



CAREER PROGRESSION GUIDELINES

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SECTION ONE

1.0 INTRODUCTION

Kenya Railways (KR) is a state corporation created under The Kenya Railway Act (Cap 397) of the Laws of Kenya with the core mandate of providing an efficient and effective railway transport. Inter-alia, Kenya Railways mandate under the Act is to provide an efficient and safe rail service.

1.1 VISION

To be provider of World class rail services

1.2 MISSION

To develop an integrated rail network and provide efficient and safe rail services.

1.3 CORE VALUES

In pursuit of its mandate, the Corporation subscribes and is committed to the following values:-

- i. **Integrity**
We are guided by probity and highest business ethics in carrying out our business.
- ii. **Accountability**
We are committed to being accountable and responsible to our customers and stakeholders.
- iii. **Reliability**
We strive to be reliable, dependable and consistent in delivering world class rail services. We will deliver services within the Specified time and standard to the satisfaction of our customers.
- iv. **Safety**
We promise to pay special attention to detail in the safety and

Security requirements of our customers, workers and the community. We guarantee that fidelity to safety and security will underpin all our activities and operations.

v. Collaboration

We will work jointly with stakeholders to ensure efficient service delivery and provide effective solutions to customers. We are committed to team work in pursuit of our common vision for the railways

1.4 AIMS AND OBJECTIVES

- i. To provide for a well-defined career structure that will attract and facilitate retention of qualified and experienced staff in the Kenya Railways.
- ii. To establish distinct levels of responsibilities in the grading structure and set standards of advancement to higher grades on the basis of competence, specialization, and ability as reflected in work performance and results.
- iii. To establish standards for recruitment and training that will enhance efficiency and high standards of performance in the Kenya Railways.
- iv. To ensure appropriate career planning and succession management.

1.5 RESPONSIBILITY FOR ADMINISTRATION

The Career Progression Guidelines will be administered by the Managing Director of the Corporation in consultation with the Board. In administering these Guidelines, the Corporation will ensure that the provisions of the Guidelines are strictly observed for fair and equitable treatment of staff.

1.6 TRAINING SCOPE

In administering the Career Progression Guidelines, the Managing Director will ensure that appropriate training opportunities and facilities are provided

to assist staff acquire necessary additional qualifications/specialization and experience required for effective and efficient performance of their duties and advancement in their careers. Staff should also be encouraged to undertake training privately for self-development.

1.7 PROVISION OF POSTS

These Guidelines do not constitute corporation for creation or upgrading of post(s). Any additional post(s) required under a new grading structure shall be submitted to the Board for consideration and approval.

1.8 SERVING STAFF

Serving staff will adopt and convert as appropriate to the grading structure and designations provided in the Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in their Career Progression Guidelines for the present grades. However, for advancement to higher grades, staff will be required to obtain minimum qualifications and/or experience required for appointment to the grade.

1.9 INCREMENTAL CREDIT

An incremental credit is a determined increase in salary for approved experience acquired after obtaining the prescribed minimum qualifications for the grade. It may be awarded at the rate of one (1) increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirements for appointment to a particular grade will be excluded. However for advancement to higher grades the officers will be required to obtain minimum qualifications and/or experience prescribed for these grades.

1.10 ADVANCEMENT WITHIN THE CAREER GUIDELINES

These Guidelines sets out the minimum qualifications and/or experience required for advancement from one (1) grade to another. Advancement from one (1) grade to another will depend on: -

- i. Existence of a vacancy in the authorized establishment;
- ii. Merit and ability as reflected in work performance and results; and
- iii. Approval of the board.

1.11 IMPLEMENTATION OF THE CAREER PROGRESSION GUIDELINES

These Guidelines will become operational upon adopted by the Board and approved by the parent ministry and the relevant arm of the government. The Career Guidelines supersede any existing ones. All serving staff embraced in the respective grading structures will automatically be bound by the Guidelines.

1.12 GRADES CATEGORIZED AS COMMON ESTABLISHMENT

This refers to one (1) or two (2) grades, which are combined in a grading structure, normally at the lowest level of a given cadre for the purpose of facilitating advancement of staff without the need to increase the number of approved posts at those levels. It allows for promotion without leaving a vacancy in the previous grade. However, even in common establishment posts, staff must fulfil all the requirements for advancement to the next grade as stipulated in the Guidelines.

1.13 DIRECT APPOINTMENT

Direct appointment refers to appointment of staff from outside the organization. The point of entry is determined by qualification(s) and experience. Direct appointments have been provided for at various levels in the Guidelines. The Corporation should not be constrained from recruiting at these levels from the open market provided that serving staff are not disadvantaged through such appointment. Direct entrants at higher levels should have equivalent experience as the serving officers if not more.

1.14 GRADING STRUCTURE AND SCOPE

The Career Guidelines establish Ten (10) grades in the Corporation which are graded and categorized as follows:-

GRADE CATEGORY

RG 1-3 Senior Management

RG 4-6 Middle Management

RG 7-10 Operational Staff



SECTION TWO

2.0 CAREER GUIDELINE FOR THE MANAGING DIRECTOR - RG 1

a) Purpose of the Job

The Managing Directors Job is responsible to the Board of Directors for the broad responsibilities of the implementation of the Corporation's statutory mandates, strategic goals and the management of its resources; including giving direction and leadership for the achievement of Corporation's mission, the development of its strategy and the attainment of its annual goals and objectives

b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Providing strategic leadership in accordance with the mandate of the Corporation as stipulated in the Kenya Railways Corporation Act.
- ii. Formulating, implementing and reviewing both the Strategic and Business Plans of the Corporation to achieve the Corporation's mandate.
- iii. Overseeing corporate planning and financial operations of the Corporation, ensuring that sound fiscal and risk management practices are in place to maintain the Organization's financial strength and sustainability.
- iv. Ensuring that all financial and non-financial resources and assets are effectively and efficiently managed and preserved by maintaining sound policies, controls, prudent procedures, adequate records, safety, security and accountability requirements that meet international standards and benchmarks.
- v. Developing and maintaining positive external relationships, external communication initiatives, strategic partnerships and positive corporate image with stakeholders, while actively seeking new opportunities for growth.

- vi. Management and administration of the top leadership and staff of the Corporation in line with the mission and vision of the Corporation supported by adequate manning levels, finances, facilities and partnerships.
- vii. Ensuring implementation and fulfillment of the policies and agreed objectives, performance targets and service standards of the Corporation and reporting thereon to the Board.
- viii. Advising the Board of Directors on all matters within the Corporation's responsibility.
- ix. Ensuring compliance with applicable professional, legal, regulatory, ethical, corporate compliance and governance requirements to protect the Corporation against reputational and legal risks.
- x. Ensuring proper management of budgets, funds and property of the Corporation, and developing economic, efficient and cost effective internal management structures.
- xi. Managing and implementing change initiatives to achieve desired business plans and culture.

c) Requirements for the Job

For appointment to the position of the Managing Director, a candidate must:

- i. Have a Masters degree in any of the following disciplines: Business Administration, Marketing, Strategic Management, Law or relevant social and physical sciences from a recognized Institution;
- ii. Have a Bachelors degree in any of the following disciplines: Business Administration, Marketing, Strategic Management, Law or relevant social and physical sciences from a recognized Institution;
- iii. Have at least fifteen (15) years relevant experience in the Public Service or in a large and reputable organization in the private sector, ten (10) of which should be in a senior management position; and ten (10) in post qualifications serving experience
- iv. Have undertaken a leadership course lasting not less than four (4) weeks from a recognised institution;
- v. Have undertaken a Corporate Governance Course from a recognized Institution;

- vi. Possess good oral and written communication skills, including report writing;
- vii. Have a good understanding of the mandate of Corporation and its role in realisation of the national development agenda;
- viii. Member of relevant professional body;
- ix. IT proficiency
- x. Have good interpersonal, negotiation skills; and
- xi. Meets the requirements of chapter six of the constitution

3.0 CAREER GUIDELINES FOR CORPORATION SECRETARY AND LEGAL SERVICES DEPARTMENT

a) Purpose of the Job

To provide timely and professional legal advice to the Corporation on all legal issues that arises in the conduct of the Corporation's business. In addition the department offers company secretarial services to the Board of Directors and ensures that the Corporation's best interests and image are protected by managing legal regulatory, contractual obligations and risks.

The department will be headed by a Corporation Secretary and General Manager Legal Services who will be responsible to the Managing Director and the Board of Directors for the following functions:

- i. Providing legal advisory services to ensure compliance with existing legal and regulatory requirements;
- ii. Coordinating Board secretariat services, induction of directors; Board performance evaluation and training of directors;
- iii. Ensuring compliance with good governance practices and facilitating Governance Audits;
- iv. Coordinating, preparing and reviewing of contractual agreements in which the Corporation is a party;
- v. Advising and providing advice on management of contracts to safeguard Corporation assets, interests and reputation;
- vi. Custodian of the Corporation Seal and Corporation's legal instruments;
- vii. Advising on litigation and dispute resolution between various stakeholders and the Corporation to protect the Corporation's interests and reputation;

- viii. Advising on the appointment of external lawyers to represent the Corporation in legal matters managing legal fees;
- ix. Handling cases being handled by external lawyers to ensure efficient and effective service delivery;
- x. Advising on conveyance instruments on acquisition and / or transfer of Corporation property / asset and ensure proper registration of the same;
- xi. Advising on all legal issues relating to employee and pension liability claims as well as carrying out due diligence investigations on claims;
- xii. Advising and guiding the Corporation on restitution processes for its assets.

b) Grading Structure

The Career Guideline establishes five (5) grades of Legal Services as follows:-

Designation	RG
Legal Assistant	8
Legal Officer/Senior	7
Principal Legal Officer	5
Assistant Manager Legal Litigation, Commercial and Compliance	4
Manager Legal Services	3
Corporation Secretary and Legal Affairs Manager	2

Note: The position of Legal Officer/Senior/Principal will form common establishment for purposes of these guidelines.

c) Recognized qualifications

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

- i. Diploma in Law or equivalent qualification from a recognized institution.
- ii. Bachelor of Laws degree from a recognized institution.

- iii. Masters Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution.
- iv. Post graduate Diploma in Law of Kenya School of Law.
- v. Admission as an advocate of the High Court.
- vi. Members of Law Society of Kenya and registered as a Certified Public Secretary by ICPSK.
- vii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- x. A valid practicing certificate.
- xi. Proficiency in computer applications.
- xii. Report and Minutes writing skills
- xiii. Strong leadership, planning and Supervisory skills
- xiv. Excellent Communication skills
- xv. Excellent analytical and interpersonal skills
- xvi. Fulfilled the requirements of Chapter Six of the Constitution; and
- xvii. Demonstrated competence in work performance.

3.1 Legal Assistant/ Senior RG 8/7

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

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Preparing drafts of contracts, reports, briefs, and letters to advocates as assigned;
- ii. Opening files for new cases and keeping an up to date record of all court cases to ensure effective records management;
- iii. Managing bring ups on all legal matters;
- iv. Developing and maintaining the filing registry for the division to ensure storage, safe custody and ease in retrieval of records;

- v. Managing and updating the court diary to ensure that all matters are attended to;
- vi. Updating the records on the Laws of Kenya to ensure knowledge and compliance within the department and to the relevant authorities;
- vii. Obtaining quarterly reports on the status of legal matters from the external lawyers;
- viii. Assisting the Corporation Secretary in preparing board papers which includes photocopying, binding and circulation to ensure effective board meetings;
- ix. Assisting in service of court documents to ensure cases run smoothly;
- x. Obtaining the Kenya Gazette weekly, perusing, preparing and submitting reports on any matter touching on the Corporation;
- xi. Following up on payments of judgment awards, claimant lawyers and claimants from the Finance Department for easy settlement of claims;
- xii. Conducting searches including the Companies' Registry and Department of Lands to ascertain the true position of the case or property in question;
- xiii. Implementing and benchmarking best practices in management;
- xiv. Implementing change initiatives to achieve desired business plans and culture.
- xv. Open files for new contracts and leases and keeping an up to date record;
- xvi. Scanning all sealed documents and keeping a record in both soft and hard copy;

b) Requirements for the Job

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

- i. Diploma in Law
- ii. A minimum of three (3) years relevant work experience
- iii. Supervisory skills course not lasting less than one (1) week
- iv. Certificate in computer proficiency
- v. Meet requirements of Chapter Six of the Constitution

3.2 Legal Officer- RG 7

This is the entry level for graduates.

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Reading and verifying documentation vis-à-vis historical information contained in individual case files;
- ii. Obtaining information required on case files and communicating to the external advocates;
- iii. Identifying legal and compliance risks;
- iv. Compiling contract documentation for preparation and related documents for the Corporation;
- v. Coordinating handling of cases filed against the Corporation between the departments and external counsel and attending court hearings.
- vi. Drafting of court pleadings;
- vii. Responding to correspondences and issues arising out of court matters;
- viii. Preparation of contracts for services procured by the Corporation;
- ix. Assisting the Corporation Secretary in preparing board papers including photocopying binding and circulation;
- x. Reviewing invoices issued by external lawyers;
- xi. Attending to claimants and external advocates queries;
- xii. Following up payments of judgments award, claimant lawyers and claimant from finance ;
- xiii. Ensure that insurance policies and performance bonds for service providers are always up to date;
- xiv. Monitoring and ensuring that performance bonds and insurance are renewed.

b) Requirements for the Job

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

- i. Bachelor's Degree in Law (LLB) and Postgraduate diploma in Law
- ii. Registered with relevant professional Board
- iii. Certificate in computer proficiency

- iv. Meet requirements of Chapter Six of the Constitution

3.3 Senior Legal Officer - RG 6

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Providing legal advice to ensure the best legal approach is taken by the Corporation;
- ii. Drawing up and submitting contracts, agreements and other legal documents;
- iii. Undertaking research on different information to ensure the Corporation is acting in accordance with all applicable laws;
- iv. Preparing quarterly Legal reports;
- v. Identifying legal and compliance risks and issues relative to the Corporation's intended actions;
- vi. Managing the risk exposure of the Corporation by ensuring compliance with all relevant statutory and regulatory requirements;
- vii. Liaising with external lawyers on all cases filed against the Corporation 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 Corporation and rendering general advice relating to any legal proceedings involving the Corporation;
- ix. Acting on claims that may be made by the Corporation in debt recovery;
- x. Ensure that insurance policies and performance bonds for service providers are always up to date;
- xi. Monitoring and ensuring that performance bonds and insurance are renewed.

a) Requirements for the Job

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

- i. Bachelor's Degree in Law (LLB) and Postgraduate diploma in Law;
- ii. Be an advocate of the High Court and a member of the Law Society of Kenya
- iii. Three (3) years relevant experience
- iv. Served for a minimum period of three (3) years as a Legal Officer in the Corporation or a comparable position in the public service or in other reputable organization;
- v. Attended a management course lasting not less than two (2) weeks;
- vi. Certificate of computer proficiency;
- vii. Meets the requirements of chapter six of the Constitution
- viii. Demonstrated competence in work performance.

3.4 Principal Legal Officer - RG 5

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Advising the Corporation on all legal matters that may arise in its operations;
- ii. Drawing and vetting of Contracts, agreements and other legal documents;
- iii. Following up on cases filed against the Corporation and 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 contracts for services procured by the Corporation;
- vi. Coordinating service providers in legal matters involving the Corporation;
- vii. Initiating legal action on behalf of the Corporation on debt recovery measures;
- viii. Undertaking legal research;
- ix. Advising the Corporation on the legislation that affect the Rail Sub-Sector and changes made;
- x. Monitoring compliance with regulatory and legislative requirements;

- xi. Liaising with external lawyers on all cases filed against the Corporation to ensure instructions, witnesses and statements are procured on time;
- xii. Preparing quarterly Legal Reports;
- xiii. Ensure that insurance policies and performance bonds for service providers are always up to date;
- xiv. Monitoring and ensuring that performance bonds and insurance are renewed.

b) Requirements for the Job

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

- i. Master's degree in a relevant field from a recognized institution;
- ii. Bachelor of Laws Degree or equivalent qualification from a recognized institution;
- iii. Postgraduate Diploma in Law from the Council for Legal Education;
- iv. At least six (6) years' experience, three (3) of which must be at Senior Legal Officer level in the Corporation or in a comparable position in the Public Service or in other reputable organization;
- v. Been admitted as an Advocate of the High Court of Kenya and a member of the Law Society of Kenya;
- vi. Attended a management course lasting not less than two (2) weeks from a recognized institution;
- vii. Certificate in computer proficiency;
- viii. Meet the provisions of chapter six of the Constitution of Kenya 2010
- ix. Demonstrated competence in work performance.

3.5 Assistant Commercial, Conveyance & Contracts Manager - RG 4

This is a senior position to be filled in a competitive process and open to both internal and external candidates who meet the minimum requirements as set herein:

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Representing the Corporation in legal negotiations on rail operation matters and interpreting operation agreements to safeguard Corporation interests;
- ii. Reviewing and advising on management of contracts to safeguard Corporation assets & reputation;
- iii. Instructing & managing external counsels in matters relating to conveyance, contracts & leases to protect the Corporation's interest and ensure compliance with set policy and procedures;
- iv. Reviewing conveyance instruments on acquisition and / or transfer of Corporation property / asset and ensuring proper registration to protect the Corporation's interests;
- v. Drafting, reviewing and vetting legal agreements and instruments to ensure that the Corporation's interests are covered;
- vi. Advising and gathering evidence in arbitral process and other alternative dispute resolution mechanisms between the Corporation and other parties;
- vii. Vetting legal fees and other charges relating to conveyance to ensure compliance with the Advocates Remuneration Order;
- viii. Ensuring that departmental records relating to contracts and conveyance are safeguarded;
- ix. Implementing and benchmarking best practices in conveyancing and commercial law;
- x. Preparing and monitoring of the Division's budgets and expenditures;
- xi. Managing, motivating and developing the departmental staff to achieve business and people objectives;
- xii. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

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

- i. Working experience of not less than eight years (8), three (3) of which must have been at Principal Legal Officer level in the Corporation or in a comparable position in the Public service or in other reputable organization

- ii. Master's degree in a relevant field from a reputable institution
- iii. Bachelor's degree in Law or equivalent degree from a reputable institution
- iv. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- v. An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- vi. Attended a senior management course lasting not less than two (2) weeks
- vii. Certificate in Computer application'
- viii. Meets the requirements of Chapter Six of the Constitution
- ix. Demonstrated competence in work performance.

3.6 Assistant Regulatory and Compliance Manager - RG 4

This is a senior position to be filled in a competitive process and open to both internal and external candidates who meet the minimum requirements as set herein:

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Maintaining and availing updated laws of Kenya, regulations, ordinances, policy manuals and distributing all supplements to designated recipients
- ii. Reviewing the Corporation's Policies and Procedures, Standard Documentation including Contract, HR and Procurement forms to ensure they conform to the various legal and regulatory requirements
- iii. Carrying out regular regulatory audits in the corporation to ensure compliance
- iv. Identifying and monitoring areas of risk in regulatory compliance within the Corporation and recommending precautionary measures to avoid non compliance
- v. Reviewing, analyzing and interpreting laws, regulations and advising management accordingly

- vi. Sensitizing staff on regulatory requirements and monitoring compliance
- vii. Preparing and participating in arbitral process and other alternative dispute resolution mechanisms between the Corporation and other parties and render advice
- viii. Preparing and monitoring of the Division's budgets and expenditures;
- ix. Leading, motivating and developing the departmental staff to achieve business and people objectives
- x. Implementing and benchmarking best practices in management.
- xi. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

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

- i. Working experience of not less than eight years (8), three (3) of which must have been at Principal Legal Officer level in the Corporation or in a comparable position in the Public service or in other reputable organization
- ii. Master's degree in a relevant field from a reputable institution
- iii. Bachelor's degree in Law or equivalent degree from a reputable institution
- iv. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- v. An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- vi. Attended a senior management course lasting not less than two (2) weeks
- vii. Certificate in Computer application'
- viii. Meets the requirements of Chapter Six of the Constitution
- ix. Demonstrated competence in work performance.

3.7 Assistant Litigation Manager - RG 4

This is a senior position to be filled in a competitive process and open to both internal and external candidates who meet the minimum requirements as set herein:

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Implementing dispute resolution strategies to protect the Corporation's assets & reputation
- ii. Drafting and reviewing legal pleadings to ensure Corporation's interests are safeguarded.
- iii. Conducting research and preparing reports/ legal opinions on complex legal issues
- iv. Attending court to testify or watching brief to protect the Corporation's interests.
- v. Receiving court process documents on behalf of the Corporation and ensuring that they are acted upon
- vi. Instructing external legal counsel and monitoring the progress of the cases to safeguard the interests of the Corporation
- vii. Compiling documentary evidence to support or defend cases against the Corporation
- viii. Convening witness preparation conferences and ensuring that witnesses attend pre-trial briefings to ensure adequate preparation to testify in court.
- ix. Communicating court pronouncements on cases to management for information and decision making
- x. Reviewing all legal fees payable to external counsels to ensure compliance with the Advocates Remuneration Order
- xi. Managing and leading the restitution processes for assets illegally acquired from the Corporation
- xii. Preparing and monitoring of the Division's budgets and expenditures;
- xiii. Implementing and benchmarking best practices in litigation

- xiv. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

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

- i. Working experience of not less than eight years (8), three (3) of which must have been at Principal Legal Officer level in the Corporation or in a comparable position in the Public service or in other reputable organization
- ii. Master's degree in a relevant field from a reputable institution
- iii. Bachelor's degree in Law or equivalent degree from a reputable institution
- iv. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- v. An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- vi. Attended a senior management course lasting not less than two (2) weeks
- vii. Certificate in Computer application'
- viii. Meets the requirements of Chapter Six of the Constitution
- ix. Demonstrated competence in work performance.

