools (CAATS) tools.
- viii. Proficiency in computer applications;
- ix. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- x. Demonstrated results in work performance; and
- xi. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and interpersonal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Conflict management; and
- vi. Ability to work under pressure, prioritize and multi-task.

5. Deputy Director, Internal Audit - KMFRI Grade 3

a. Job Specifications

The duties and responsibilities of the officer will entail: -

- i. Implementing internal audit policies and procedures to guide the internal audit activity in line with the Mandatory Guidelines of the International Professional Practices Framework (IPPF).
- ii. Ensuring Audit schedules and objectives for audit assignments are met and submit final report to the Director Internal Audit.
- iii. Managing communication with clients on the progress and results of assurance and consulting engagements.
- iv. Developing engagement records retention policies and requirements for approval by the Internal Audit Director.
- v. Evaluation and reporting to the Director Internal Audit the independence and objectivity of the internal audit
- vi. Monitoring and controlling access to engagement records in compliance with the internal audit manual.
- vii. Developing and implementing a Continuing Professional Development program to ensure internal auditors enhance their knowledge, skills, and other competencies.

- viii. Managing internal audit resources to achieve the approved work plan.
- ix. Assist the Director Internal Audit to develop the Agenda for the Audit and Risk Management Committee.
- x. Developing and maintaining of a quality assurance and improvement program that covers all aspects of the internal audit activity.
- xi. Implementing the monitoring, periodic self-assessments, and independent external assessments of the internal audit function, as required by the quality assurance and improvement program.
- xii. Developing and implementing audit programs.
- xiii. Working with the secretary to the Board Audit Committee to compile quarterly reports and minutes to assist the Committee effectively carry out its oversight function;

b. Persons Specification

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

- i. At least ten (10) years relevant work experience two (2) of which must be in the position of Assistant Director Internal Audit or equivalent position in the public or private sector.
- ii. Master's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university.
- iii. Bachelor's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university;
- iv. Certified Public Accountant (Kenya) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or its equivalent.
- v. Member of the Institute of Certified Accountants of Kenya (ICPAK) or Institute of Internal Auditor (IIA) or Information Systems Audit & Control Association (ISACA), or equivalent, in good standing.
- vi. Leadership course lasting not less than four (4) weeks / Corporate governance course;
- vii. Demonstrated ability to apply data analysis and / or Computer Aided Audit Tools (CAATS) tools to develop insights into fraud detection and prevention, improvements of organizational operations and exploitation of opportunities.
- viii. Management course lasting not less than four (4) weeks, or equivalent, from a recognized institution;
- ix. Demonstrated results in work performance; and
- x. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;

- ii. Strong analytical and numerical skills;
- iii. Strong organization and inter personal skill;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills;
- vi. Conflict management;
- vii. Ability to work under pressure, prioritize and multi task; and
- viii. Strong managerial skills and ability to lead teams.

6. Director, Internal Audit - KMFRI Grade 2

a. Job Specifications

Reporting to the Board of Management, the Director, Internal Audit is responsible for the following:

- i. Serving as the secretary of Audit Committee of the Board of Management.
- ii. Ensuring that a risk-based plan that determines the priorities of the internal audit activity and is consistent with the institute's goals, is established.
- iii. Communicating the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the Board of Management for review and approval.
- iv. Ensuring that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.
- v. Establishing internal audit policies and procedures to guide the internal audit activity in line with the Mandatory Guidelines of the International Professional Practices Framework (IPPF).
- vi. Sharing information, coordination of activities, and consideration of reliance upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimizing duplication of efforts.
- vii. Reporting periodically to senior management and the Board of Management on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and the Standards.
- viii. Monitoring and reporting to senior management and the Board of Management the threats to the independence of the internal audit function and objectivity of internal auditors.
- ix. Ensuring that engagement records retention policies and requirements are developed and implemented.
- x. Ensuring development and implementation of a Continuing Professional Development program to ensure internal auditors enhance their knowledge, skills, and other competencies.
- xi. Ensuring the development and maintenance of a quality assurance and improvement program that covers all aspects of the internal audit activity.

- xii. Ensuring that the internal audit activity undergoes ongoing monitoring, periodic self-assessments, and independent external assessments, as required by the quality assurance and improvement program.
- xiii. Reviewing and communicating the results of the quality assurance and improvement program to senior management and the Board of Management.
- xiv. Periodically reviewing the internal audit charter and presenting it to senior management and the Board of Management for approval.
- xv. Reporting to the Board of Management on the effectiveness of the system of governance, internal controls and risk management.

b. Person Specifications

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

- i. At least twelve (12) years relevant work experience four (4) of which must be in a management position in the public or private sector.
- ii. Bachelor's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university;
- iii. Master's degree in Information Technology / Natural Resource Sciences / Social Sciences / Engineering or its equivalent qualification from a recognized university.
- iv. Certified Public Accountant (Kenya) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or its equivalent.
- v. Member of the Institute of Certified Accountants of Kenya (ICPAK) or Institute of Internal Auditor (IIA) or Information Systems Audit & Control Association (ISACA), or equivalent, in good standing.
- vi. A leadership / Governance course lasting not less than four (4) weeks
- vii. Demonstrated good results in work performance.
- viii. Demonstrated ability to apply data analysis and / or Computer Aided Audit Tools (CAATS) tools to develop insights into fraud detection and prevention, improvements of organizational operations and exploitation of opportunities.
- ix. Proficiency in computer applications; and
- x. Meets the requirements of Chapter six of the Constitution.

c. Key Competencies and Skills

- i. Strong communication and reporting skills;
- ii. Strong analytical and numerical skills;
- iii. Strong organization and inter personal skill;
- iv. Mentoring, coaching and leadership skills;

- v. Interpersonal and negotiation skills;
- vi. Conflict management;
- vii. Ability to work under pressure, prioritize and multitask; and
- viii. Strong managerial skills and ability to lead teams.