3.8 Assistant Board Services Manager - RG 4

This is a senior position to be filled in a competitive process and open to both internal and external candidates who meet the minimum requirements as set herein:

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Coordinating Board matters by preparing and dispatching Board Agendas, Board papers, board minutes and board action reports;
- ii. Preparing and managing the Board annual work plans;

- iii. Preparing of Board Minutes, ensuring that they are confirmed and filed;
- iv. Communicating decisions of the Board to the Managing Director for appropriate action;
- v. Monitoring implementation of Board decisions and preparing reports to the Board;
- vi. Custody of the Corporation seal and sealed legal documents;
- vii. Preparing reports on use of the Corporation Seal;
- viii. Coordinating induction and continuous development of Directors;
- ix. Coordinating Governance Audits and preparing reports required by the State Corporations Advisory Committee(SCAC);
- x. Coordinating evaluation of the performance of the Board and preparing report to SCAC;
- xi. Prepare the Board Calendar and disseminate to Management staff;
- xii. Follow up with Management staff to ensure all Board papers are ready and disseminated on time;
- xiii. Collate and analyze data related to Board Members and Board activities;
- xiv. Follow up on compliance with Mwongozo Guidelines on Board affairs.
- xv. Preparing and monitoring of the Division's budgets and expenditures;
- xvi. Implementing and benchmarking best practices in Board matters;
- xvii. Implementing change initiatives to achieve desired business plans and culture.

b) Requirements for the Job

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

- i. Master's degree in a relevant field from a reputable institution
- ii. Bachelor's degree in Law or equivalent degree from a reputable institution
- iii. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution
- iv. An advocate of the High Court of Kenya and a member of the Law Society of Kenya

- v. Working experience of not less than eight years (8), three (3) of which must have been at Principal Legal Officer level in the Corporation or in a comparable position in the Public service or in other reputable organization
- vi. Certified Public Secretary in good standing.
- vii. Attended a management course lasting not less than two (2) weeks
- viii. Certificate in Computer application'
- ix. Meets the requirements of Chapter Six of the Constitution
- x. Demonstrated competence in work performance.

3.9 Legal Services Manager RG 4

This is a senior position to be filled in a competitive process and open to both internal and external candidates who meet the minimum requirements as set herein:

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Deputize the Corporation Secretary in managing the department and supervising staff in the department;
- ii. Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements;
- iii. Leading legal negotiations on rail operation related matters and interpreting operation documents to safeguard Corporation's interests
- iv. Reviewing and providing advice on management of contracts to safeguard Corporation assets & reputation
- v. Reviewing & authorizing conveyance instruments on acquisition and / or transfer of Corporation property / asset and ensure proper registration of the same
- vi. Custodian of ownership documents of the Corporation assets

- vii. Leading, advising & managing dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation
- viii. Recommending the appointment of external lawyers to represent the Corporation and liaison with them to ensure service delivery
- ix. Managing legal issues relating to employee and pension liability claims as well as carrying out due diligence investigations on claims
- x. Advising and guiding the Corporation on restitution processes for its assets;
- xi. Managing the corporations legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance
- xii. Preparing, managing and monitoring the department's budget
- xiii. Leading, motivating and developing the departmental staff to ensure an effective and motivated team to achieve business and people objectives
- xiv. Preparing, managing and monitoring the departments budgets
- xv. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xvi. Managing the department's communication
- xvii. Identifying, implementing and benchmarking best practices in management
- xviii. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

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

- i. Working experience of not less than nine years (9), three (3) of which should be in a management level in the Corporation or in a comparable position in the Public service or in other reputable organization;
- ii. Master's degree in a relevant field from a reputable institution;

- iii. Bachelor's degree in Law or equivalent degree from a reputable institution;
- iv. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution;
- v. An advocate of the High Court of Kenya and a member of the Law Society of Kenya;
- vi. Attended a leadership course lasting not less than four (4) weeks;
- vii. Certificate in Computer proficiency;
- viii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010
- ix. Demonstrated competence in work performance.

3.10 Corporation Secretary and General Manager Legal Services, RG 2

This is the highest grade in this cadre. The Corporation Secretary and General Manager Legal Services heads the department and is responsible to both the Chief Executive Officer and the Corporation and the Board of Directors in the performance of his/her duties

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Liaising with the Chairman and the Managing Director in preparation of agenda for board meetings;
- ii. Coordinating Board matters by preparing and dispatching Board Agendas, Board papers, board minutes and board action reports;
- iii. Preparing and managing the Board annual work plans;
- iv. Preparing of Board Minutes, ensuring that they are confirmed and filed;
- v. Communicating decisions of the Board to the Managing Director for appropriate action;
- vi. Monitoring implementation of Board decisions and preparing reports to the Board;
- vii. Leading & Providing legal advisory services to the Corporation to ensure compliance with existing law and regulatory requirements;

- viii. Leading legal negotiations on concession related matters and interpreting concession documents to safeguard corporation interests;
- ix. Leading and coordinating preparation and reviewing contractual agreements in which the Corporation is a party;
- x. Advising on new legislation, both locally and from other regimes doing business with the Corporation, with an impact on the operations of the Corporation;
- xi. Advising on management of contracts to safeguard Corporation assets, interests & reputation;
- xii. Custodian of ownership documents of the Corporation assets;
- xiii. Leading, advising & managing on litigation and dispute resolution between various stakeholders and the Corporation to protect the corporation assets & reputation;
- xiv. Approving the appointment of external lawyers to represent the Corporation on legal matters;
- xv. Leading the strategy & implementation of Corporate affairs agenda;
- xvi. Lead, motivate and develop the departmental staff to ensure an effective and motivated team to achieve business and people objectives;
- xvii. Preparing, managing and monitoring the departments budgets;
- xviii. Leading, motivating and developing the departmental staff to achieve business and people objectives;
- xix. Managing the department's communication;
- xx. Leading, Identifying, implementing and benchmarking best practices in management and legal regime;
- xxi. Managing and implementing change initiatives to achieve desired business plans and culture

a) Requirements for the Job

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

- i. Master's degree in a relevant field from a reputable institution
- ii. Bachelor's degree in Law or equivalent degree from a reputable institution
- iii. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution

- iv. Working experience of not less than twelve (12) years, five (5) of which must have been in a senior management position in the Corporation or in a comparable position in the Public service or in other reputable organization
- v. An advocate of the High Court of Kenya and a member of the Law Society of Kenya
- vi. Attended a leadership course lasting not less than four (4) weeks
- vii. Certificate in Computer proficiency;
- viii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010
- ix. Demonstrated competence in work performance.



4.0 CAREER GUIDELINES FOR THE SUPPLY CHAIN MANAGEMENT PERSONNEL

a) Purpose of the Job

The department is headed by the General Manager Supply Chain Manager who will be responsible to the Managing Director for providing advice to the Corporation on the interpretation and application of the Public Procurement and Asset Disposal Law and overseeing the Corporation's Supply Chain processes in procurement, stores/inventory management and contract management. The functions of the department are as follows:-

- i. Providing advice to the Corporation on the interpretation and application of the Public Procurement and Asset Disposal Law;
- ii. Overseeing the Corporation's Supply Chain processes in procurement of goods works and services and ensuring compliance with the procurement and asset disposal Law;
- iii. Formulating & developing policies, plans and strategies in the areas of supply chain.
- iv. Development and review of the annual Procurement and Asset Disposal Plan in line with the Law and monitoring the implementation of the Plans.
- v. Providing professional advice to the Corporation as required in relation to procurement and asset disposal processes.
- vi. Management of inventory, stores and assets in compliance with the guidelines issued by the Corporation and the National Treasury
- vii. Preparation and submission of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies, and the Corporation.
- viii. Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract.
- ix. Capacity building within the Corporation in Supply Chain in order to ensure compliance and consistency in the application of the procurement Law and the Corporation's procurement policies and procedures.
- x. Development, management & monitoring of the Supply Chain risk management plan to minimize risks.

- xi. Development and implementing a Contractor performance measurement plan to increase efficiencies.
- xii. Providing information as required for any petition or investigation; and
- xiii. Maintaining procurement and asset disposal records and data in accordance with the Law.

b) Grading Structure

The Career Guideline establishes two (2) grades of Assistant Supply Chain Management Officers and five (5) of the Supply Chain Management Officers as follows

Assistant Supply Chain Management Officers

Designation	RG
Supply Chain Management Assistant	8
Senior Supply Chain Management Assistant	7

Supply Chain Management Officers

Designation	RG
Supply Chain Management Officer	7
Senior Supply Chain Management Officer	6
Principal Supply Chain Management Officer	5
Assistant Manager Supply Chain Management	4
Manager, Supply Chain Management	3
General Manager, Supply Chain Management	2

Note: The position of Supply Chain Management Assistant/Senior Supply Chain Management Assistant RG 8/7 and Supply Chain Management Officer/Senior Supply Chain Management Officer RG 7/6 will form a common establishment for the purpose of this Career Progression Guidelines.

c) Recognised Qualifications

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

- i. Diploma in Purchasing and Supplies Management from the CIPS or KISM or any other relevant and equivalent qualification from a recognized institution.

- ii. Bachelors Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or equivalent qualification from a recognized institution.
- iii. Masters Degree in any of the following: - Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or equivalent qualification from a recognized institution.
- iv. Member of KISM or CIPS.
- v. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- viii. Proficiency in computer applications.
- ix. Full membership to a professional body either KISM or CIPS or both.
- x. Certified Supplies Practitioner by KISM
- xi. Good interpersonal skills
- xii. Good analytical skills
- xiii. Fulfilled the requirements of Chapter Six of the Constitution.

4.1 Supply Chain Management Assistant - RG 8

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

a) Duties and Responsibilities

Duties and responsibilities in this level will entail:-

- i. Receiving and issuing stores;
- ii. Generating Goods Received Notes (GRN);
- iii. Sorting, dispatching and filing invoices and other documents;
- iv. Capturing and processing stores data;
- v. Preparing requisitions for stocks replenishment;
- vi. Dispatching of Local Purchase Orders (LPOs);
- vii. Filing of procurement records in relevant files;
- viii. Complying with Procurement Act;

b) Requirements for the Job

For appointment to this grade, a candidate must have:

- i. Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant and equivalent qualification from a recognized institution;
- ii. Member of professional body either KISM or CIPS;
- iii. Proficiency in computer applications;
- iv. Good communication and interpersonal skills;
- v. Fulfilled the requirements of Chapter Six of the Constitution.

4.2 Senior Supply Chain Assistant - RG 7

a) Duties and responsibilities

Duties and responsibilities in this level will entail:-

- i. Preparing stores records for review
- ii. Preparing requisitions for stocks replenishment for review
- iii. Receiving suppliers' invoices for payment.
- iv. Assisting in stock taking and reconciliation of records
- v. Checking issue notes and invoices
- vi. Assisting in maintaining catalogue for items identified for disposal;
- vii. Assisting in monitoring the movement of stores
- viii. Assisting in securing items identified for disposal
- ix. Assisting in preparation of periodic stores returns
- x. Complying with Procurement Act

b) Requirements for the Job

For appointment to this grade, a candidate must have:

- i. Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant and equivalent qualification from a recognized institution;
- ii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- iii. a minimum of Three (3) years' relevant work experience
- iv. Supervisory skills lasting not less than 1 year
- v. Member of professional body either KISM or CIPS;

- vi. Proficiency in computer applications;
- vii. Good communication and interpersonal skills;
- viii. Shown merit and ability as reflected in work performance and results.
- ix. Fulfilled the requirements of Chapter Six of the Constitution.

4.3 Supply Chain Management Officer - RG 7

This is the entry point for graduates. The officers at this level will work under supervision of the senior officers,

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Participating in quotation opening and evaluation as assigned and in line with processes and procedures
- ii. Processing of purchase requisitions;
- iii. Assisting in preparation of Requests for Quotations
- iv. Inviting quotations;
- v. Drafting LPOs in line with the award decision
- vi. participating in the inspection and acceptance of goods, services and works;
- vii. Participating in periodic and annual stock taking.
- viii. Timely filing of procurement documents in relevant files for easy storage and retrieval.
- ix. Assisting in preparing stock reconciliation in line with guidelines
- x. Participating in periodic and annual stock taking.
- xi. issuing bid documents to the candidates who wish to participate in the bidding process;
- xii. Participate in disposal of stores and equipment;
- xiii. participating in the evaluation of tenders and quotations;
- xiv. participating in the inspection and acceptance of goods, works and services;
- xv. Complying with Procurement Act.

b) Requirements for the Job

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

- i. A minimum of three (3) years experience in relevant work in the Public Service or in the Private Sector;
- ii. Diploma in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant and equivalent qualification from a recognized institution.
- iii. Member of professional body either KISM or CIPS or both.
- iv. Proficiency in computer applications.
- v. Demonstrated merit and ability as reflected in work performance and results.
- vi. Good analytical skills;
- vii. Good records management skills;
- viii. Fulfilled the requirements of Chapter Six of the Constitution;

4.4 Senior Supply chain management officers - RG 6

a) Duties and responsibilities

Duties and responsibilities in this level will entail:

- i. Sourcing for suppliers through request for quotations;
- ii. preparing draft tender documents in liaison with User departments
- iii. participating in the opening and evaluation of tenders;
- iv. Preparing Local Purchase Order
- v. Follow up on timely delivery of goods, services and works;
- vi. Preparation of draft Statutory and Administrative Reports;
- vii. Conducting market research and surveys;
- viii. Ensuring safe custody of stores;
- ix. Participating in the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- x. Preparation of draft annual procurement and asset disposal plans;
- xi. Participating in the inspection and acceptance of goods, services and works;
- xii. Participating in the activities for disposal of stores and equipment;
- xiii. maintaining custody of procurement registers, files and custody of bid documents;
- xiv. Participating in periodic and annual stock taking.
- xv. Complying with Procurement Act.

b) Requirements for the Job

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

- i. A minimum of three (3) years experience in relevant work in the Public Service or in the Private Sector;
- ii. Bachelor's Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics, or any other relevant and equivalent qualification from a recognized Institution.
- iii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- iv. Member of professional body either KISM or CIPS.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution;
- vii. Shown merit and ability as reflected in work performance and results.

4.5 Principal Supply Chain Management Officer - RG 5

a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Providing secretariat services to the Disposal Committee;
- ii. Coordinating and controlling inventory at unit level including coordinating periodic stock taking and stock control.
- iii. Coordinating preparation and management of inventory control register;
- iv. Reviewing of Supply Chain Manual and giving recommendations;
- v. Monitoring obsolete and non-moving materials to identify and recommend items for disposal.
- vi. Complying with Procurement Act.
- vii. Liaising with User departments on any clarifications sought by bidders and preparing addendums and amendments to Tender Documents;

- viii. Authorizing issuance of stores
- ix. Maintaining assets register, transfer and valuation
- x. conducting disposal of stores and equipment as per guidelines;
- xi. Coordinating & monitoring timely clearance and forwarding of imported cargo through Customs and other logistic agencies.
- xii. participating in tender opening and evaluation
- xiii. Providing secretariat services and advise to relevant procurement committees.

b) Requirements for the Job

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

- i. A minimum of six (6) years experience in relevant work in the Public Service or in the Private Sector;
- ii. Bachelor's Degree in any of the following: - Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- iv. Have full membership to a professional body either KISM or CIPS or both;
- v. Proficiency in computer applications;
- vi. Good analytical skills
- vii. Good people relations
- viii. Have demonstrated outstanding professional competence in supply chain management work.
- ix. Shown merit and ability as reflected in work performance and results.
- x. Fulfilled the requirements of Chapter Six of the Constitution;
- xiv. Demonstrated competence in work performance.

4.6 Assistant Supply Chain Manager RG4

a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Ensuring compliance with the procurement Law in the procurement and of goods, works and services.
- ii. Managing stores and inventory and stock control in the Corporation stores to ensure optimum stock levels are maintained.
- iii. Maintaining a sound system that ensures accurate and updated stock records, including historical records.
- iv. Managing the review and updating of Supply chain policy and procedures manual;
- v. maintaining procurement and disposal records ;
- vi. preparing periodic procurement reports as per guidelines.
- vii. providing information as required for any petition or investigation.
- viii. Providing Secretariat services to the tender opening, tender evaluation, inspection and acceptance, and disposal Committees
- ix. Preparing Statutory and other Administrative report as guidelines.
- x. Coordinating the preparation of contract documents and Purchase orders;
- xi. Resolving procurement issues with suppliers contractors and consultants;
- xii. Maintain an approved list of registered suppliers and develop a mechanism of continually updating it.
- xiii. ensuring timely drafting letters of notification to the bidders after the award decision by the managing director..

b) Requirements for the Job

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

- i. Master's Degree in any of the following:- Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution.
- ii. Bachelor's Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- iii. A minimum of six (6) years experience in relevant work and at least two (2) years in a supervisory role in the Public Service or in the Private Sector;
- iv. Full membership to a professional body either KISM or CIPS or both.

- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer applications.
- vii. Good analytical skills
- viii. Good interpersonal skills
- ix. Demonstrated merit and ability as reflected in work performance and results.
- x. Fulfilled the requirements of Chapter Six of the Constitution

4.7 Supply Chain Manager RG 3

a) Duties and responsibilities

Duties and responsibilities in this level will entail:

- i. Development and review of the procurement and asset disposal Plans in line with the Law, managing their implementation by User departments and advising/reporting on adherence to the Plan.
- ii. Preparation of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies.
- iii. Preparation and monitoring of Division budget to ensure compliance to budget provisions, and reporting on major variances.
- iv. Ensuring the Corporation maintains an approved list of registered suppliers and developing a mechanism of continually updating it.
- v. Providing advice to the Corporation as required in relation to procurement of goods, works and services and contract management;
- vi. Monitoring contract management and advising / reporting on any significant departures from the terms and conditions of contract.
- vii. Developing and implementing the logistics & stores strategy and reporting in line with policies, processes & procedures.
- viii. Reviewing requests for procurement and asset disposal contract variations from contract managers and assist in preparing draft professional opinion.
- ix. Coordinating any tendering disputes and providing responses required by the Public Procurement Oversight Corporation, Public Procurement Administrative Review Board and other investigative agencies.

- x. Developing and managing various supply chain plans including risk management and contractor performance measurement plans to increase efficiencies.
- xi. Coordinating the stores security program, review of physical security measures, and recommending any modifications.
- xii. Developing capacity building programs to the Corporation in order to ensure compliance in the application of the procurement Law and Corporation's procurement policies and procedures.
- xiii. Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law.

b) Requirements for the Job

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

- i. Masters Degree in any of the following:- Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution.
- ii. Bachelors Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- iii. A minimum of nine (9) years experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution.
- v. Full membership to a professional body either KISM or CIPS or both.
- vi. Certified Supplies Practitioner by KISM
- vii. Good interpersonal skills
- viii. Good analytical skills
- ix. Proficiency in computer applications.
- x. Fulfilled the requirements of Chapter Six of the Constitution; and
- xi. Demonstrated merit and ability as reflected in work performance and results.

4.8 General Manager; Supply Chain Management RG 2

a) Duties and responsibilities

The General Manager Supply Chain Management is responsible for the following key functions;

- i. Leading in Formulating & developing policies, plans and strategies in the areas of supply chain; including risk management and contractor performance measurement plans.
- ii. Ensuring the procurement and asset disposal processes are carried out in compliance with the procurement and asset disposal Law.
- iii. Ensuring development and review of the annual procurement and asset disposal plans in line with the Law and monitoring their implementation.
- iv. Providing procurement professional opinion to the MD on all procurement contracts for goods, works, services and consultancies
- v. Providing professional advice to the Corporation as required in relation to procurement and asset disposal processes.
- vi. Ensuring development and implementing the Supply Chain Strategy and reporting in line with policies, processes & procedures.
- vii. Overseeing the management of inventory, stores and assets in compliance with the guidelines issued by the Corporation and the National Treasury
- viii. Ensuring development and maintaining an information communication technology inventory management system which shall comply with the Law.
- ix. Ensuring preparation of statutory and administrative procurement and asset disposal reports as required by the Corporation and other Government bodies, and the Corporation.
- x. Monitoring Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract.
- xi. Leading in capacity building programs in the Corporation in Supply Chain in order to ensure compliance of the procurement Law and the Corporation's procurement policies and procedures.
- xii. Ensuring development and management supply chain, capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the Corporation ;

xiii. Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law.

b) Requirements for the Job

For appointment to this grade, an officer must have;

- i. Masters Degree in any of the following:- Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution.
- ii. Bachelors Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- iii. Twelve (12) years of work experience five (5) of which should be in senior management position
- iv. Post graduate Professional qualification
- v. Leadership Course lasting not less than four (4) weeks
- vi. Full membership to a professional body either KISM or CIPS or both.
- vii. Certified Supplies Practitioner by KISM
- viii. Good interpersonal skills
- ix. Good analytical skills
- x. Certificate in computer proficiency
- xi. Meets the provision of chapter six of the Constitution

5.0 CAREER PROGRESSION GUIDELINES FOR HUMAN RESOURCE AND ADMINISTRATION

a) Job purpose

The Department is headed by General Manager, Human Resources & Administration and responsible to the Chief Executive Officer to provide strategic leadership, policy development and professional advice on all human resource and Administration functions.

HUMAN RESOURCE MANAGEMENT DIVISION

b) Grading Structure

The Career Guideline establishes two (2) grades of Human Resource Assistants and 6 Grades of Human Resources Management Officers who will be designated as follows:-

	Designation	RG
1.	Human Resource Assistant	8
2.	Senior Human Resource Assistant	7

	Designation	RG
1.	Human Resource Officer	7
2.	Senior Human Resource Officer	6
3.	Principal Human Resource Officer	5
4.	Assistant Human Resource Manager	4
5.	Human Resource Manager	3
6.	General Manager, Human Resource and Administration	2

Note: The position of Human Resource Officer RG 8 /Senior HR Assistant RG 7 will form common establishment for purposes of these guidelines.

c) Recognized qualification

- i. Masters degree in any of the following disciplines: HRM, Strategic Management, Business Administration, Economics, Finance,

- Accounting, Public Administration or an equivalent qualification from a recognized institution
- ii. Bachelors degree in any of the following disciplines: Commerce, Business Administration, Public Administration; Office Management, Education, Human Resource Management, Public/ Mass Communication, Communication Studies and social science or an equivalent qualification from a recognized institution;
 - iii. Diploma in any of the following disciplines: Business Administration, Business Management, Human Resource Management, Communication or an equivalent
 - iv. CHRP (K)
 - v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
 - vi. Leadership Course lasting not less than four (4) weeks from a recognized institution.
 - vii. Management Course lasting not less than four (4) weeks from a recognised institution
 - viii. Supervisory Course lasting not less than two (2) weeks from a recognized institution.
 - ix. A valid practicing certificate.
 - x. Membership to IHRM
 - xi. Proficiency in computer applications.
 - xii. Strong leadership, planning and Supervisory skills
 - xiii. Excellent Communication skills
 - xiv. Excellent analytical and interpersonal skills
 - xv. Fulfilled the requirements of Chapter Six of the Constitution.

5.1 Human Resource Assistant RG 8

a) Duties and responsibilities

This is an entry level and will work under a senior Officer.

Duties and responsibilities at this level will entail:-

- i. Keeping updated staff records
- ii. Preparation of pay change advices
- iii. Computing leave

- iv. Verification of source documents relating to HR Records
- v. Data entry

b) Requirements for the job

- i. Diploma in Human Resource Management or CHRP I
- ii. Computer proficiency
- iii. Meets the provision of chapter six of the Constitution

5.2 Senior Human Resource Assistant RG. 7

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Assist in monitoring implementation of human resource management and administration policies, rules and regulations;
- ii. Assist in analyzing the staffing levels and making proposals for succession planning;
- iii. Assist in analyzing utilization of human resources and advising on proper deployment; analyzing staff progression and making proposals for career development;
- iv. Assist in managing employee relations and welfare matters;
- v. Assist in managing the payroll;
- vi. Assist in developing training projections and plans;
- vii. Assist in organizing training programmes;

b) Requirements for the job

- i. Higher Diploma in Human Resource Management /CHRP II; OR
- ii. Diploma in Human Resource Management/CHRP I or equivalent from a recognized institution with a minimum of Three (3) years' relevant work experience
- iii. Computer proficiency
- iv. Meets the provision of chapter six of the Constitution
- v. Demonstrated competence in work performance

5.3 Human Resource Officer RG 7

This is an entry grade for graduates.

a) Duties and responsibilities

- i. Assist in monitoring implementation of human resource management and administration policies, rules and regulations;
- ii. Assist in analyzing the staffing levels and making proposals for succession planning;
- iii. Assist in analyzing utilization of human resources and advising on proper deployment; analyzing staff progression and making proposals for career development;
- iv. Assist in managing employee relations and welfare matters;
- v. Assist in managing the payroll;
- vi. Assist in developing training projections and plans;
- vii. Assist in organizing training programmes;

b) Requirements for the job

- i. Bachelors Degree in Human Resource Management or equivalent qualification from a recognized institution;
- ii. Computer Proficiency
- iii. Meets the provision of chapter six of the Constitution

5.4 Senior Human Resource Officer RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Analyzing staffing levels and making proposals for succession planning;
- ii. Analyzing utilization of human resources and advising on proper deployment;
- iii. Monitoring implementation of human resource management and administration policies, rules and regulations;

- iv. Preparation of the payroll;
- v. Analyzing staff career progression and making proposals for career development;
- vi. Ensuring the correct interpretation and implementation of human resource regulations;
- vii. Initiating, developing, updating and maintaining human resource data base

b) Requirements for the Job

- i. Bachelors Degree in any of the following disciplines: - Human Resource Management/Industrial Relations equivalent qualification from a recognized institution and
- ii. Served in the grade of Human Resource Officer or comparable position in the Public Service or private organization for a at least three (3) years
- iii. Attended Supervisory Course lasting not less than two (2) weeks from a recognized Institution
- iv. CHRP (K) from IHRM
- v. Full Membership to IHRM
- vi. Practicing Certificate
- vii. computer Proficiency; and
- viii. Meets the provision of chapter six of the Constitution.
- ix. Demonstrated competence in work performance

5.5 Principal Human Resource Officer RG 5

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Initiating the formulation, review, harmonization and implementation of human resource policies, guidelines and regulations;
- ii. developing human resource management plans to ensure effective succession management;

- iii. facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- iv. Ensuring the development and maintenance of an up-to-date human resource database
- v. preparing reports on the implementation of performance management and performance appraisal system;
- vi. spearheading training programmes and undertaking training needs assessment;

b) Requirements for the Job

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

- i. Masters Degree in any of the following disciplines:- Human Resource Management/Industrial Relations or equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following disciplines:- Human Resource Management/Business Management or equivalent qualification from a recognized institution;
- iii. Have served in the grade of Senior Human Resource Officer or equivalent position in the Public Service or reputable organization for at least six (6) years;
- iv. Attended Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Have CHRP (K) from IHRM
- vi. Full membership to IHRM
- vii. Practicing Certificate
- viii. Computer proficiency and
- ix. Meets the provision of chapter six of the Constitution.
- x. Demonstrated competence in work performance

5.6 Assistant Human Resource Manager RG 4

a) Duties and Responsibilities

- i. Coordinating the formulation, review, harmonization and implementation of human resource policies, guidelines and regulations;

- ii. Guiding capacity of human resource for effective execution of human resource and administration function;
- iii. Interpreting and advising on human resource policies and regulations;
- iv. Monitoring the implementation of human resource policies, rules and regulations and analyzing their impact on staff;
- v. Facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- vi. Facilitating in institutionalization of performance management including performance appraisal system;
- vii. Advising on appropriate training programmes;
- viii. Evaluating the impact of training programmes on performance and service delivery;

b) Requirements for the Job

- i. Masters Degree in any of the following disciplines:- Human Resource Management/Industrial Relations or equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following disciplines:- Human Resource Management/Industrial Relations, Business Management or equivalent qualification from a recognized institution; and
- iii. Have CHRP (K) from IHRM
- iv. Have served in the grade of Principal Human Resource Officer or similar position for at least eight (8) years in the public service or in other reputable organization;
- v. Attended Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Full membership of IHRM
- vii. Practicing certificate
- viii. Computer proficiency
- ix. Meets the provision of chapter six of the Constitution.
- x. Demonstrated competence in work performance

5.7 Human Resource Manager RG 3

a) Duties and Responsibilities

This will be the highest grade in this cadre. The Manager will be responsible to the General Manager, Human Resources and Administration for the overall management of the human resource function. Duties and responsibilities will entail:

- i. Formulating, and implementing human resource policies, guidelines and regulations and analyzing their impact on staff;
- ii. building capacity of human resource for effective execution of human resource function;
- iii. developing human resource management plans to ensure effective succession management;
- iv. Managing performance management system
- v. Overseeing human resource planning, communication, discipline, employee relations, remuneration and staff welfare programs;
- vi. overseeing the development and maintenance of an up-to-date human resource database;
- vii. evaluating and auditing of human resource activities and programmes;
- viii. Preparing Board papers relating to human resource for deliberation and decision making;
- ix. ensuring implementation and promotion of best human resource standards and practices;
- x. Developing the organization's reward and benefits to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- xi. preparing Divisions budget and work plans;
- xii. Overseeing effective management of the payroll
- xiii. Managing employee relations programs and staff discipline

b) Requirements for the job

- i. Masters Degree in any of the following disciplines:- Human Resource Management /Development/ Planning, Public Administration, Business Administration, Political Science/ Government, or equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following disciplines:- Human Resource Management/ Development/ Planning, Public

- Administration, Business Administration, Political Science/ Government, or equivalent qualification from a recognized institution and
- iii. Have CHRP (K) from IHRM or equivalent from a relevant professional body.
 - iv. Have ten (10) years relevant experience with at least three (3) years served in the grade of Assistant Human Resource Manager or comparable senior position in the Public Service or reputable organization;
 - v. Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
 - vi. Full membership to IHRM
 - vii. Practicing Certificate
 - viii. Computer proficiency and
 - ix. Meets the provisions of chapter six of the constitution.
 - x. Demonstrated competence in work performance

5.8 General Manager, Human Resource and Administration RG 2

a) Duties and Responsibilities

- i. Developing and ensuring implementation of effective human resources and administration strategies, plans and policies for long term development of the organisation.
- ii. Contributing to the development of the business strategy , aligning the Human resource strategy to the business strategy and providing advisory role to the business
- iii. Driving the development and maintenance of a cohesive and flexible performance based culture that will deliver on the organizations objectives.
- iv. Providing direction and leadership in talent management, to attract, nurture and retain talent.
- v. Overseeing management and monitoring of Employee Relations, welfare and occupational health and safety policies to build a conducive work environment
- vi. Leading in designing and development of organizational structure and business processes that will enhance efficiency.

- vii. Developing robust succession & leadership development programs for organizational readiness for growth and supply of a talent pool.
- viii. Managing the organization's reward and benefits to ensure reward systems are in place to deliver competitiveness and cost effectiveness.
- ix. Ensuring high level of employee engagement
- x. Overseeing provision of overall administrative support services in the Corporation
- xi. Advising the Corporation on HR and Admin matters
- xii. Ensuring implementation and promotion of best human resource and administration standards and practices;
- xiii. Approving departmental budget and work plans;

b) Requirements for the job

- i. Masters Degree in any of the following disciplines:- Human Resource Management/ Development/ Planning, Public Administration/Business Administration/ Political Science/ Government, or equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following disciplines:- Human Resource Management/ Development/ Planning, Public Administration, Business Administration, Political Science /Government, or equivalent qualification from a recognized institution and
- iii. Have CHRP (K) from IHRM or equivalent from a relevant professional body.
- iv. Have twelve (12) years relevant experience with at least five (5) years served in the grade of Human Resource Manager or comparable senior management position in the Public Service or other reputable organization;
- v. Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Full membership to IHRM
- vii. Practicing Certificate
- viii. Computer proficiency and
- ix. Meets the provisions of chapter six of the constitution.

- x. Demonstrated competence in work performance.

5.1.1 ADMINISTRATION DIVISION

5.1.2 CAREER PROGRESSION GUIDELINES FOR OFFICE ASSISTANTS

a) Job Purpose

To provide general messengerial services, ensuring cleanliness of the offices, kitchen works and efficiently and effectively collecting, register and deliver incoming mail.

b) Grading Structure

The career progression guidelines establishes two (2) grades of Office Assistant as below:

Grading Structure for Office Assistants

Designation	(RG)
Office Assistant	10
Senior Office Assistant	9

Note: The grade of Office Assistant and Senior Office Assistant forms common establishment for the purpose of career progression guidelines.

c) Recognized Qualifications

- i. At least Kenya Certificate of Secondary Education (KCSE) with Mean Grade D Plus;
- ii. Computer Proficiency
- iii. Customer Care Course or any other relevant course lasting not less than 5 days.
- iv. Meets the provisions of chapter six of the constitution

5.1.3 Office Assistant RG 10

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Cleaning services
- ii. Providing hospitality including preparing and serving refreshments to both internal and external customers.
- iii. Photo copying/ binding of documents as per requirements
- iv. Ensuring access in and out of the offices while overseeing security of the same
- v. Carrying out office messengerial services while ensuring confidentiality, good services and accountability
- vi. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- vii. Delivery of letters and moving files

b) Requirements for the job

- i. At least Kenya Certificate of Secondary Education (KCSE) mean grade D Plus;
- ii. Computer Proficiency
- iii. Meets the provisions of chapter six of the constitution

5.1.4 Senior Office Assistant RG 9

a) Duties and Responsibilities

Duties at this level will entail:

- i. Cleaning services
- ii. Providing hospitality including preparing and serving refreshments to both internal and external customers.
- iii. Photo copying/ binding of documents as per requirements
- iv. Ensuring access in and out of the offices while overseeing security of the same
- v. Carrying out office messengerial services while ensuring confidentiality, good services and accountability

- vi. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- vii. Delivery of letters and moving files

b) Requirements for the job

For appointment to this grade, an officer must have:

- i. Served in the grade of Office Assistant for at least three (3) years or comparable position in the Public Service or in a reputable organization;
- ii. At least Kenya Certificate of Secondary Education (KCSE) mean grade D+;
- iii. Performing general confidential work as directed.
- iv. Certificate in computer applications from a recognized institution; and
- v. Attended a Customer Care Course or any other relevant course lasting not less than 5 days.
- vi. Meets the provisions of chapter six of the constitution

5.1.5 CAREER PROGRESSION GUIDELINES FOR DRIVERS

a) Job Purpose

To transport assigned staff and goods safely, securely and timely in line with procedures and ensure cleanliness of the vehicle assigned, to support the Corporation's business.

b) Grading Structure for Drivers

The career progression guidelines establishes two (2) grades of Driver as below:

Designation	RG
Driver	9
Senior Driver	8

Note: The grade of Driver and Senior Driver forms common establishment for the purpose of career progression guideline.

c) Recognized Qualifications

- i. At least Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D Plus or its equivalent;
- ii. Proficiency in computer applications
- iii. Valid Class BCE Driving License free from any endorsement;
- iv. Valid Class FG (Motor Cycle) Driving License free from any endorsement;
- v. Occupational Trade Test Grade II for drivers;
- vi. First Aid Certificate
- vii. Meets the provisions of chapter six of the constitution

5.1.5.1 Driver RG 9

a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities will entail:

- i. Carrying out routine checks on vehicle's fuelling, cooling, oil, electrical and brake systems and tyre pressure;
- ii. Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- iii. Driving the vehicle as authorized;
- iv. Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- v. Maintaining daily work ticket;
- vi. Ensuring routine service and maintenance of the vehicle;
- vii. Timely reporting of accidents and follow up of police abstract; and
- viii. Vehicle inspection and keeping up-to-date insurance documents.
- ix. Ensuring that all documents are valid and well displayed –
 - x. Road license insurance and inspection stickers to be legally compliant and discharge duties without hitches
 - xi. Preparing periodic vehicle performance reports as required

b) Requirements for the job

- i. At least Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' Plus or its equivalent;
- ii. Computer proficiency
- iii. Valid Class BCE or FG (for Motor Cycle Riders) Driving License free from any endorsement;
- iv. First Aid Certificate
- v. Occupational Trade Test Grade II for drivers;
- vi. Meets the provisions of chapter six of the constitution

5.1.5.2 Senior Driver RG 8

a) Duties and Responsibilities

- i. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- ii. Coordinating , detecting and reporting vehicle defects on time;
- iii. Ensuring cleanliness of all Corporation vehicles;
- iv. driving the vehicle as authorized;
- v. Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- vi. maintaining daily work ticket;
- vii. Ensuring routine service and maintenance of the vehicle;
- viii. timely reporting of accidents and follow up of police abstract;
- ix. Vehicle inspection and keeping up-to-date insurance documents; and
- x. Supervising and guiding junior drivers.

b) Requirements for the job

For appointment to this grade an officer must have:-

- i. Served in the grade of Driver at least three (3) years in the public service or in a comparable organization;
- ii. At least Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D+' plus or its equivalent;
- iii. Occupational Trade Test Grade I and II for drivers

- iv. Valid Class BCE Driving License free from any endorsement;
- v. Defensive Driving Certificate from a recognized institution;
- vi. First Aid Certificate
- vii. Computer Proficiency
- viii. Refresher course for drivers lasting not less than one (1) week from a recognized institution;
- ix. Demonstrated competence in work performance
- x. Meets the provisions of chapter six of the constitution.

5.1.6 CAREER PROGRESSION GUIDELINES FOR RECORDS MANAGEMENT OFFICERS

a) Job Purpose

This function is responsible for ensuring security of information and records in a registry, storage and maintenance of files and staff records, management of files movement, supervision of the registry, receipt and dispatch of mail including maintenance of related registers, sorting and classifying documents for filing and storage, controlling opening of files, custody and maintenance of Corporation's documents. Liaising with the Kenya National Archives and documentation services on appraisal and disposal of dormant files/ documents.

b) Grading Structure

The Career Guidelines establish two (2) grades of Records Management Assistants and four (4) Grades of Records Management Officers who will be designated as follows:-

Grading Structure for Records Management Assistants

Designation	RG
Records Management Assistant	8
Senior Records Management Assistant	7

Note:

Records Management Assistant RG 8 and Senior Records Management Assistant RG 7 form common establishment for the purpose of career progression.

Grading Structure for Records Management Officers

Designation	RG
Records Management Officer	7
Senior Records Management Officer	6
Principal Records Management Officer	5
Assistant Records Manager	4

c) Recognized Qualifications

- i. Masters degree in Information studies or equivalent from a recognized Institution
- ii. Bachelors Degree in Information studies, Library Studies or any other equivalent Degree from a recognized institution
- iii. Diploma in Record Management, Information Science, Library Studies or related field from a recognized Institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- vi. Membership to a relevant professional body
- vii. Computer proficiency
- viii. Meets the requirements of chapter six of the constitution
- ix. Demonstrated professional competence and administrative ability in handling records management work.

5.1.6.1 Records Management Assistant, RG 8

a) Duties and Responsibilities:

- i. Appropriate filing of letters and marking to action officers;
- ii. Receiving and dispatching letters
- iii. Controlling and opening of files and updating file index;
- iv. Ensuring security of information/files in the registry;
- v. Renewing of file covers for worn out files
- vi. Up-dating and maintaining up-to-date file movement records and ascertaining the general cleanliness of the registry.

b) Requirements for the job

- i. Diploma in Record Management, Information studies or equivalent from a recognized Institution;
- ii. Computer proficiency
- iii. Meets the requirements of Chapter Six of the Constitution;

5.1.6.2 Senior Records Management Assistant, RG 7

a) Duties and Responsibilities:-

- i. Sorting and arranging all records addressed to the Corporation with a view to distribution to the relevant offices
- ii. Ensuring security of files and documents, proper handling of documents.
- iii. Selecting records for preservation.
- iv. Advising on creation, use, maintenance, control and preservation or disposal of records as per regulation.
- v. Assisting in appraising and selecting valuable records for permanent preservation.
- vi. Perform accessioning and processing duties

b) Requirements for the job

- i. Higher Diploma in Records Management, Information studies or any other relevant field from a recognized Institution; Or
- ii. Diploma in records Management Information studies with Served as a Records Management Assistant or equivalent position for at least three (3) years in the public service or in a reputable organization;

- iii. Computer proficiency
- iv. Meets the requirements of chapter six of the Constitution;
- v. Demonstrated professional competence and administrative ability in handling records management work.

5.1.6.3 Records Management Officer RG 7

a) Duties and Responsibilities:-

- i. Sorting and arranging all records addressed to the Corporation with a view to distribution to the relevant offices
- ii. Ensuring security of files and documents, proper handling of documents.
- iii. Selecting records for preservation.
- iv. Advising on creation, use, maintenance, control and preservation or disposal of records as per regulation.
- v. Assisting in appraising and selecting valuable records for permanent preservation.
- vi. Perform accessioning and processing duties

b) Requirements for the job

This is a direct entry position for degree holders. For appointment to this grade, a candidate must have:-

- i. Bachelors Degree in Information studies or any other relevant Degree from a recognized Institution
- ii. IT proficiency
- iii. Meets the requirements of chapter six of the constitution

5.1.6.4 Senior Records Management Officer, RG 6

a) Duties and Responsibilities:-

- i. Plan, organize and implement records and archives management programmes in line with the requirements of the Public Archives Act and Records Disposal Act;
- ii. Assist in development of an efficient user services programme for the Corporation, its departments, and the other stakeholders.
- iii. Assist in formulating appropriate guidelines on records management and documentation services for the Corporation.
- iv. Ensuring security of files and documents, proper handling of documents.
- v. Advise on creation, use, maintenance, control and preservation or disposal of public records.
- vi. Archiving of records
- vii. ensuring general cleanliness at the registry
- viii. ensuring security of records at the registry

b) Requirements for the job

- i. Bachelors Degree in Information studies or any other relevant Degree from a recognized Institution
- ii. Served in the grade of Records Management Officer or Senior Records Assistant or equivalent position in the Public Service or reputable organization for a minimum period of three (3) years;
- iii. supervisory course lasting at least two (2) weeks from a recognized Institution
- iv. IT proficiency
- v. Demonstrated professional competence and administrative ability in handling records management work.
- vi. Meets the requirements of chapter six of the constitution

5.1.6.5 Principal Records Management Officer, RG 5

a) Duties and Responsibilities:-

- i. Implementing and reviewing the Records Management strategy, policies and procedures to facilitate work flow in compliance with relevant legislation and regulations
- ii. Supervision of various registries;

- iii. Storing, arranging, indexing and classifying records for ease of identification, retrieval, destroying and/or archiving in line with policy
- iv. Facilitating the development of filing systems, and maintaining these to meet administrative & legal requirements
- v. Ensuring the implementation of records retention and disposal schedules
- vi. Maintaining, reviewing and documenting records management systems
- vii. Implement records and archives management programmes in line with the requirements of the Public Archives Act and Records Disposal Act;
- viii. Assist users in the Corporation, its departments, and the other stakeholders to access and store records and information.
- ix. Implement guidelines on records management and documentation services for the corporation.
- x. Ensure security of files and documents, proper handling of documents.
- xi. Select public records for preservation.
- xii. Assist in production of archives and publications for user services

b) Requirements for the job

For appointment to this grade an officer must have:-

- i. Masters degree in Information studies or equivalent from a recognized Institution
- ii. Bachelors Degree in Information studies or equivalent from a recognized Institution
- iii. Full membership to relevant professional Body
- iv. Have served for minimum of six (6) years two (2) of which at position of Senior Records Management Officer or equivalent in the public service or recognized organization
- v. Management course lasting for not less than Four (4) weeks
- vi. Demonstrated professional competence and administrative ability in handling records management work.
- vii. Computer proficiency
- viii. Meets the requirements of chapter six of the constitution

5.1.6.6 Assistant Records Manager RG 4

a) Duties and Responsibilities:-

- i. Advising and training other departments on records management systems
- ii. Ensuring that file covers are well maintained;
- iii. Ensuring documents are carefully handled;
- iv. Ensuring pending correspondence and bring-ups are checked and appropriate action taken;
- v. Ensuring mails are received, sorted, opened and dispatched;
- vi. Ensuring related registers are maintained;
- vii. Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation services;
- viii. Ensuring security of information, documents, files and office equipment's; and
- ix. Supervising, guiding and developing staff in the Section.

b) Requirements for the job

- i. Masters in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences
- ii. Bachelors degree in any of the following disciplines:- Information Science Management, Records Management or any of the Social Sciences and a.
- iii. Diploma in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution.
- iv. A minimum of eight (8) years relevant work experience and at least three (3) years of which in position Principal Records Management Officer or equivalent in the Public Service or in a reputable organization;
- v. Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer applications.
- vii. Membership to Professional Body

- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated merit and ability as reflected in work performance.

5.1.7.1 CAREER PROGRESSION GUIDELINES FOR OFFICE ADMINISTRATORS

a) Job Purpose

The Office administrators function in the Corporation entails carrying out office administration services including handling enquiries, reserving appointments, maintaining office diaries, dealing with protocol and travel itineraries, handle correspondences, telephone calls, office documents and equipment, type and process data and reprography, plan and organise meetings, workshop conferences, and seminars, handle office petty cash and ensure security of office documents, records and other equipment in the office within the office.

Officers in this cadre will be responsible for fielding telephone calls, receiving and directing visitors, word processing, ensuring security, integrity and professionalism of data and maintaining up-to-date records in their respective offices.

b) Grading Structure

The Career Progression Guidelines establishes two (2) grades of Assistant Office Administrators and three (3) grades of Office Administrators who will be designated and graded as follows:-

Grading Structure for Assistant Office Administrators

Designation	RG
Assistant Office Administrator	8
Senior Assistant Office Administrator	7

Grading Structure for Office Administrators

Office Administrator	7
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Senior Office Administrator	6
Principal Office Administrator	5

Note:

The grade of Assistant Office Administrator RG 8 and Senior Assistant Office Administrator RG 7 form common establishment for the purpose of career progression.

c) Recognized Qualifications.

- i. Masters Degree in Human Resources Management, Business management, Business Administration, Public Relations or equivalent from a recognized institution
- ii. A Bachelors degree in Human Resources Management, Business management, Business Administration, Public Relations or equivalent from a recognized institution
- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council;
- iv. Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution.
- v. Member to relevant professional body
- vi. Secretarial Management Course from a recognized institution;
- vii. Computer proficiency
- viii. Meets the requirements of chapter six of the Constitution
- ix. Demonstrated merit and ability as reflected in work performance.

5.1.7.1 Assistant Office Administrator, RG 8

a) Duties and Responsibilities

This is an entry grade for this cadre

- i. Assisting in word and Data processing as in reports and minute writing
- ii. Operating office equipment and security of office equipment, documents and records
- iii. Assisting in Preparation of schedules of meetings and appointments

- iv. Assisting in departmental travel arrangements
- v. Assisting Departmental staff on claims and surrender processing
- vi. Assisting in Verification of completeness and accuracy of incoming and outgoing correspondences/memos
- vii. Attending to visitors and clients
- viii. Handling telephone calls and customers
- ix. Handling appointments
- x. Handling Petty Cash

b) Requirements for the Job

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

- i. Diploma in Secretarial Studies from KNEC or equivalent from a recognized Institution
- ii. Computer proficiency.
- iii. Meets the requirements of Chapter Six of the Constitution

5.1.7.2 Senior Assistant Office Administrator, RG 7

a) Duties and Responsibilities

- i. Assisting Word and data processing including report and minute writing;
- ii. Operating office equipment,
- iii. Ensuring security of office equipment, documents and records;
- iv. preparing schedules of meetings and appointments
- v. facilitating departmental travel arrangements
- vi. Facilitating Departmental staff on claims and surrender processing
- vii. Assisting in Verification of completeness and accuracy of incoming and outgoing correspondences/memos
- viii. Attending to visitors and clients;
- ix. Handling telephone calls and appointments;
- x. Maintaining an up to date filing system in the office and
- xi. Supervising office cleaning.
- xii. handling petty cash

b) Requirements for the job

- i. Diploma in Secretarial Studies or Business Office Management or equivalent from a recognized Institution
- ii. Supervisory course for at least one (1) week from a recognised institution
- iii. Computer proficiency
- iv. Meets the requirements of Chapter Six of the Constitution
- v. Demonstrated merit and ability as reflected in work performance



5.1.7.3 Office Administrator, RG 7

This is an entry and training grade for degree graduates and duties will entail;

a) Duties and Responsibilities

- i. Assisting in Word and data processing including reports and minute writing;
- ii. Operating office equipment,
- iii. Ensuring security of office equipment, documents and records;
- iv. Coordinating schedules of meetings and appointments
- v. Coordinating departmental travel arrangements
- vi. Facilitating Departmental staff on claims and surrender processing
- vii. Verification of completeness and accuracy of incoming and outgoing correspondences/memos
- viii. Attending to visitors and clients;
- ix. Handling telephone calls and appointments;
- x. Maintaining an up to date filing system in the office and
- xi. Supervising office cleaning.
- xii. Managing departmental petty cash

b) Requirements for the job

- i. Bachelors degree in Secretarial Studies/Business and Office Management or equivalent from a recognized Institution OR
- ii. Bachelors Degree in social studies plus a Diploma in secretarial studies
- iii. Certificate in Computer application skills.
- iv. Meets the requirements of Chapter Six of the Constitution

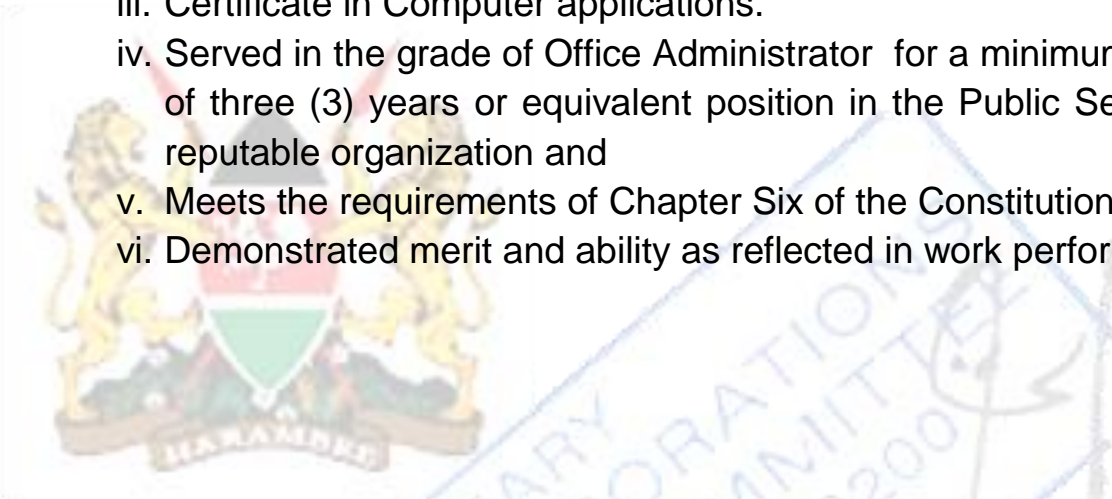
5.1.7.4 Senior Office Administrator RG 6

a) Duties and Responsibilities

- i. Taking Oral Dictation
- ii. Managing e-office
- iii. Word and data processing including reports and minute writing
- iv. Organize, and manage events and meetings
- v. Organize travel and prepare complex travel itineraries
- vi. Manage official email address
- vii. Coordinating departmental travel arrangements
- viii. Facilitating Departmental staff on claims and surrender processing
- ix. Verification of completeness and accuracy of incoming and outgoing correspondences/memos
- x. Preparing correspondence drafts on behalf of Senior Manager
- xi. Manage and review filing systems including classified material
- xii. Attending to visitors and clients;
- xiii. Handling telephone calls and appointments;
- xiv. Managing office protocol;
- xv. Ensuring security of office records, equipment and documents, including classified materials; and
- xvi. Supervising the Office cleanliness
- xvii. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xviii. Maintaining an up to date filing system in the office
- xix. Managing departmental petty cash
- xx. Ensuring security, integrity and confidentiality of data and records

b) Requirements for the job

- i. Bachelors degree in Secretarial Studies/Business Office Management or equivalent from a recognized Institution OR
- ii. Bachelors Degree in social studies plus a Diploma in secretarial studies
- iii. Certificate in Computer applications.
- iv. Served in the grade of Office Administrator for a minimum period of three (3) years or equivalent position in the Public Service or reputable organization and
- v. Meets the requirements of Chapter Six of the Constitution
- vi. Demonstrated merit and ability as reflected in work performance



5.1.7.5 Principal Office Administrator – RG 5

a) Duties and Responsibilities

- i. Taking Oral Dictation
- ii. Using e-office to research and process data
- iii. Operating office equipment
- iv. Attending to visitors/clients, handling telephone calls
- v. Handling customer inquiries
- vi. Coordinating schedules of meetings and appointments
- vii. Reports and Minutes writing
- viii. Coordinating departmental travel arrangements
- ix. Facilitating Departmental staff on claims and surrender processing
- x. Verification of completeness and accuracy of incoming and outgoing correspondences/memos
- xi. Ensuring security of office records, equipment and documents including classified materials
- xii. Ensuring security and confidentiality of data

- xiii. Establishing and monitoring procedures for record keeping for correspondence and file movement
- xiv. Maintaining an up to date filing system in the office
- xv. Preparing responses to routine correspondences
- xvi. Managing office Protocol and etiquette
- xvii. Managing departmental petty cash
- xviii. Ensuring office cleanliness
- xix. Any other office administration work that may be assigned

b) Requirements of the Job

- i. Masters Degree in Secretarial Studies/Business Office Management, Business management/ Administration or equivalent from a recognized Institution
- ii. Bachelors degree in Secretarial Studies/Business Office Management or equivalent from a recognized Institution OR
- iii. Bachelors Degree in social studies plus a Diploma in secretarial studies
- iv. Certificate in Computer applications.
- v. Have relevant experience for a minimum period of six (6) years three (3) of which should be in the grade of Senior Office Administrator or equivalent position in the Public Service or reputable organization
- vi. Meets the requirements of Chapter Six of the Constitution
- vii. Demonstrated merit and ability as reflected in work performance

5.1.8 CAREER PROGRESSION GUIDELINES FOR ADMINISTRATION OFFICERS

a) Job Purpose

The Administration Services Section will be responsible for Records management including library services, auxiliary and housekeeping, staff medical and vehicle insurance contracts and other service contracts, work environment and fleet management in the Corporation.

b) Grading Structure

The Career Progression Guidelines establish two (2) grades of Administration Assistants and five (5) who will be designated and graded as follows:-

Grading Structure for Administration Assistants

Designation	RG
Administration Assistant	8
Senior Administration Assistant	7

The Administration Assistant RG 8 and Senior Administration Assistant RG 7 form common establishment for the purpose of career progression.

Grading Structure for Administration Assistants

Designation	RG
Administration Officer	7
Senior Administration Officer	6
Principal Administration Officer	5
Assistant Administration Manager	4
Administration Manager	3

c) Recognized Qualifications

- i. Masters degree in any of the following disciplines:- Public Administration; Business Administration; Business Management, Office Management or equivalent qualification from a recognized institution;
- ii. Bachelors' degree in any of the following disciplines:- Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iii. Diploma in Business Management/Office Management or equivalent from a recognized Institution;
- iv. Management course lasting for not less than 4weeks from a recognized Institution;
- v. Leadership Course lasting not less than 4 weeks
- vi. Supervisory course lasting for not less than 2 weeks from a recognized Institution;
- vii. Member to relevant professional body where applicable;
- viii. Computer proficiency

- ix. Meets the provision of chapter six of the Constitution.

5.1.8.1 Administration Assistant, RG 8

a) Duties and responsibilities

- i. Complying with administrative services policies and procedures;
- ii. Assisting in ensuring general cleanliness in offices;
- iii. Assisting in facilitating transport services
- iv. Assisting in Identifying office space for allocation
- v. Assisting in provision of office equipment and materials;
- vi. Assisting in Maintaining and updating furniture and office equipment inventory;
- vii. Assisting in facilitating meetings, conferences and other special events;
- viii. Assisting in facilitating prompt payment of electricity, water bills and other utilities;
- ix. Assisting in ensuring safe custody of the Corporation's assets;

b) Requirements for the job

- i. Diploma in Business Management or equivalent from a recognized Institution
- ii. Computer proficiency.
- iii. Meets the requirements of Chapter Six of the Constitution
- iv. Demonstrated merit and ability as reflected in work performance

5.1.8.2 Senior Administration Assistant - RG 7

a) Duties and responsibilities

- i. Assisting in ensuring general cleanliness in offices by supervising the outsourced services
- ii. Assisting in facilitating transport services
- iii. Assisting in Identifying office space for allocation

- iv. Assisting in provision of office equipment and materials;
- v. Assisting in Maintaining and updating furniture and office equipment inventory;
- vi. Assisting in facilitating meetings, conferences and other special events;
- vii. Assisting in facilitating prompt payment of electricity, water bills and other utilities;
- viii. Assisting in ensuring safe custody of the Corporation's assets;

b) Requirements for the job

- v. Higher Diploma in Business Management or equivalent from a recognized Institution OR
- vi. Diploma in Business Management or equivalent from a recognized Institution and Served in the grade of Administration Assistant for a minimum period of three (3) years or equivalent position in the Public Service or reputable organization
- vii. Supervisory course for not less than one (1) week
- viii. Computer proficiency.
- ix. Meets the requirements of Chapter Six of the Constitution
- x. Demonstrated merit and ability as reflected in work performance

5.1.8.3 Administration Officer RG 7

This is the entry level for degree graduates and will work under a senior officer;

a) Duties and responsibilities

- i. Assisting in ensuring of general cleanliness in offices is undertaken;
- ii. Assisting in Coordination of transport services
- iii. Identifying office space for allocation
- iv. facilitating provision of office equipment and materials;
- v. Assisting Maintaining and updating furniture and office equipment inventory;
- vi. Facilitating meetings, conferences and other special events;
- vii. Facilitating prompt payment of electricity, water bills and other utilities;

- viii. Assisting in ensuring safe custody of the Corporation's assets;

b) Requirements for the job

- i. Bachelors degree in any of the following disciplines:- Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Computer proficiency.
- iii. Meets the requirements of Chapter Six of the Constitution

5.1.8.4 Senior Administration Officer RG 6

a) Duties and responsibilities

- i. Allocating office accommodation for staff;
- ii. Providing office equipment and materials;
- iii. Verifying and updating furniture and office equipment inventory;
- iv. Overseeing repairs and maintenance of facilities and office equipment;
- v. controlling and monitoring the location and movement of equipment;
- vi. Analyzing monthly utilization and expenditure data of all vehicles and equipment;
- vii. Monitoring and ensuring of general cleanliness the premises

b) Requirements for the job

- i. Bachelors degree in any of the following disciplines:- Public Administration; Business Administration; Business Management, Office Management or equivalent qualification from a recognized institution; and
- ii. Diploma in Public Administration; Business Administration; Business Management, Office Management or equivalent qualification from a recognized institution;
- iii. Served in the position of Administration officer for three (3) years or comparable position in the Public Service or reputable organization;
- iv. Management course lasting not less than two (2) weeks
- v. Member to relevant professional body;
- vi. computer proficiency and

- vii. Meets the provision of chapter six of the Constitution.
- viii. Demonstrated merit and ability as reflected in work performance

5.1.8.5 Principal Administration Officer, RG 5

a) Duties and responsibilities

- i. Ensuring compliance with administrative services policies and procedures;
- ii. Coordinating utility bills are paid;
- iii. Fleet management;
- iv. Coordinating implementation of service delivery initiatives;
- v. Facilitating meetings, conferences and other special events;
- vi. Managing Transport services;
- vii. Analyzing administrative reports on repairs and maintenance and giving recommendation

b) Requirements for the job

- i. Masters degree in any of the following disciplines:- Public Administration, Transport Management / Logistics Business Administration or equivalent qualification from a recognized institution;
- ii. Bachelors degree in any of the following disciplines:- Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iii. Served for a minimum period of six (6) years three (3) as Senior Administration Officer or comparable position in the public service or in a reputable organization;
- iv. Management course lasting not less than two (2) weeks from a recognized institution;
- v. Member to relevant professional body;
- vi. Computer proficiency from a recognized institution; and
- vii. Meets the provision of chapter six of the Constitution.
- viii. Demonstrated merit and ability as reflected in work performance

5.1.8.6 Assistant Administration Manager RG 4

a) Duties and responsibilities

- i. Preparing terms of reference for outsourced services;
- ii. Managing the implementation of outsourced services;
- iii. Overseeing the identification of the Corporation's needs for equipment
- iv. Managing administrative service contracts
- v. Overseeing efficient provision of transport, security and cleaning services in the Corporation;
- vi. Managing the inventory of the Corporation assets including office premises, vehicle, office equipment and furniture.
- vii. Facilitating Board and staff functions;
- viii. Facilitating travel clearance, visas and other necessary travel documents for the Board of Directors and staff travelling out of the country on official duties;

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. Masters degree in any of the following disciplines:- Public Administration; Business Administration; Business Management Transport Management/Logistics; Office Management or equivalent qualification from a recognized institution;
- ii. Bachelors' degree in any of the following disciplines:- Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution; and
- iii. Have eight (8) years' experience with three (3) years' experience as Principal Administration Officer or equivalent position in the Public Service or in a reputable organization;
- iv. Have attended Management course lasting not less than four (4) weeks from a recognized institution;
- v. Supervisory course lasting not less than two (2) weeks
- vi. Member to relevant professional body;
- vii. Computer proficiency from a recognized institution; and
- viii. Meets the provision of chapter six of the Constitution.
- ix. Demonstrated merit and ability as reflected in work performance

5.1.8.7 Administration Manager RG 3

This will be the highest grade in the structure of administration officers.

a) Duties and responsibilities

- i. Formulating and reviewing administrative policies
- ii. Overseeing the management of service contracts and service level agreements for outsourced services;
- iii. Ensuring provision transport services
- iv. Ensuring records management is provided in compliance with the Legal provisions and Corporation quality standards
- v. Ensuring provision of all auxiliary and housekeeping services
- vi. Overseeing the process of acquiring new service providers related to all outsourced services falling under administration section;
- vii. Ensuring travel clearance, visas and other necessary travel documents for the Board of Directors and staff travelling out of the country on official duties are done promptly
- viii. Developing departmental budgets
- ix. Monitoring budget expenditure and provide guidance to Administration Section on financial discrepancies;
- x. Forecasting administrative staff needs for the Section;
- xi. Formulating and implementing Records Management policies

b) Requirements for the Job

- i. Master's Degree in any of the following disciplines: - Public/Business Administration, Human Resource Management, Strategic Management, or any other relevant equivalent qualifications from a recognized Institution.
- ii. Bachelor's degree in any of the following disciplines: - Public/Business Administration, Transport and Logistics Management, Logistics & Supply Chain Management, Political Science, Sociology or any other relevant and equivalent qualifications from a recognized Institution.
- iii. A minimum of ten (10) years relevant work experience and at least three (3) years in a position of Assistant Administration Manager or equivalent in the Public Service or in the recognized organization;

- iv. Leadership course lasting not less than four (4) weeks from a recognized institution.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

5.1.9 CAREER GUIDELINES FOR ARTISANS (CARPENTRY, MASONRY, WELDING, PAINTING, PLUMBING)

a) Job Purpose

The purpose is to provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Artisans (Carpentry, Masonry, Welding, Painting, Plumbing) in the Corporation.

b) Grading Structure

The Scheme of Service establishes two (2) grades of Artisans who will be designated and graded as follows:

	Designation	RG
1.	Artisan	9
2.	Senior Artisan	8

c) Recognized Qualifications

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

- i. Government Trade Test Certificate Grade I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
- ii. Fulfilled the requirements of Chapter Six of the Constitution; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

5.1.9.1 Artisan RG 9

a) Duties and Responsibilities

Work at this level will involve

- i. Undertaking improvement works,
- ii. Repair works and maintenance of government buildings and facilities in their areas of specialization (carpentry, masonry, welding, painting and Plumbing.)

b) Requirements for Job

- i. Government Trade Test Certificate Grade I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
- ii. Served in the grade of Artisan or in a comparable and relevant position in the Public Service for at least three (3) years;
- iii. Fulfilled the requirements of Chapter Six of the Constitution;

5.1.9.2 Senior Artisan RG 8

a) Duties and Responsibilities

An officer at this level will

- i. Coordinate and supervise staff in improvement works, general repairs and maintenance.
- ii. The officer will also be responsible for record keeping, allocation of duties, management of workshops and training of junior staff in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

b) Requirements for the Job

- i. served in the grade of Artisan I or in a comparable and relevant position in the Public Service for at least six (6) years:
- ii. Fulfilled the requirements of Chapter Six of the Constitution; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

5.1.10 CAREER PROGRESSION GUIDELINES FOR LIBRARY PERSONNEL

a) Job Purpose

Responsible for acquisition, organization, promotion and dissemination of information resources to meet the diverse needs of the Corporation and its stakeholders.

b) Grading Structure

The Career Progression Guidelines establishes two (2) grades of Library Assistants and 3 grades of Library Officers as below:-

Grading Structure for Library Assistants

Designation	RG
Library Assistant	8
Senior Library Assistant	7

Note:

The grades of Library Assistant RG 8 and Senior Library assistant RG 7 form common establishment for the purpose of career progression

Grading Structure for Library Officers

Library officer	7
Senior Library Officer	6
Principal Library officer	5

c) Recognized Qualifications

- i. Masters in Library Science/Information Science/Information Studies, Business and IT, Library Studies or relevant field from a recognized Institution
- ii. Bachelors Degree in Library Science / Information Science/Information Studies, Business and IT, Library Studies or relevant field from a recognized Institution

- iii. Diploma in Library Science/Information Science/Information Studies, Business and IT, Library Studies or relevant field from a recognized Institution
- iv. Have attended Management course lasting not less than two (2) weeks from a recognized institution;
- v. Supervisory course lasting not less than two (2) weeks
- vi. Member to relevant professional body;
- vii. Computer Proficiency
- viii. Meets the provision of chapter six of the constitution

5.1.10.1 Library Assistant RG 8

a) Duties and Responsibilities

- i. Receiving, stamping and recording incoming information /materials, books/documents and publications;
- ii. Shelving, charging and discharging Library materials;
- iii. Pasting date due labels;
- iv. Ensuring compliance with stipulated due dates;
- v. Preparing file pockets; spiral labeling; and
- vi. Book jackets, filing of catalogue and press cuttings
- vii. Provision of reference services to readers

b) Requirements for the job

For appointment to this grade, a candidate must have;

- i. Diploma in Library or Information Studies or other relevant and equivalent qualification from a recognized Institution.
- ii. Proficiency in computer applications.
- iii. Fulfilled the requirements of Chapter six (6) of the Constitution

5.1.10.2 Senior Library Assistant RG 7

a) Duties and responsibilities

- i. Assisting in Indexing and abstracting journal articles;
- ii. Operating a Current Awareness Service (CAS);
- iii. Assisting in Conducting information searches from electronic databases;
- iv. Assisting in Editing of reports, newsletters and other publications;
- v. Assisting Selecting and acquiring information in consultation with Researchers and other professionals;
- vi. Managing information materials such as books, periodicals, video cassettes, audio-tapes, computer databases and CD-ROM, micro-filmed materials and other relevant documents;
- vii. Networking of Information Services and Libraries and Information Centres

b) Requirements of the Job

- i. Higher Diploma in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution OR
- ii. Diploma in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution.
- iii. A minimum of three (3) years relevant work experience in a Library Assistant position or equivalent in Public Service or Private Sector.
- iv. Supervisory course lasting at least one (1) week
- v. Proficiency in computer applications
- vi. Fulfilled the requirements of Chapter six (6) of the Constitution.
- vii. Shown merit and ability as reflected in work performance and results.

5.1.10.3 Library Officer RG 7

This is the entry grade for degree Graduates and will work under a senior officer

a) Duties and responsibilities

- i. Assisting in Indexing and abstracting journal articles;

- ii. Assisting in Operating a Current Awareness Service (CAS);
- iii. Assisting in Conducting information searches from electronic databases;
- iv. Assisting in Editing of reports, newsletters and other publications;
- v. Assisting in Selecting and acquiring information in consultation with Researchers and other professionals;
- vi. Assisting in Managing information materials such as books, periodicals, video cassettes, audio-tapes, computer databases and CD-ROM, micro-filmed materials and other relevant documents;
- vii. Assisting in Networking of Information Services and Libraries and Information Centres

b) Requirements of the Job

- i. Bachelors 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
- iii. Fulfilled the requirements of Chapter six (6) of the Constitution.

5.1.10.4 Senior Library Officer RG 6

a) Duties and responsibilities

- i. Implementing Library work programmes;
- ii. Providing information services to Library users;
- iii. Assisting Library users to assess the library catalogue;
- iv. Indexing and abstracting journal articles;
- v. Operating Current Awareness Service (CAS);
- vi. Editing of reports, newsletters and other publications; and
- vii. Identifying, selecting and purchasing of information and other research materials in consultation with professionals and researchers.
- viii. Managing information materials such as books, periodicals, video cassettes, audio-tapes, computer databases and CD-ROM, micro-filmed materials and other relevant documents;

b) Requirements for the Job

- i. Bachelors degree in any of the following disciplines: - Library Studies, Information Science or other relevant and equivalent qualification from a recognized Institution;
- ii. Diploma in relevant field
- iii. Served in the position of Administration officer for three (3) years or comparable position in the Public Service or reputable organization;
- iv. Management course lasting not less than two (2) weeks
- v. Member to relevant professional body where applicable;
- vi. Computer proficiency and
- vii. Meets the provision of chapter six of the Constitution.
- viii. Demonstrated merit and ability as reflected in work performance

5.1.10.5

Principal Library Officer RG 5

a) Duties and Responsibilities

Duties and responsibilities at this level entail: -

- i. Preparing Library work programs;
- ii. Planning and co-ordinating library services and programs.
- iii. Assessing and developing library collection
- iv. Developing outreach programmes as part of the Knowledge Sharing strategy in the Corporation
- v. Providing professional and technical information on targeted areas of staff based on wide readership experience.

b) Requirements for the Job

For appointment to this grade, an officer must have;

- i. Masters degree in any of the following disciplines: - Library, Studies, Information Science or other relevant and equivalent, qualification from a recognized Institution;
- ii. Bachelors degree in any of the following disciplines: - Library, Studies, Information Science or other relevant and equivalent, qualification from a recognized Institution;

- iii. Management course lasting for not less than 4 weeks
- iv. A minimum of six (6) years relevant work experience three (3) for which must have been as Senior Library Officer or equivalent position in Public Service or Private Sector;
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter six (6) of the Constitution;
- vii. Shown merit and ability as reflected in work performance and results.



6.0 CAREER GUIDELINES FOR THE CORPORATE AFFAIRS AND PUBLIC RELATIONS PERSONNEL

a) Job Purpose

This Division will report to the Managing Director and is responsible for developing, coordinating and implementing the Corporation's Communications & Public Relations strategy to build relationships and communicate a positive image & brand of Kenya Railways. Further, it plays an advisory role to senior management on key strategic communications to uphold a positive image and reputation for the Corporation. The Division will be headed by the Corporate Affairs and Public Relations Manager and will be responsible for:

- i. Developing and implementing appropriate Corporate Affairs and Communication strategies, programmes, and policies for all stakeholders to achieve positive brand image & visibility.
- ii. Managing the production and dissemination of information with targeted publics through appropriate channels in line with the corporate mission and vision.
- iii. Managing the Corporation's Customer Care and Complaints Handling function to enhance client satisfaction in line with the Corporation's Service Delivery Charter.
- iv. Managing and coordinating research into stakeholder's perceptions and image of the Corporation, to achieve positive reputation for the Corporation.
- v. Developing and implementing of the Corporation's media-relations and Corporate Social Responsibility programmes strategies to enhance goodwill and positive coverage for the Corporation.
- vi. Developing and implementing crisis management strategies to alleviate crisis situations and maintain positive reputation.
- vii. Advising top management and the overall Corporation on brand and reputational issues in order to maintain a positive image.
- viii. Planning & managing the Corporation's key events, incorporating appropriate protocol in handling of dignitaries and guests hosted by the Corporation to enhance relationships and maintain positive image of the Corporation.

b) Grading Structure and Scope

The career progression guideline provides for the cadres below:

Designation	RG
Corporate Affairs Assistant	8
Senior Corporate Affairs Assistant	7
Corporate Affairs Officer	7
Protocol Officer	7
Senior Assistant Customer Care Officer	7
Webmaster and Graphics Designer	7
Senior Audio Visual Assistant	7
Senior Corporate affairs officer	6
Principal Corporate Affairs Officer	5
Assistant Corporate Affairs Manager	4
Corporate Affairs Manager	3

c) Recognized Qualifications

- i. Masters degree in Communication, Marketing, Business, or other relevant area
- ii. Bachelors degree in Communication, Marketing, business, Social Science, Information Technology, Graphics Design or related fields
- iii. Diploma in Public Relations, Customer Care; Customer Service; Front Office; Telephone Operators Occupation Tests/PABX, Audio-Visual Operations or equivalent qualification from a recognized institution
- iv. Membership in PRSK/MSK/IPRA/ CIM or relevant professional body
- v. Leadership Course lasting not less than four weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Certification in professional photography
- viii. Satisfy the requirements of chapter six of the constitution on leadership and integrity.

6.1 Corporate Affairs Assistant – RG 8

a) Duties and Responsibilities

- i. Assisting in Monitoring media on daily basis and preparing monitoring reports on the same.
- ii. Assisting in managing the Kenya Railways social media tools such as Facebook and Twitter and preparing relevant feedback reports.
- iii. Assisting in execution and logistical preparation of corporate events to enhance corporate visibility and brand.
- iv. Assisting in Filing well-written and detailed articles within the set deadlines for various publications as appropriate.
- v. Assisting in developing print and electronic media features: documentaries, supplements, press releases and advertisement.
- vi. Developing and updating of databases such as media lists, guest invitation lists, and stakeholder contact information, among others

b) Requirements for the Job

- i. Diploma in Public Relations or equivalent from a recognized institution
- ii. Proficiency in computer applications
- iii. Good oral and written communication skills
- iv. Satisfy the requirements of chapter six of the constitution on leadership and integrity

6.2 Senior Corporate Affairs Assistant – RG 7

a) Duties and Responsibilities:

The Senior Corporate Affairs Assistant is charged with the following:

- vii. Monitoring media on daily basis and preparing monitoring reports on the same.
- viii. Assisting in managing the Kenya Railways social media tools such as Facebook and Twitter and preparing relevant feedback reports.
- ix. Assisting in execution and logistical preparation of corporate events to enhance corporate visibility and brand.
- x. Filing well-written and detailed articles within the set deadlines for various publications as appropriate.
- xi. Developing print and electronic media features: documentaries, supplements, press releases and advertisement.

- xii. Developing and updating of databases such as media lists, guest invitation lists, and stakeholder contact information, among others.
- xiii. Assisting in developing Public Relations materials including press releases, media alerts, fact sheets, status reports and other materials as appropriate.
- xiv. Assisting in gathering and analyzing data related to customer perception, satisfaction, concerns and expectations of Kenya Railways stakeholders for reporting purposes.
- xv. Assisting in handling of customer complaints, concerns and queries, channeling them to appropriate offices/officials and tracking their resolution, so as to ensure effective Customer Care.
- xvi. Participating in exhibitions, trade fairs and other RG publicity and marketing related activities.
- xvii. Assisting in the implementation of Corporate Social Responsibility initiatives.

b) Requirements for the Job

For appointment to this position, one must have:

- v. Higher Diploma in Public Relations or equivalent from a recognized institution OR
- vi. Diploma in Public Relations or equivalent with three (3) years relevant experience in the public service or private sector
- vii. Proficiency in computer applications
- viii. Good oral and written communication skills
- ix. Supervisory skills lasting not less than one (1) week
- x. Satisfy the requirements of chapter six of the constitution on leadership and integrity.

6.3 Corporate Affairs Officer - RG 7

This will be an entry level job for graduates, with the job holder reporting to the Principal Corporate Affairs and Public Relations Officer.

a) Duties and Responsibilities

The Corporate Affairs Officer is charged with the following:

- i. Implementing the Communication and Public Relations strategies designed to create and maintain a positive image of the corporation to its publics.
- ii. Facilitating the corporation's participation in key corporate events, to enhance corporate visibility.
- iii. Receiving and handling of customer complaints, concerns and queries, channeling them to appropriate offices/officials and tracking their resolution, so as to ensure effective Customer Care.
- iv. Carrying out periodic internal and external research on perceptions and customer satisfaction in the Corporation.
- v. Assisting in media relations by focusing on media outreach, media monitoring and media evaluation, to determine nature of media coverage and thus promote positive publicity.
- vi. Assisting in Coordinating media training and staff sensitization, to improve the Corporation's level of media engagement.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Communication or equivalent from a recognised institution
- ii. Good written and verbal communication skills
- iii. Proficiency in Computer applications
- iv. Meets the provision of Chapter Six of the Constitution

6.4 Protocol Officer - Job Grade 7

This is a graduate level job, with career guidelines providing for one (1) position in the division.

a) Duties and Responsibilities

- i. Facilitating reception and hospitality for the Corporation's external guests, to ensure maximum attention that would boost existing relationships.
- ii. Preparing and implementing protocol policy and related guidelines.

- iii. Facilitating and processing of diplomatic privileges, immunities and extending courtesies to expatriate community.
- iv. Advising staff on formalities and courtesies to observe when associating with local and foreign visitors to ensure proper protocol and etiquette is followed.
- v. Coordinating visits, Logistics and planning the timetable of the Corporation's local and foreign visitors.
- vi. Implementing the protocol aspects of coordinating events, preparing guest lists, invitations, reviewing ranks, positions and relationships of the visitors and planning seating to avoid placements that may cause discomfort or conflict during ceremonies to enhance the Corporation's reputation.
- vii. Acting as a liaison person between the Corporation and its networks.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Communication/ PR, International Relations/Diplomacy or related field
- ii. At least 3 years relevant experience
- iii. Proficiency in computer applications
- iv. Meets the provision of Chapter Six of the Constitution

6.5 Senior Assistant Customer Care Officer - RG 7

a) Duties and Responsibilities

- i. Receiving and channeling incoming calls to the respective destinations.
- ii. Booking outgoing calls and facilitate conversations between callers and receivers.
- iii. Perusing the visitors' identification documents and entering details to ascertain correctness.
- iv. Maintaining records of KR visitors to enhance accountability of customer movement.

- v. Responding to customers' queries and concerns, and directing these to respective offices where applicable.
- vi. Maintaining a register of all complaints raised by customers / visitors for onward action.
- vii. Assisting the Corporate Affairs Officers in distributing questionnaires to Corporation guests at waiting area.
- viii. Conducting training sessions for security guides at entry points on familiarization with Corporation's activities.
- ix. Implementing customer care guidelines for use at the Corporation's entry points.
- x. Carrying out routine testing of exchange lines and switchboard facilities, and ensuring that defective equipment is repaired accordingly.
- xi. Maintaining records of assets – telephone equipment and peripherals.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Higher Diploma in in any of the following disciplines: - Public Relations and Customer Care; Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent qualification from a recognized institution OR;
- ii. Diploma in any of the following disciplines: - Public Relations and Customer Care; Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent qualification from a recognized institution with at least three (3) years in the position of Receptionist/Telephone Operator or comparable position in the Public Service or reputable organization;
- iii. Supervisory skills lasting not less than one (1) week
- iv. Proficiency in computer applications
- v. Meets the requirements of chapter six of the Constitution.

6.5 Webmaster/Graphics Designers - RG 7

a) Duties and Responsibilities

The Webmaster and Graphics Designer is charged with the following:

- i. Designing and managing the Corporation's website to ensure that it is functional, attractive, interactive, and easy to navigate.
- ii. Maintaining and monitoring the website's performance to ensure uninterrupted uptime.
- iii. Updating website and social media information for accurate and timely communication.
- iv. Archiving information in line with policies and procedures.
- v. Creating linkages between Corporation's online communication platforms for monitoring and evaluation of feedback.
- vi. Benchmarking on best practice for continuous improvement.
- vii. Developing concepts, graphics and layouts for various communication material, in line with business requirements.
- viii. Verifying quality of all printing works for consistent brand identity.
- ix. Generating brand tool kit to maintain corporate identity.
- x. Implementing and benchmarking best practices in management.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Information Technology, Graphics Design or equivalent
- ii. At least 3 years relevant experience
- iii. Proficiency in Computer applications
- iv. Meets the provisions of Chapter Six of the Constitution

6.6 Senior Audio Visual Assistants - RG 7

a) Duties and responsibilities

The Senior Audiovisual Assistant is charged with the following responsibilities:

- i. Handling of all photography needs within the Corporation, ensuring optimum coverage of internal and external events.

- ii. Coordinating video coverage and video editing of all Corporation events, so as to ensure maximum output.
- iii. Creating and managing a databank of all Corporation images and videos for use in various projects, as well as for posterity.
- iv. Liaising with the Railway Heritage & Resource Centre Archivist to manage storage and archiving of all Corporation photographs and videos.
- v. Availing of relevant and newsworthy photographs immediately after events, so as to facilitate photo captions needed for media coverage.
- vi. Working with journalists from various media houses to ensure that any missed photographs or footage is availed to them immediately after events, for appropriate filing of news stories.
- vii. Ensuring that KR images, photographs and videos in need of editing, manipulation or placement are adequately managed before storage.
- viii. Ensuring that all visual content relevant to the website and social media pages are made readily available for upload on the various media.
- ix. Assisting in the production of audio-visual promotion materials for the Corporation and her facilities.
- x. Implementing and benchmarking best practices in management
- xi. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Higher Diploma in Audio-Visual operations from a reputable institution OR
- ii. At least a Diploma in Audio-Visual operations from a reputable institution with at least 3 Years relevant work experience
- iii. Certification in professional photography
- iv. Proficiency in Computer applications
- v. Excellent videography and production skills
- vi. Excellent demonstrated skills in photography
- vii. Meets the provision of Chapter Six of the Constitution

6.7 Senior Corporate Affairs Officer – RG 6

Duties & Responsibilities

Duties and responsibilities at this level will entail:-

- i. Participate in the development & Planning of the departments work plan, strategic and budget, preparation of monthly, quarterly and annual functional reports of the PR & Communications function,
- ii. Participating in the performance management system of the department,
- iii. Participate in departmental meetings,
- iv. Planning and preparation of fairs and exhibitions, meeting investors,
- v. Media Planning & Management, preparation of press releases
- vi. Gathering & editing of relevant information for use in publications and communication channels.

b) Requirement for the Job

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

- i. Bachelors Degree in Communications/Journalism/Public Relations, International Relations, Business Administration or equivalent from a recognized Institution;
- ii. Additional professional qualifications in the required professional field with three (3) years' experience as a Corporate affairs Officer or a comparable position in the Public Service or reputable organization;
- iii. Professional membership in the relevant professional bodies MSK/PRSK/KIM;
- iv. Certificate in Computer Proficiency and
- v. Meets the Provision of Chapter Six of the Constitution.

6.8 Principal Corporate Affairs Officer -RG 5

a) Duties and Responsibilities

The Principal Corporate Affairs Officer is responsible for the following:

- i. Implementing appropriate Corporate Affairs strategies, programmes, and policies for all stakeholders to achieve positive image & brand.
- ii. Implementing of the Corporation's media-relations and brand strategy to boost positive coverage for the Corporation.
- iii. Coordinating the implementation of the Complaints Handling Procedure and Citizens Service Delivery Charter to boost customer satisfaction.
- iv. Overseeing production and dissemination of information with targeted publics through appropriate channels in line with the corporate mission and vision.
- v. Implementing the production of audio visual communication for enhancement of the Corporation brand and visibility.
- vi. Coordinating of all photography needs within the Corporation, ensuring optimum coverage and visibility of internal and external events.
- vii. Coordinating the interface between photography and the development of concepts, graphics, layouts and documentaries for various communication material in line with business requirements.
- viii. Undertaking external research into stakeholder's perceptions and image of the Corporation, to achieve positive reputation for the Corporation.
- ix. Facilitating the implementation of Corporate Social Responsibility initiatives.
- x. Coordinating the Corporation's key events, incorporating clear event calendar for appropriate planning.

b) Requirements for the job

For appointment to this position, one must have:

- i. Bachelors degree in Communication or equivalent
- ii. Masters Degree in Communication or equivalent

- iii. Membership in PRSK/ MSK/ IPRA/ CIM or other relevant professional body
- iv. Attended a Management Course lasting not less than two weeks
- v. At least Six (6) years relevant work experience
- vi. Proficiency in Computer applications
- vii. Meets the provision of Chapter Six of the Constitution

6.9 Assistant Corporate Affairs and Public Relations Manager - RG 4

- i. Initiating development of appropriate Corporate Affairs strategies, programmes, and policies for all stakeholders to achieve positive image & brand.
- ii. Responsible for executing the Corporate Affairs strategies, Policy and programs aimed at enhancing relationships with stakeholders and building a positive corporate image, Participate in development of the Department's Work plan and budget; Prepare monthly
- iii. Quarterly and annual sectional reports
- iv. Participate in departmental and other strategic meetings
- v. Coordinate all corporate investment responsibility programs and corporate sponsorship
- vi. Corporate advertising and corporate events.

b) Requirements for the Job

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

- i. Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;
- ii. Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;
- iii. Post-graduate Diploma in Public Relations;
- iv. Have Eight (8) years relevant experience with three (3) years' experience in the position of Principal Corporate affairs Officer or similar position in the Public Service or recognized organization;
- v. Communications or in a relevant field;
- vi. Membership to related professional bodies - PRSK, CIM KIM etc;
- vii. Attended Management course lasting not less than four (4) weeks from a recognized Institution;
- viii. IT Proficiency and

- ix. Meets provisions of chapter 6 of the Kenya Constitution.

6.10 Corporate Affairs and Public Relations Manager - RG 3

a) Duties and Responsibilities

The Corporate Affairs and Public Relations Manager is charged with the following:

- i. Developing and implementing appropriate Corporate Affairs strategies, programmes, and policies for all stakeholders to achieve positive image & brand.
- ii. Designing programmes to create and maintain a positive image of the corporation to the external publics.
- iii. Managing the production and dissemination of information with targeted publics through appropriate channels in line with the corporate mission and vision.
- iv. Managing the Corporation's Customer Care function to enhance client satisfaction in line with the Corporation's Service Delivery Charter.
- v. Managing and coordinating research into stakeholder's perceptions and image of the Corporation, to achieve positive reputation for the Corporation.
- vi. Leading the implementation of the Corporation's media-relations strategy to enhance goodwill and positive coverage for the Corporation.
- vii. Planning & managing the Corporation's key events.
- viii. Managing the development and implementation of Corporate Social Responsibility programmes.
- ix. Developing and implementing crisis management strategies to alleviate crisis situations and maintain positive reputation.
- x. Advising senior management on key strategic communications to uphold a positive image and reputation for the Corporation.
- xi. Management of the Corporate Affairs Department budget.

- xii. Preparing, managing and monitoring the department's budgets.
- xiii. Leading, motivating and developing the departmental staff to achieve business and people objectives.
- xiv. Managing the department's communication.
- xv. Identifying, implementing and benchmarking best practices in management.
- xvi. Managing and implementing change initiatives to achieve desired business plans and culture.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Communication, Marketing, business, social science or related fields
- ii. Masters degree in Communication, Marketing, Business, or relevant area
- iii. Membership in PRSK/MSK/IPRA/ CIM or relevant professional body
- iv. Attended a Leadership Course lasting not less than four weeks
- v. At least ten (10) years relevant work experience, three (3) of which should be in management position
- vi. Proficiency in Computer applications
- vii. Meets the provision of Chapter Six of the Constitution

7.0 CAREER GUIDELINES FOR THE SECURITY SERVICES PERSONNEL

a) Job Purpose

This Division is headed by the Security Services Manager who reports to the Managing Director. The Division is responsible for the protection and preservation of the Corporation's assets to achieve Corporation's mandate and business objectives.

The functions of the Division are:

- i. Developing, implementing and monitoring security strategies, policies and standards in line with the Corporation mission and vision.
- ii. Liaising with national security agencies to ensure security of Corporation's assets and business operations.
- iii. Overseeing Incident Response Plan and investigations into security breaches against the Corporation.
- iv. Managing, training and monitoring outsourced security service providers to meet KR security objectives and enhance performance.
- v. Maintaining an up to date databank of security incidents and trends and reporting for management information and action.
- vi. Advising the Corporation on security related matters affecting the Corporation's business and operations.

b) Grading Structure and Scope

The career progression guidelines in this Division are summarized below:

Designation	RG
Security Assistant	8
Security Officer /Senior Security Assistant	7
Senior Security Officer	6
Principal Security Officer	5
Assistant Security Services Manager	4
Security Services Manager	3

c) Recognized Qualifications

- i. Masters Degree in Security Management, Social Sciences or equivalent
- ii. Bachelors Degree in Security Management or equivalent
- iii. Service in the Police Force or Military
- iv. Leadership Course lasting not less than four (4) weeks
- v. Management course lasting not less than two (2) weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Proficiency in Computer applications
- viii. Diploma in a security related course
- ix. Satisfy the requirements of Chapter Six of the Constitution

7.1 Security Assistants - RG 8

The Security Assistant reports to the Senior Security Officer.

a) Duties and Responsibilities

The Security Assistant is charged with the following:

- i. Assisting in the implementation of the Corporation's security policy and strategies in the regions for the protection of assets.
- ii. Participating in the supervision of outsourced security services to ensure quality security services are rendered including surveillance.
- iii. Assisting in the handling of confidential security information and materials in the office.
- iv. Continuous information and intelligence gathering, and analysis to inform on security situation across the Corporation's railway systems.

b) Requirements for Appointment

- i. Diploma in a security related course
- ii. Proficiency in computer applications

- iii. Satisfy the requirements of chapter six of the constitution on leadership and integrity

7.1 Senior Security Assistants RG 7

a) Duties and Responsibilities

The Senior Security Assistant is charged with the following:

- i. Assisting in the implementation of security measures to safeguard the Corporation's assets against theft, pilferage, damage and terrorism.
- ii. Liaising with the Senior Security Officers on all security matters and surveillance within the region.
- iii. Supervising the deployment of outsourced security guards and ensuring quality services are rendered
- iv. Contributing to maintenance of linkages with law enforcement agencies to enhance security.
- v. Preparing and keeping records of all security related reports, incidents and accidents within the region.
- vi. Carrying out physical inspection of the Corporation's assets in the assigned region.

b) Requirements for the Job

- i. Higher Diploma in a security related course OR
- ii. Served in the Police or Military for at least three (3) years and attained the rank of at least Sergeant
- iii. Proficiency in computer applications
- iv. Supervisory skills lasting not less than one (1) week
- v. Satisfy the requirements of chapter six of the constitution on leadership and integrity

7.2 Security Officer RG 7

a) Duties and Responsibilities

The Security Officer will be charged with the following:

- vii. Assisting in the implementation of security measures to safeguard the Corporation's assets against theft, pilferage, damage and terrorism.
- viii. Liaising with the Senior Security Officers on all security matters and surveillance within the region.
- ix. Supervising the deployment of outsourced security guards and ensuring quality services are rendered
- x. Contributing to maintenance of linkages with law enforcement agencies to enhance security.
- xi. Preparing and keeping records of all security related reports, incidents and accidents within the region.
- xii. Carrying out physical inspection of the Corporation's assets in the assigned region.

b) Requirements for the Job

- vi. Bachelors degree in a security related course
- vii. Served in the Police or Military for at least three (3) years and attained the rank of at least Sergeant
- viii. Proficiency in computer applications
- ix. Supervisory skills lasting not less than one (1) week
- x. Satisfy the requirements of chapter six of the constitution on leadership and integrity

7.3 Senior Security Officer - Operations RG 6

a) Duties and Responsibilities

- i. Implementing the Corporation's security policy and strategies in the regions for the protection of assets and business operations.
- ii. Facilitating the supervision of outsourced security services to ensure quality security services are rendered including surveillance
- iii. Liaising with regional security agencies to ensure security of Corporation's assets and business operations.

- iv. Information gathering and intelligence analysis to inform on security situation and preparedness across the Corporation's railway system.
- v. Carrying out physical security inspection of the corporation's assets in the assigned region to ensure compliance and identify security lapses for appropriate action
- vi. Preparing security reports and analyzing incidents in the region and recommending appropriate action
- vii. Leading, motivating and developing the departmental staff in the region to achieve business and people objectives
- viii. Identifying, implementing and benchmarking best practices in management
- ix. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors Degree in Security Management or equivalent
- ii. Served in the Police or Military for at least 3 years and attained the rank of at least Inspector or Lieutenant respectively.
- iii. Management course lasting not less than two (2) weeks
- iv. Proficiency in computer applications
- v. Meets the provision of Chapter Six of the Constitution

7.4 Senior Security Officer - Investigations: RG 6

a) Duties and Responsibilities

The Officer is charged with the following:

- i. Facilitating formulation of policies, standards and controls for preventive security of the Corporation's assets and operations.
- ii. Carrying out office and field based investigations into violations of policies, procedures, standards, guidelines and applicable rules and regulations against the Corporation's assets and operations.
- iii. Collecting and analyzing intelligence on current crime trends to advise management on preventive security measures.

- iv. Facilitating public security agencies and judiciary in enforcement of the Corporation's rights to properties.
- v. Leading, motivating and developing the departmental staff in the region to achieve business and people objectives
- vi. Preparing security reports and analyzing incidents in the region and recommending appropriate action
- vii. Identifying, implementing and benchmarking best practices in management
- viii. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors Degree in Criminology, Investigations, Security Management or equivalent
- ii. Served in the Police or Military for at least 3 years as an Investigations Officer and attained the rank of at least Inspector or Lieutenant respectively
- iii. Diploma in forensic science an added advantage
- iv. Management course lasting not less than two (2) weeks
- v. Membership to professional body where applicable
- vi. Proficiency in computer applications
- vii. Meets the provision of Chapter Six of the Constitution

7.5 Principal Security Officer - Operations: RG 5

a) Duties and Responsibilities

The Principal Security Officer- Operations is charged with the following:

- i. Coordinating the implementation and monitoring of security measures, standards, policies and plans in line with the operational security standards.
- ii. Supervising and coordinating the regional operations security teams to ensure security of Corporation's assets and business operations.

- iii. Coordinating and monitoring outsourced security service providers to meet KR security objectives and enhance performance.
- iv. Receiving, analyzing and collating regional security reports and recommending appropriate action.
- v. Liaising with other security agencies to ensure security of Corporation's assets and business operations.
- vi. Participating in the motivating and developing of staff to achieve business and people objectives
- vii. Identifying, implementing and benchmarking best practices in management
- viii. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Masters Degree in Security Management or equivalent
- ii. Bachelors Degree in Security Management or equivalent
- iii. Served in the Police or Military for at least six (6) years and attained the rank of Chief Inspector or Captain respectively
- iv. Management Course lasting not less than four (4) weeks
- v. Membership to Professional Body where applicable
- vi. Proficiency in Computer applications
- vii. Meets the provision of Chapter Six of the Constitution

7.6 Principal Security Officer – Investigations RG 5

a) Duties and Responsibilities

The Principal Security Officer- Investigations is charged with the following:

- i. Coordinating formulation of policies, standards and controls for preventive security of the Corporation's assets and operations.
- ii. Collecting, collating and analyzing intelligence on current crime trends and potential threats against the Corporation's assets and operations.

- iii. Facilitating investigations into violations of policies, procedures, standards, guidelines and applicable rules and regulations against the Corporation's assets and operations.
- iv. Coordinating public security agencies and judiciary in enforcement of the Corporation's rights to properties.
- v. Liaising with other national investigations agencies with a view to undertaking comprehensive investigations into violations against the Corporation's set security standards
- vi. Leading, motivating and developing the departmental staff in the region to achieve business and people objectives
- vii. Participating in the motivating and developing of staff to achieve business and people objectives
- viii. Identifying, implementing and benchmarking best practices in management
- ix. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Masters Degree in Security Management, Criminology or equivalent
- ii. Bachelors Degree in Criminology, Investigations, Security Management or equivalent
- iii. Served in the Police or Military for at least six (6) years as an Investigations Officer and attained the rank of Chief Inspector or Captain respectively
- iv. Diploma in Forensic Science an added advantage
- v. Management Course lasting not less than four (4) weeks
- vi. Membership To professional Body
- vii. Proficiency in Computer applications
- viii. Meets the provision of Chapter Six of the Constitution

7.7 Assistant Security Services Manager - RG 4

a) Duties and Responsibilities

- i. Initiating the development & enforcement of security policies and standards in line with the operating framework
- ii. Monitoring and evaluating the implementation of the security strategy in line with policies, processes & procedures to deliver business objective.
- iii. Coordinating security audits
- iv. coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Corporation's assets and operations
- v. Initiating training and monitoring outsourced security service providers to meet KR security objectives and enhance performance.
- vi. Initiating preparation of security training programmes and carrying out sensitization initiatives to enhance compliance with security standards and policies
- vii. Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary
- viii. Developing an up to date databank of security incidents and trends and reporting for management information and security action
- ix. Initiating programmes and measures to prevent and eliminate encroachment
- x. Preparing and monitoring the departments budgets

b) Requirements for the Job

- i. Masters Degree in Security Management, Social Sciences or equivalent
- ii. Bachelors Degree in Security Management or equivalent
- iii. Served in the Police or Military for at least eight (8) years, and attained the rank of Chief Inspector or Captain respectively
- iv. Leadership Course lasting not less than four (4) weeks
- v. Membership to Professional
- vi. Proficiency in Computer applications
- vii. Meets the provision of Chapter Six of the Constitution

7.8 Security Services Manager -RG 3

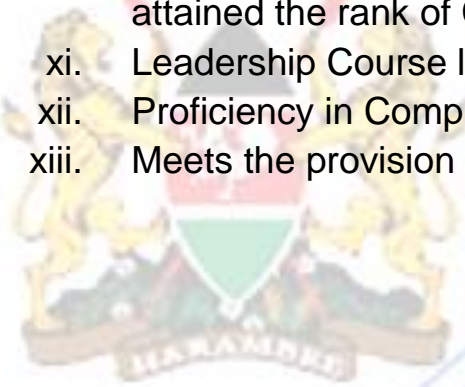
a) Duties and Responsibilities

- i. Developing & enforcing security standards in line with the operating framework
- ii. Managing & monitoring the implementation of the security strategy in line with policies, processes & procedures to deliver business objective.
- iii. Managing security audits to identify possible threats and recommending preventive measures
- iv. Managing continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Corporation's assets and operations
- v. Managing, training and monitoring outsourced security service providers to meet KR security objectives and enhance performance.
- vi. Liaising with national security agencies to ensure security of Corporation's assets and business operations.
- vii. Preparing security training programmes and carrying out sensitization initiatives to enhance compliance with security standards and policies
- viii. Overseeing incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary
- ix. Maintaining an up to date databank of security incidents and trends and reporting for management information and security action
- x. Contributing towards business continuity planning
- xi. Designing programmes and measures to prevent and eliminate encroachment
- xii. Preparing, managing and monitoring the departments budgets
- xiii. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xiv. Managing the department's communication
- xv. Identifying, implementing and benchmarking best practices in management

- xvi. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

- viii. Masters Degree in Security Management, Social Sciences or equivalent
- ix. Bachelors Degree in Security Management or equivalent
- x. Served in the Police or Military for at least ten (10) years, and attained the rank of Chief Inspector or Captain respectively
- xi. Leadership Course lasting not less than four (4) weeks
- xii. Proficiency in Computer applications
- xiii. Meets the provision of Chapter Six of the Constitution



8 CAREER PROGRESSION GUIDELINES FOR INFRASTRUCTURE DEVELOPMENT PERSONNEL

a) Job Purpose

The Infrastructure Development Department will be responsible for development of rail infrastructure and real estate within the Corporation.

In line with the Corporations mandate, the Department is to plan, design, develop, rehabilitate, and maintain rail networks and its landed assets (real estate). The Department is established to principally formulate the department's strategy, leading in development and implementation of rail networks and landed assets under the Corporation, with the following functions:

- i. Planning and designing of rail networks and Corporation's landed assets.
- ii. Implementing projects financed by both GoK and development partners through loans or grants;
- iii. Preparing and implementing rail works and landed assets strategies and budgets for projects financed by both GoK and development partners;
- iv. Preparing short, medium and long-term rail works and real estate construction and maintenance programmes;
- v. Overseeing preparation of tenders;
- vi. Developing relevant terms of reference and managing contracted projects and services to achieve set business objective.

The Development Department is to have the following three (3) Divisions with functions as described.

Rail Development Function

The Rail Development function entails:- managing the Corporation's rail infrastructure development. The function is principally concerned with project management, contracts administration of rail infrastructure.

Non-Rail Development & Maintenance Function

The Non-Rail Development & Maintenance function entails:- managing the Corporation's non-rail assets (real estate, etc.) development and maintenance. The function is principally concerned with project management, contracts administration and maintenance of non-rail assets (real estate, etc.).

Planning, Design and Environment Function

The Planning, Design and Environment function entails: planning, design of rail infrastructure and non-rail infrastructure (real estate, etc.) including attending to all environmental and social issues under the jurisdiction of the Corporation.

b) Grading Structure

The Career Guideline for the Development Department establishes six (6) grades for Engineers who will be designated and graded as follows:

Railway ENGINEER

Designation	RG
Assistant Engineer (Railway)	7
Senior Engineer (Railway)	6
Principal Engineer (Railway)	5
Assistant Manager, Engineer (Railway)	4
Engineer Manager (Railway)	3
General Manager, Engineer (Railway)	2

c) Recognized qualifications

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

- i. Bachelor Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution.

- ii. Master Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent and relevant qualification from a recognized institution.
- iii. Registration by Engineers Board of Kenya as a Graduate Engineer;
- iv. Registration by Engineers Board of Kenya as a Professional Engineer;
- v. Valid Annual Practicing License from the Engineers Board of Kenya;
- vi. Member of the Institution of Engineers of Kenya (MIEK);
- vii. Proficiency in computer applications;
- viii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- ix. Certificate in Project Management from a recognized institution;
- x. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- xi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution, and
- xii. Fulfilled the requirements of Chapter Six of the Constitution.

8.1 Assistant Engineer (Railway), RG 7

a) Duties and Responsibilities

Duties and responsibilities at this level entail:-

8.1.1 Assistant Engineer (Railway): Planning & Design RG 7

- i. Assisting in preparing rail investment programs for rail networks;
- ii. Assisting in preparing Public Private Partnership arrangements;
- iii. Assisting in preparing Materials testing and research programs;
- iv. Assisting in collecting and collating economic, environmental and social data for rail investment programmes and strategies;
- v. Assisting in preparing engineering design of rail works;
- vi. Assisting in preparing and review of tender documentation for rail works;
- vii. Assisting in designing engineering structures;
- viii. Assisting in preparing records for rail assets database;

8.1.2 Assistant Engineer: Rail Development RG 7

- i. Assisting in preparing short, medium and long term rail works programmes;
- ii. Assisting in preparing engineering design of rail works;
- iii. Assisting in preparing tender documentation for rail works;
- iv. Assisting in preparing procurement plans for rail work programmes;
- v. Assisting in undertaking rail safety audits during rail development;
- vi. Assisting in monitoring and supervision of contracted rail development works,
- vii. Assisting in reviewing of rail engineering designs, and
- viii. Assisting in preparation of reports on rail development works.

8.1.3 Assistant Engineer: Non-Rail Asset Development RG 7

- i. Assisting in formulating non-rail (real estate, etc.) asset Management policies;
- ii. Assisting in undertaking annual non-rail (real estate, etc.) inventory and condition surveys;
- iii. Assisting in preparing engineering design of non-rail assets (real estate) maintenance works;
- iv. Assisting in compiling and analyzing annual real estate maintenance work programmes;
- v. Assisting in preparing tender documentation for non-rail asset (real estate, etc.) works;
- vi. Assisting in monitoring supervision of non-rail asset (real estate, etc.) maintenance works;
- vii. Assisting in preparing tender specifications for non-rail assets (real estate, etc.) works; and
- viii. Participation in public sensitization on protection of non-rail assets (real estate, etc.) plot boundaries.

b) Requirements for the Job

The qualification will covers the three sections of engineering

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

- i. Bachelor Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications.
- iii. Registered as a Graduate Engineer by the Engineers Board of Kenya.
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

8.2 Senior Engineer (Railway), RG 6

a) Duties and Responsibilities

An officer at this level will be deployed in any of the following technical areas.

8.2.1 Senior Engineer: Railway Planning & Design RG 6

- i. Preparing, monitoring and evaluating strategic plans and projects for railways;
- ii. Preparing of preliminary and detailed engineering railway designs;
- iii. Preparing of preliminary and detailed engineering designs of associated railway structures;
- iv. Supervising of railway and structures contracts;
- v. Collecting and collating economic, environmental and social data for railway investment programmes and strategies;
- vi. Providing training on railway safety audits, accident data analysis, design review and implementation of railway accident counter -measures;
- vii. Undertaking public sensitization on railway safety;
- viii. Preparing railway assets database;
- ix. Developing and monitoring railway bridge maintenance and construction programmes;

8.2.2 Senior Engineer: Rail Development RG 6

- i. Preparing of short, medium and long term railway works programmes;
- ii. Preparing Public Private Partnership documentations for rail development;
- iii. Reviewing of engineering design of railway works;
- iv. Overseeing preparation and reviewing of tender documentation for railway works;
- v. Preparing of procurement plans for road work programmes;
- vi. Reviewing standards and specifications for railway works;
- vii. Supervising of railway and structure works contracts; and
- viii. Undertaking regular railway safety audits during railway development.

8.2.3 Senior Engineer: Non-Rail Asset Development RG 6

- i. Implementing non-rail assets (real estate, etc.) Management policies;
- ii. Undertaking annual inventory and condition surveys of non-rail assets (real estate, etc.);
- iii. Compiling and analyzing annual maintenance work programmes for non-rail assets (real estate, etc.);
- iv. Implementing non-rail assets (real estate, etc.) works emergency response programmes;
- v. Preparing tender documentation for non-rail assets (real estate, etc.) works;
- vi. Processing of tenders for non-rail assets (real estate, etc.) development works;
- vii. Supervising non-rail asset (real estate, etc.) maintenance programs;
- viii. Undertaking protection and surveillance of non-rail assets (real estate, etc.);
- ix. Implementing and conformance of non-rail assets (real estate, etc.) management systems and periodic reviews of the performance standards;

- x. Ensuring non-rail assets (real estate, etc.) maintenance contracts are prepared and implemented in accordance with set standards and specifications; and
- xi. Undertaking public sensitization on protection of non-rail assets (real estate, etc.) boundaries.

b) Requirements for the Job

The qualification will cover the three sections of engineering

For appointment to this grade, an officer must have -

- i. A minimum of three (3) years' experience in relevant work in the Public Service or in the Private Sector;
- ii. Bachelor Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution;
- iii. Registered by the Engineers Board of Kenya as a Professional Engineer;
- iv. Valid Annual Practicing License from the Engineers Board of Kenya;
- v. Membership of the Institution of Engineers of Kenya (IEK);
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

8.3 Principal Railways Engineer RG 5

An officer at this level may be deployed in any of the following functional areas where Duties and responsibilities at this level entail:-

8.3.1 Principal Planning & Design Engineer: Railway

- i. Coordinating railway investment programmes for railway networks;
- ii. Coordinating all aspects of feasibility studies including surveys and management of rail and other data for railway development;

- iii. Collecting and collating economic, environmental and social data for railway investment programmes and strategies;
- iv. Providing training in railway safety audits, accident data analysis, design review and implementation of railway incidence counter - measures;
- v. Undertaking public sensitization on railway safety;
- vi. Coordinating preparation of engineering design of railway works and structures;
- vii. Preparing railway asset database;
- viii. Developing and monitoring bridge maintenance and construction program for railways;

8.3.2 Principal Rail Development Engineer

- i. Coordinating preparation of short, medium and long term railway works programs;
- ii. Coordinating Public Private Partnership programs;
- iii. Coordinating reviewing of engineering design of railway works;
- iv. Coordinating preparation and review of tender documentation for railway works;
- v. Coordinating preparation and finalization of railway works tenders;
- vi. Overseeing preparation and implementation of procurement plans for railway work programmes;
- vii. Liaising with external financing agencies for resource mobilization for railway works;
- viii. Reviewing standards and specifications for railway works;
- ix. Supervising railway and structures works contracts;
- x. Enhancing resource mobilization for railway works from government and development partners
- xi. Enhancing resource mobilization for railway works through public private partnerships;
- xii. Enhancing efficiency in utilization of financial resources including aid; and
- xiii. Enhancing knowledge transfer and capacity building by encouraging partnership of foreign consultants and contractors with local firms in undertaking projects/consultancies;

8.3.3 Principal Engineer: Non-Rail Asset Development

- i. Coordinating the formulation of non-rail asset (real estate, etc.) management policies;
- ii. Coordinating of annual inventory and condition surveys of non-rail asset (real estate, etc.);
- iii. Coordinating compilation and analysis of non-rail asset (real estate, etc.) maintenance work programmes;
- iv. Overseeing the preparation and implementation of annual procurement plans for non-rail asset (real estate, etc.);
- v. Coordinating the operations of the Corporation's regional offices;
- vi. Ensuring expenditure controls and measures within the unit;
- vii. Implementing non-rail asset (real estate, etc.) works emergency response programmes;
- viii. Coordinating and preparing tender documentation for non-rail asset (real estate, etc.) works;
- ix. Monitoring supervision of non-rail asset (real estate, etc.) maintenance works;
- x. Ensuring implementation and conformance to non-rail asset (real estate, etc.) management systems and periodic reviews of the performance standards;
- xi. Ensuring non-rail asset (real estate, etc.) maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- xii. Planning and implementing of other associated non-rail asset (real estate, etc.) developments through institutional consultations and collaboration;
- xiii. Managing usage of non-rail asset (real estate, etc.); and
- xiv. Undertaking public sensitization on protection of non-rail asset (real estate, etc.) boundaries.

b) Requirements for Job

The qualification will covers the three sections of engineering

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

- i. A minimum of six (6) years relevant experience and at least three (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector
- ii. Bachelor Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution
- iii. Master Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution
- iv. Registered by Engineers Board of Kenya as a professional Engineer
- v. Valid Annual Practicing License from the Engineers Board of Kenya.
- vi. Certificate in Project Management from a recognized institution.
- vii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- viii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- ix. Membership of Institution of Engineers of Kenya (IEK).
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six of the Constitution; and
- xii. Shown merit and ability as reflected in work performance and results.

8.4 Assistant Manager (Railway), RG 4

a) Duties and Responsibilities

An officer at this level will be deployed to head any of the Technical Sections and will be responsible to the Manager of the respective Division for the coordination of activities in the Division.

Duties and responsibilities at this level entail:-

8.4.1 Assistant Manager: Railway Planning & Design RG 4

- i. Carrying out all aspects of feasibility studies including management of rail and other data;
- ii. Collecting and collating economic, environmental and social data for railway investment programmes and strategies;

- iii. Overseeing the activities in materials testing and research programs;
- iv. Providing training on rail safety audits, incidence data analysis, design reviews and implementing rail incidence counter - measures;
- v. Partnering with other agencies for improved railway emergency response;
- vi. Undertaking public sensitization on rail safety;
- vii. Overseeing the supervision of rail structures programs;
- viii. Developing and monitoring rail bridge maintenance and construction programmes;
- ix. Liaising with external financing agencies for resource mobilization for rail development; and
- x. Training and developing of staff of the department;

8.4.2 Assistant Rail Development Manager RG 4

- i. Overseeing preparation of short, medium and long term rail works programmes;
- ii. Overseeing the preparation rail design and control;
- iii. Planning and designing railway engineering structures;
- iv. Coordinating preparation of engineering design of railway works;
- v. Overseeing preparation of tender documentation for railway works;
- vi. Coordinating preparation and finalization of railway works tenders;
- vii. Overseeing preparation and implementation of procurement plans for railway work programmes;
- viii. Coordinating preparation of sectional budget;
- ix. Liaising with external financing agencies for resource mobilization for railway development;
- x. Reviewing of standards and specifications for rail works;
- xi. Supervising railway and structures works contracts;
- xii. Enhancing resource mobilization for railway development from government and development partners;
- xiii. Enhancing resource mobilization and program implementation through public private partnerships;

- xiv. Enhancing efficiency in utilization of financial resources including aid for railway development;
- xv. Undertaking regular rail safety audits during rail development;
- xvi. Enhancing training in rail safety audits, incidence data analysis, design reviews and implementing rail incidence counter - measures;
- xvii. Liaising with other agencies for improved railway emergency response; and
- xviii. Training and developing of staff.

8.4.3 Assistant Non-Rail Asset Development Manager RG 4

- i. Overseeing formulation of non-rail asset (real estate, etc.) management policies;
- ii. Overseeing the preparation of other associated non-rail asset (real estate, etc.) development and control;
- iii. Coordinating and undertaking of annual inventory and condition surveys of non-rail asset (real estate, etc.);
- iv. Overseeing preparation of engineering design of non-rail asset (real estate, etc.) maintenance works;
- v. Coordinating compilation and analysis of annual non-rail asset (real estate, etc.) maintenance work programmes;
- vi. Overseeing preparation and implementation of annual procurement plans for non-rail asset (real estate, etc.);
- vii. Coordinating operations of the Corporation's regional offices,
- viii. Coordinating preparation of sectional budget;
- ix. Ensuring expenditure controls and measures within the section;
- x. Overseeing implementation of non-rail asset (real estate, etc.) works emergency response programmes;
- xi. Overseeing preparation of tender documentation for non-rail asset (real estate, etc.) works;
- xii. Coordinating the processing of non-rail asset (real estate, etc.) works tenders;
- xiii. Coordinating and monitoring supervision of non-rail asset (real estate, etc.) maintenance works;
- xiv. Ensuring implementation and conformance of non-rail asset (real estate, etc.) management systems and periodic reviews of the performance standards;

- xv. Ensuring non-rail asset (real estate, etc.) maintenance contracts are prepared and implemented in accordance with set standards and specifications;
- xvi. Planning and implementing of other associated non-rail asset (real estate, etc.) development works through institutional consultations and collaboration; and
- xvii. Training and developing of staff.

b) Requirements for the Job

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

- i. A minimum of eight (8) years relevant experience and at least five (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector;
- ii. Bachelor Degree in Civil Engineering or equivalent qualification from a recognized institution;
- iii. Master Degree in Civil Engineering or equivalent qualification from a recognized institution;
- iv. Registered by Engineers Board of Kenya as a Professional Engineer with a post registration experience of at least six (6) years;
- v. Valid Annual Practicing License from the Engineers Board of Kenya;
- vi. Certification in Project Management from a recognized institution;
- vii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- ix. Membership of the Institution of Engineers of Kenya (IEK);
- x. Proficiency in computer applications;
- xi. Fulfilled the requirements of Chapter Six of the Constitution; and
- xii. Demonstrated competence in work performance.

8.5 (Railways Engineering Manager RG 3

a) Duties and responsibilities

An officer at this level may be deployed to head any of the Technical Divisions: Planning, Design & Environment; Rail Development; Non-Rail Asset Development; and will be responsible to the Manager for the coordination of activities in the Division.

Duties and responsibilities at this level entail: -

8.5.1 Rail Development Manager RG 3

- i. Overseeing Rail Planning and preparation of Road Investment programs;
- ii. Carrying out feasibility studies including all railway traffic data;
- iii. Collecting and collating economic, environmental and social data for rail investment programmes and strategies;
- iv. Providing training on rail safety audits, incidence data analysis, design reviews and implementing rail incidence counter - measures;
- v. Partnering with other agencies for improved railway emergency response;
- vi. Undertaking public sensitization on rail safety;
- vii. Overseeing the supervision of implementation of rail structures programs;
- viii. Overall responsibility for developing and monitoring rail bridge maintenance and construction programmes;
- ix. Liaising with external financing agencies for resource mobilization; and capacity building and performance management for rail development;
- x. Overall responsibility for implementation of the Division's strategic objectives; and
- xi. Training and developing of staff within the department.

8.5.2 Non-Rail Asset Development Manager RG 3

- i. Overseeing preparation of short, medium and long term non-rail asset (real estate, etc.) works programmes;
- ii. Coordinating of preliminary and detailed engineering designs for non-rail asset (real estate, etc.);

- iii. Preparing of preliminary and detailed engineering designs of non-rail asset (real estate, etc.) structures;
- iv. Coordinating preparation and finalization of non-rail asset (real estate, etc.) works tender;
- v. Overseeing preparation and implementation of procurement plans for non-rail asset (real estate, etc.) work programmes;
- vi. Liaising with external financing agencies for resource mobilization for development of non-rail asset (real estate, etc.);
- vii. Reviewing standards and specifications for non-rail asset (real estate, etc.) works;
- viii. Supervision of non-rail asset (real estate, etc.) and structures works contracts;
- ix. Coordinating preparation of Division's budget;
- x. Ensuring expenditure controls and measures within the Division;
- xi. Enhancing resource mobilization from government and development partners for development of non-rail asset (real estate, etc.);
- xii. Enhancing resource mobilization through public private partnerships for development of non-rail asset (real estate, etc.);
- xiii. Enhancing efficiency in utilization of financial resources including aid;
- xiv. Enhancing knowledge transfer and capacity building by encouraging partnership of foreign consultants and contractors with local firms in undertaking non-rail asset (real estate, etc.) projects/consultancies;
- xv. Building capacity of young professional graduates through internship in projects;
- xvi. Undertaking regular safety audits during non-rail asset (real estate, etc.) development
- xvii. Overall responsibility for implementation of the Division's strategic objectives; and
- xviii. Capacity building and performance management.

8.5.3 Planning, Design & Environment Manager RG 3

a) Duties and Responsibilities

- i. Overseeing the preparation of associated rail infrastructure development and control ;

- ii. Overseeing the formulation of railway asset management policies;
- iii. Overseeing the preparation and implementation of annual procurement plans for railway works;
- iv. Ensuring expenditure controls and measures within the Division;
- v. Overseeing the implementation of railway works emergency response programmes,
- vi. Overseeing preparation of tender documentation for railway works;
- vii. Coordinating the processing of rail works tenders;
- viii. Ensuring the implementation and conformance of railway management systems and periodic reviews of the performance standards;
- ix. Re-possessing illegally acquired railway reserves;
- x. Participating in the planning of other rail associated infrastructure developments through institutional consultations and collaboration;
- xi. Undertaking public sensitization on protection of railway reserves;
- xii. Overall responsible for implementation of the Division's strategic objectives; and
- xiii. Capacity building and performance management.
- xiv. Overall responsibility for compliance with Environmental Management laws and regulations in all rail and building construction projects
- xv. Overall responsible for social impact interventions in rail and building construction projects are executed in accordance and compliance with social impact standards, laws, Regulations and policies.

b) Requirements for the Job

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

- i. A minimum of ten (10) years' experience in relevant work and at least five (5) years in a management role in the Public Service or in the Private Sector;
- ii. Bachelor degree in Civil Engineering or equivalent qualification from a recognized institution.

- iii. Master Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution.
- iv. Registered by Engineers Board of Kenya as a professional Engineer with a minimum post registration experience of eight (8) years.
- v. Valid Annual Practicing License from the Engineers Board of Kenya.
- vi. Certificate in Project Management.
- vii. Certificate in Supervisory Course for at least two (2) weeks from a recognized institution
- viii. Certificate in Leadership Course for at least four (4) weeks from a recognized institution.
- ix. Membership of the Institution of Engineers of Kenya (IEK).
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six of the Constitution; and
- xii. Demonstrated merit and ability as reflected in work performance and results.

8.5.4 General Manager Infrastructure Development, RG 2

a) Duties and Responsibilities

Duties and responsibilities at this level entail: -

- i. Coordinating the operations and administrative functions of the Department;
- ii. Developing policies and programmes for the Department;
- iii. Managing funds and property allocated/assigned to the Department;
- iv. Managing and developing staff within the Department;
- v. Developing operations plans and programmes for achieving the Department's objectives in line with the Corporation's objectives;
- vi. Co-operating with lead agencies and organizations locally and globally in the Railway Sub-sector;
- vii. Developing economic, efficient and cost effective internal management structure for the Department;

- viii. Formulating, implementing and reviewing the Strategic Plan, Business Plan and Annual Plan (including budgeting) of the Department;
- ix. Ensuring implementation and fulfilment of the Department's policies and agreed objectives; performance targets and service standards in line with those of the Corporation;
- x. Providing advice as required on all matters within the Department's mandate;
- xi. Overall responsibility for implementation of the Department's strategic objectives; and
- xii. Overall in-charge of training and developing of staff within the department.

b) Requirements for the Job

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

- i. A minimum of twelve (12) years' experience in relevant work and at least five (5) years in a management role in the Public Service or in the Private Sector;
- ii. Bachelor degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution.
- iii. Master Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent qualification from a recognized institution.
- iv. Registered by Engineers Board of Kenya as a professional Engineer with a minimum post registration experience of ten (10) years.
- v. Valid Annual Practicing License from the Engineers Board of Kenya.
- vi. Certificate in Project Management.
- vii. Certificate in Supervisory Course for at least two (2) weeks from a recognized institution

- viii. Certificate in Leadership Course for at least four (4) weeks from a recognized institution.
- ix. Membership of the Institution of Engineers of Kenya (IEK).
- x. Proficiency in computer applications.
- xi. Fulfilled the requirements of Chapter Six of the Constitution; and
- xii. Demonstrated merit and ability as reflected in work performance and results.

8.7 CAREER PROGRESSION GUIDELINES FOR SOCIOLOGISTS

a) Job Purpose

The purpose of this function is to ensure rail and building construction works and services are executed in accordance and in compliance with social impact laws, Regulations and policies. It will ensure that social impact interventions and mitigation initiatives in respect of project affected persons are addressed in all Corporation's Construction projects.

b) Grading Structure

The career progression guidelines establishes five (5) grades of sociologists who will be designated and graded as follows:

DESIGNATION	RG
Assistant Sociologist	8
Senior Assistant Sociologist	7
Sociologist	7
Senior sociologist	6
Principal Sociologist	5
Assistant Social Safeguards Manager	4

c) Recognised Qualifications

- i. Masters Degree in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;

- ii. Bachelor's Degrees in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- iii. Diploma in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- iv. Management course lasting not less than 2 weeks from a recognised institution
- v. Leadership Course lasting not less than four weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Member of a relevant professional Body
- viii. Proficiency in computer applications
- ix. Satisfy the requirements of chapter six of the constitution on leadership and integrity

8.7.1 Assistant Sociologist RG 8

a) Duties and Responsibilities

The Assistant Sociologist will perform the following functions related to specific projects;-

- i. Assisting in organizing for community sensitization programmes on project impact on social issues/concerns/interests and how they will be safeguarded including Gender and Disability mainstreaming, HIV/AIDS and Alcohol Drug and Substance abuse prevention programmes.
- ii. Assisting in Collection of social baseline data within the project area
- iii. Assisting in liaising with organizations/institutions/communities affected by the Project – the Project Affected Persons (PAPS)
- iv. Assisting in ensuring contractor compliance with social community interests/safeguards and requirements
- v. Assisting Preparation of monthly reports
- vi. Assisting in Preparation of quarterly reports
- vii. Assisting in handling and documenting of social concerns from the communities project area
- viii. Assisting in conducting safety checks

b) Requirements of the Job

- i. Diploma in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- ii. Computer proficiency
- iii. Meets the requirements of chapter six of the constitution

8.7.2 Senior Assistant Sociologist RG 7

a) Duties and responsibilities

- i. Assisting in Sensitizing community on project impact on their social issues/concerns/interests and how they will be safeguarded including Gender and Disability mainstreaming , HIV/Aids and Drug and Alcohol abuse prevention programmes
- ii. Assisting Collection of social baseline data within the project area
- iii. Liaising with organizations/institutions/communities affected by the Project – the Project Affected Persons (PAPS)
- iv. Assisting in ensuring contractor compliance with social community interests/safeguards and requirements
- v. Preparation of monthly reports
- vi. Assisting in Preparation of quarterly reports
- vii. Assisting in handling and documenting of social concerns from the communities project area
- viii. Assisting in conducting safety checks

b) Requirement of the job

- i. Higher Diploma in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution or
- ii. Diploma with three (3) years' relevant work experience
- iii. Supervisory skills lasting for not less than one (1) week
- iv. Computer proficiency
- v. Meets the requirements of Chapter six of the constitution
- vi. Demonstrated merit and ability as reflected in work performance and results.

8.7.3 Sociologist RG 7

a) Duties and Responsibilities

- i. Assisting in organizing Sensitization programmes for community on project impact on their social issues/concerns/interests and how they will be safeguarded including Gender and Disability mainstreaming, HIV/AIDS and Alcohol Drug and substance abuse intervention programmes.
- ii. Collection of social baseline data within the project area
- iii. Liaising with organizations/institutions/communities affected by the Project – the Project Affected Persons (PAPS)
- iv. Assisting in ensuring contractor compliance with social community interests/safeguards and requirements
- v. Assisting in Preparation of monthly reports
- vi. Assisting in Preparation of quarterly reports
- vii. Assisting in handling and documenting of social concerns from the communities project area
- viii. Assisting in conducting safety checks

b) Requirements of the Job

- i. Bachelor's Degrees in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- ii. Computer proficiency
- iii. Meets the requirements of chapter six of the constitution

8.7.4 Senior Sociologist RG 6

a) Duties and responsibilities

At this level duties and responsibilities will entail:

- i. Conducting social reviews of projects and supervises new portfolio;
- ii. Collecting data and information on social issues;
- iii. Reviewing projects contracts and ensures social provisions are incorporated;
- iv. Undertaking social surveys;
- v. Establishing linkages with consultants/stakeholders on social matters

- vi. Coordinating implementation of HIV/AIDS, Drug and Alcohol abuse interventions programmes in rail and building projects works
- vii. Assessment and evaluation of ongoing projects;
- viii. Assessing the level of awareness on major social issues affecting the public as a result of road infrastructure;
- ix. Gender and Disability Mainstreaming in rail projects
- x. Preparation and Implementation of Resettlement Action Plans (RAP).
- xi. Facilitating Social Impact Studies on rail designs; and
- xii. Monitoring and evaluating rail and buildings construction works and ensuring social concerns are properly addressed.

b) Requirements for the Job

For appointment to this grade, a candidate must have:

- i. A Bachelor's Degrees in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- ii. Served in the grade of Sociologist or comparable position in the public service or reputable organization for at least three (3) years.
- iii. Attended supervisory course for at least two (2) week from a recognised institution
- iv. Membership with Counsellors and Psychologists Society of Kenya or any other relevant professional body
- v. Experience in Donor Funded agencies' Social policies and guidelines
- vi. Experience in HIV/AIDS interventions, Gender Mainstreaming and preparation and Implementation of Resettlement Action Plans (RAP)
- vii. Computer proficiency
- viii. Meets the requirements of chapter six of the constitution
- ix. Demonstrated merit and ability as reflected in work performance and results.

8.7.5 Principal Sociologist RG 5

a) Duties and Responsibilities

At this level duties and responsibilities will entail:

- i. Analysing the social impacts on railway project development as per legal provisions, policy and guidelines.
- ii. Conducting baseline surveys on social economic impacts of the railway developments on the project affected persons
- iii. Carrying out education, sensitization, and advocacy on the land acquisition process to the PAPs and stakeholders
- iv. Facilitating preparation and implementation of the Relocation Action Plan (RAP) proposals
- v. Monitoring and evaluation of the socio-economic impacts of the project during implementation.
- vi. Facilitating the grievance address mechanisms for potential resettlement grievances including providing data and information for dispute resolution.
- vii. Building relationships and addressing the concerns and grievances of the stakeholders

b) Requirements of the Job

For appointment to this grade, a candidate must have:

- i. Masters Degree in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- ii. A Bachelor's Degrees in any of the following: Sociology, Anthropology, social work, or its equivalent qualification from a recognized institution;
- iii. Served in the grade of Senior Sociologist or comparable position in the public service or reputable organization for at least six (6) years
- iv. Attended Management course lasting not less than four (4) week from a recognised institution
- v. Membership with Counsellors and Psychologists Society of Kenya or any other relevant professional body
- vi. Experience in Donor Funded agencies' Social policies and guidelines
- vii. Experience in HIV/AIDS and Alcohol, drug and substance abuse interventions, Gender and Disability Mainstreaming and preparation and Implementation of Resettlement Action Plans (RAP)
- viii. Computer proficiency

- ix. Meets the requirements of chapter six of the constitution on leadership and integrity
- x. Demonstrated merit and ability as reflected in work performance and results.

8.7.6 Social Safeguards Assistant Manager

a) Duties and Responsibilities

At this level duties and responsibilities will entail:

- i. Developing, Designing, implementing and tracking progress on social performance systems with a view to ensuring compliance with corporate standards.
- ii. Coordinating and undertaking social impact studies independently as part of the rail and buildings design and tender documentation process and preparation of appropriate social management plans.
- iii. Conducting social reviews of the Corporation's projects and supervising new portfolio investments.
- iv. Providing technical and advisory support to railway sector stakeholders towards achieving positive and sustainable development outcomes including mobilization of support from donor funded programmes.
- v. Reviewing relevant corporation projects contracts to ensure provisions related to social provisions have been incorporated.
- vi. Advising and recommending scenarios that will optimize on community benefits on the basis of assessments and surveys.
- vii. Preparing terms of reference for the social surveys and facilitating implementation of related recommendations.
- viii. Liaising with relevant staff/communication specialists and other stakeholders in the dissemination of public information relating to the Corporation's construction projects.
- ix. Establishing linkages with consultants and other stakeholders on social matters for mutual benefit of the Corporation.
- x. In liaison with the Human resource management function in the Corporation, coordination of implementation of HIV/AIDS, Alcohol

Drugs and Substance Abuse interventions in construction projects.

- xi. In liaison with the Human resource management function in the Corporation, Coordination of Gender and Disability mainstreaming in project design with emphasis on equal employment opportunities without discrimination.

b) Requirements of the job

- i. Bachelor degree in Sociology, Social Work/Social Sciences or equivalent degree from a recognized University.
- ii. Post Graduate professional Training in Social Work/Community Development or related studies.
- iii. Have served in the grade of Principal Sociologist or similar position for minimum of eight (8) years of which three (3) must have served in a management position in the public service or any other reputable organization
- iv. Management course lasting not less than four (4) weeks
- v. Membership with Counsellors and Psychologists Society of Kenya or any other relevant professional body
- vi. Attended a leadership course lasting not less than four (4) weeks;
- vii. Certificate in Computer proficiency;
- viii. Meets the requirements of Chapter Six of the Constitution of Kenya 2010
- ix. Demonstrated competence in work performance.

8.8 CAREER PROGRESSION GUIDELINES FOR ENVIRONMENTALISTS

a) Purpose of the Job

The purpose of this function is to ensure compliance with the Environment Management and Coordination Act (Laws of Kenya) in all projects in the Corporation and oversee the management and sustainable utilization of resources as well as provide support to rail sector stakeholders on environmental matters in all rail and building construction works and services

b) Grading Structure

The career progression guidelines establishes five (5) grades of environmentalists who will be designated and graded as follows:

DESIGNATION	RG
Assistant Environment Officer	8
Senior Assistant environment officer	7
Environment officer	7
Senior environment officer	6
Principal Environment officer	5
Assistant Environment Manager	4

c) Recognised Qualifications

- i. Masters degree in any of the following disciplines: Environmental science; Physical or Biological Science or its equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in any of the following disciplines: Environmental science; Physical or Biological Science or its equivalent qualification from a recognized institution;
- iii. Diploma in any of the following disciplines: Environmental science; Physical or Biological Science or its equivalent qualification from a recognized institution;
- iv. Management course lasting not less than 2 weeks from a recognised institution
- v. Leadership Course lasting not less than four (4)weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Membership to a relevant professional Body
- viii. Proficiency in computer applications
- ix. Meets the requirements of chapter six of the constitution

8.8.1 Assistant Environment Officer

a) Job Responsibilities

The Assistant Environment Officer will perform the following functions related to specific projects;-

- i. Assist in preparing community sensitization programmes on environmental issues
- ii. Assisting on collection of environmental baseline data within the project area
- iii. Assist in liaising with KFS and KWS in way leave acquisition in gazetted protected areas such as forests, national parks and game reserves
- iv. Ensure contractor compliance with ESMP
- v. Assisting in preparation of monthly reports
- vi. Assist in preparation of quarterly reports
- vii. Assist in handling and documentation of environmental concerns from the project area
- viii. Assist in conducting safety checks

b) Requirement for the Job

- i. Diploma in Environmental studies or its equivalent qualification from a recognized institution;
- ii. Computer proficiency
- iii. Meets the requirements of chapter six of the constitution on leadership and integrity

8.8.2 Senior Assistant Environment Officer RG 7

The Senior Assistant Environment Officer will perform the following functions related to specific projects;-

a) Duties and responsibilities

- i. Assist in preparing community sensitization programmes on environmental issues
- ii. Assisting on collection and collation of environmental baseline data within the project area
- iii. Assist in liaising with KFS and KWS in way leave acquisition in gazetted protected areas such as forests, national parks and game reserves
- iv. Ensure contractor compliance with ESMP
- v. Assisting in preparation of monthly reports
- vi. Assist in preparation of quarterly reports

- vii. Assist in handling and documentation of environmental concerns from the project area
- viii. Assist in conducting safety checks

b) Requirement for the Job

- i. Higher Diploma in Environmental studies or equivalent from a recognized institution OR
- ii. Diploma in Environmental studies or its equivalent qualification from a recognized institution with three (3) years relevant experience in the public service or any other reputable organization ;
- iii. Supervisory skills course lasting not less than one (1) week
- iv. Computer proficiency
- v. Meets the requirements of chapter six of the constitution
- vi. Demonstrated competence in work performance.

8.8.3 Environment Officer RG 7

The Environment Officer will perform the following functions related to specific projects;-

a) Duties and Responsibilities

- i. Assist in preparing community sensitization programmes on environmental issues
- ii. Assisting on collection of environmental baseline data within the project area
- iii. Assist in liaising with KFS and KWS in way leave acquisition in gazetted protected areas such as forests, national parks and game reserves
- iv. Ensure contractor compliance with ESMP
- v. Assisting in preparation of monthly reports
- vi. Assist in preparation of quarterly reports
- vii. Assist in handling and documentation of environmental concerns from the project area
- viii. Assist in conducting safety checks

b) Requirements for the Job

- i. Bachelor's Degree in any of the following disciplines Environmental science; Physical or Biological Science or its equivalent qualification from a recognized institution;
- ii. Computer proficiency
- iii. Meets the requirements of chapter six of the constitution

8.8.4 Senior Environment Officer –RG 6

a) Duties and Responsibilities

- i. Assisting in development of initiatives in all the Corporation's projects to comply with the relevant environment laws and regulations.
- ii. Facilitating implementation of the department's strategies for environmental safeguards.
- iii. Facilitating Environmental Impact Studies of rail and building works;
- iv. Monitoring and evaluating rail and building construction works and ensuring environmental concerns are properly addressed;
- v. Assisting in dissemination of environmental information to the general public in the rail sector environment;
- vi. Assisting in determination of statistical trends in environmental parameters and variables in the rail sector environment ;

b) Requirements for the Job

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines Environmental science; Physical or Biological Science or its equivalent qualification from a recognized institution;
- ii. Have served for three (3) years in the position of Environment Officer or equivalent in the public service or any other reputable organization;
- iii. Supervisory course lasting for not less than two (2) weeks
- iv. Been Registered with NEMA as an Associate Expert;
- v. Current valid annual Practicing Licence from NEMA, and;
- vi. Computer proficiency
- vii. Meets the requirements of chapter six of the constitution

- viii. Demonstrated merit and ability as reflected in work performance and results.

8.8.5 Principal Environment Officer RG 5

The officer shall be responsible for the following functions:-

a) Duties and responsibilities

- i. Ensuring all the corporation's projects comply with the relevant environment laws and regulations.
- ii. Oversee the management and sustainable utilization of resources as well as provide support to rail sector stakeholders on environmental matters.
- iii. Developing of strategies for achievement of environmental protection objectives;
- iv. Management and utilization of resources in an optimal and sustainable manner ;
- v. Ensuring compliance with the relevant environment laws and regulations;
- vi. Coordination and preparation of periodic reports on status of environmental mitigation activities.
- vii. Monitoring, assessing, evaluating the impact of development activities on the environment and advising on corrective measures where appropriate;
- viii. Providing technical and advisory support to rail sector stakeholders towards achieving positive and sustainable development outcomes including mobilization of support from donor funded programmes.
- ix. Interacting with development partners/donor organizations to facilitate compliance with national environmental laws and regulations and other agreed performance standards.
- x. Coordinating Environmental Impact Studies of new projects;
- xi. Establishing linkages with consultants and other stakeholders on environmental matters for mutual benefit of the Corporation.
- xii. Reviewing relevant Corporation contracts to ensure provisions related to environmental provisions have been incorporated.

- xiii. Conducting environmental & social reviews of the Company's projects and supervising new portfolio investments to ensure environmental concerns are properly addressed;
- xiv. Participating in activities involved in environmental protection;
- xv. Collating, and analyzing environmental research findings.

b) Requirements of the job

For appointment to this grade, an officer must have:

- i. Masters Degree in any of the following disciplines; Environmental science, Physical or Biological Science or its equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following disciplines; Environmental science, Physical or Biological Science or its equivalent qualification from a recognized institution;
- iii. Served in the grade of Environment Officer or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of six (6) years;
- iv. Attended Management course lasting not less than four (4) weeks;
- v. Post Graduate Training in Environmental Studies or related studies
- vi. Be registered with NEMA as a Lead Expert
- vii. Current valid annual Practicing Licence from NEMA
- viii. Computer proficiency
- ix. Meets the requirements of chapter six of the constitution

8.8.6 Assistant Environment Manager

The officer shall be responsible for the following functions:-

a) Duties and responsibilities

- i. Ensuring rail and Buildings construction works and services are executed in accordance and in compliance with relevant environmental management laws and regulations

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- ii. Oversee the management and sustainable utilization of resources as well as provide support to rail sector stakeholders on environmental matters.
 - iii. Developing and implementing strategies for achievement of environmental protection objectives;
 - iv. Coordination and preparation of periodic reports on status of environmental mitigation activities.
 - v. Monitoring, assessing, evaluating the impact of development activities on the environment and advising on corrective measures where appropriate;
 - vi. Providing technical and advisory support to rail sector stakeholders towards achieving positive and sustainable development outcomes including mobilization of support from donor funded programmes.
 - vii. Interacting with development partners/donor organizations to facilitate compliance with national environmental laws and regulations and other agreed performance standards.
 - viii. Coordinating Environmental Impact Studies of new projects;
 - ix. Establishing linkages with consultants and other stakeholders on environmental matters for mutual benefit of the Corporation.
 - x. Reviewing relevant Corporation contracts to ensure provisions related to environmental provisions have been incorporated.
 - xi. Conducting environmental reviews of the corporation's projects and supervising new portfolio investments to ensure environmental concerns are properly addressed;
 - xii. Guiding on preparation of annual work programmes, budgets and procurement plans for the section.
 - xiii. Participating in activities involved in environmental protection;
 - xiv. Evaluating and ensuring environmental research findings are collated, and analyzed.

b) Requirements of the Job

For appointment to this position, the officer must have:-

- i. Masters Degree in any of the following disciplines; Environmental science, Physical or Biological Science or its equivalent qualification from a recognized institution

- ii. Bachelor's Degree in any of the following disciplines; Environmental science, Physical or Biological Science or its equivalent qualification from a recognized institution
- iii. Registration with NEMA as a Lead Expert
- iv. Have served in the position of Principal Environment Officer or equivalent in the public service or any reputable organization for a minimum of eight (8) years'
- v. Attended a management course lasting for at least 4 weeks from a recognised institution
- vi. Registered and with Current valid annual Practicing Licence from NEMA,
- vii. Attended a leadership course lasting not less than four (4) weeks;
- viii. Certificate in Computer proficiency;
- ix. Meets the requirements of Chapter Six of the Constitution of Kenya 2010
- x. Demonstrated competence in work performance.

8.9 CARRER PROGRESSION GUIDELINES FOR CARTOGRAPHERS

A) Purpose of the Job

The purpose of this function is to ensure accuracy in drawing of survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams. The function checks topographical base maps and compilation manuscript; planning and carrying out map design; revising base maps from aerial imageries; collection from geospatial data sources; repairing, maintaining and updating mapping records; servicing and maintaining cartographic equipment; and controlling map dissemination as per the corporation requirements and legal compliance to the law.

b) Grading Structure

The career progression provides for four (4) grades for employees of this carder

DESIGNATION	RG
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Cartographic Assistant	8
Senior Cartographic Assistant	7
Cartographer	7
Senior Cartographer	6
Principle Cartographer	5

c) Recognised Qualifications

- i. Masters degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- ii. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- iii. Diploma in Cartography from a recognized institution
- iv. Management course lasting not less than 2 weeks from a recognised institution
- v. Leadership Course lasting not less than four (4)weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Membership to a relevant professional Body
- viii. Proficiency in computer applications
- ix. Meets the requirements of chapter six of the constitution

8.9.1 Cartographic assistant RG 8

a) Duties and Responsibilities

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

entail:- drawing survey and deed plans, small area boundary schedules and small area preliminary index diagrams.

Requirements of the Job

For appointment to this grade a candidate must have:-

- i. Diploma in Cartography from a recognized institution; and
- ii. Proficiency in computer applications
- iii. Meets the requirements of chapter six of the constitution

8.9.2 Senior cartographic Assistant RG7

The officer shall be responsible for the following functions:-

a) Duties and responsibilities

Duties and responsibilities entail: - drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams; preparing topographical base maps for special purpose maps; and revising base maps from aerial imageries.

b) Requirements of the Job

For appointment to this grade a candidate must have

- i. Higher Diploma in Cartography OR
- ii. Diploma in Cartography from a recognized institution and Served in the grade of Cartographic Assistant, or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Proficiency in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.
- v. Meets the requirements of chapter six of the constitution
- vi. Demonstrated competence in work performance.

8.9.3 Cartographer RG 7

a) Duties and Responsibilities

Duties and responsibilities entail:

- i. Drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- ii. Preparing topographical base maps for special purpose maps;
- iii. Revising base maps from aerial imageries.

b) Requirements of the Job

For appointment to this grade a candidate must have:-

- i. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution; and
- ii. Proficiency in computer applications
- iii. Meets the requirements of chapter six of the constitution

8.9.4 Senior Cartographer RG6

The officer shall be responsible for the following functions:-

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Supervising drawing of survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- ii. preparing topographical base maps and compilation manuscript; carrying out map design;
- iii. Revising base maps from aerial imageries;
- iv. Collecting data from geospatial data sources; and
- v. Repairing, maintaining and updating mapping records.

b) Requirement for the Job

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

- i. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution;
- ii. served in the grade of Cartographer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Affiliate/associate membership of the Institution of Surveyors of Kenya (ISK);
- v. Proficiency in computer applications
- vi. Meets the requirements of chapter six of the constitution and
- vii. Demonstrated competence in work performance.

8.9.5 Principal Cartographer RG5

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Supervising drawing of survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- ii. Checking topographical base maps and compilation manuscript; planning and carrying out map design;
- iii. Revising base maps from aerial imageries;
- iv. Supervising data collection from geospatial data sources;
- v. Repairing, maintaining and updating mapping records;
- vi. Servicing and maintaining cartographic equipment; and controlling map dissemination.

b) Requirements for the Job

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

- i. Masters degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- ii. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- iii. Served in the grade of Senior Cartographer, or in a comparable and relevant position in the Public Service for a minimum period of Six (6) years;
- iv. Senior Management Course lasting not less than four (4) weeks from a recognized institution ;
- v. Affiliate/Associate membership of the Institution of Surveyors of Kenya (ISK);
- vi. Proficiency in computer applications; and
- vii. Meets the requirements of chapter six of the constitution and
- viii. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing cartographic policies.

8.10 CAREER GUIDELINES FOR LAND SURVEYORS

a) Job Purpose

Responsible for preparing and maintaining sketches, maps, reports, and legal descriptions of corporations land. Responsible verifying the accuracy of survey data, including measurements and calculations conducted at survey sites. Formulating and leading the implementation of surveying, physical planning and GIS strategy in line with policies, processes & procedures to achieve Corporation's strategic objectives

b) Grading Structure

The guideline establishes Five (5) grades for land surveyors

Designation	RG
Survey Assistant	8
Senior Survey assistant	7
Assistant Surveyor	7
Senior Surveyor	6
Principal Surveyor	5
Ass Manager Survey	4

c) Recognised Qualifications

- i. Masters degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- ii. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- iii. Diploma in Lands Survey from a recognized institution
- iv. Management course lasting not less than 2 weeks from a recognised institution
- v. Leadership Course lasting not less than four (4)weeks
- vi. Supervisory skills course lasting not less than one (1) week
- vii. Membership to a relevant professional Body
- viii. Proficiency in computer applications
- ix. Meets the requirements of chapter six of the constitution

8.10.1 Survey assistant RG 8

a) Duties and Responsibilities

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

Duties and responsibilities entail: -

- i. Carrying out angular and distance measurements and computation for small and medium density topographical, general engineering,
- ii. Sub-divisional schemes, small area cadastral and photo control surveys.

Requirements of the Job

For appointment to this grade a candidate must have:-

- i. Diploma in Land Survey or Hydrography from a recognized institution; and
- ii. Proficiency in computer applications
- iii. Meets the requirements of chapter six of the constitution

8.10.2 Senior Survey assistant RG7

The officer shall be responsible for the following functions:-

a) Duties and responsibilities

Duties and responsibilities entail: -

- i. Carrying out angular and distance measurements and computation for small and medium density topographical
- ii. General engineering,
- iii. Sub-divisional schemes,
- iv. Small area cadastral and photo control surveys.

b) Requirements of the Job

For appointment to this grade a candidate must have

- i. Served in the grade of Land Survey Assistant, or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Diploma in Land Surveying or Hydrography from a recognized institution; Proficiency in computer applications; and

- iii. Shown merit and ability as reflected in work performance and results.
- iv. Meets the requirements of chapter six of the constitution
- v. Demonstrated competence in work performance.

8.10.3 Land Surveyor RG7

The officer shall be responsible for the following

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Carrying out angular and distance measurements
- ii. Computation for medium and high density topographical, general engineering, Sub-divisional schemes, medium area cadastral
- iii. Photo control surveys.

b) Requirements of the Job

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution; and
- (ii) Proficiency in computer applications
- (iii) Meets the requirements of chapter six of the constitution

8.10.4 Senior Land Surveyor RG6

The officer shall be responsible for the following functions:-

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Carrying out large area cadastral, geodetic and mapping control surveys;

- ii. Supervising small, medium and large area cadastral, adjudication, small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys;
- iii. Carrying out quality control of cadastral, adjudication and general boundary surveys; and maintaining, testing and calibrating survey equipment.
- iv. Mapping out of the Corporation land for safeguarding and decision making.
- v. Demarcating the corporation land in line with survey reports.
- vi. Monitoring of the way leave infringements and boundary verifications
- vii. Demonstrated competence in work performance.

b) Requirement for the Job

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

- (i) Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution;
- (ii) Served in the grade of Surveyor or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Affiliate/associate membership of the Institution of Surveyors of Kenya (ISK);
- (v) Proficiency in computer applications
- (vi) Meets the requirements of chapter six of the constitution and
- (vii) Shown merit and ability as reflected in work performance and results.

8.10.5 Principal Land Surveyor RG5

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Carrying out country wide boundary and hydrographic surveys for Corporations land;
- ii. Supervising cadastral, adjudication, topographical, sub-divisional schemes, photo control, engineering surveys;
- iii. Carrying out quality control of cadastral, adjudication and general boundary surveys;
- iv. Maintaining, testing, calibrating and certifying survey equipment.
- v. Liaising with the national and county Government agencies for land development approvals
- vi. Managing and coordinating the outsourced survey and planning services
- vii. Verifying and validating of landed assets boundaries to secure Corporation's land
- viii. Preparing, managing and monitoring the departments budgets

b) Requirements for the Job

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

- i. Masters degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- ii. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- iii. Served in the grade of Senior Surveyor, or in a comparable and relevant position in the Public Service for a minimum period of Six (6) years;
- iv. Senior Management Course lasting not less than four (4) weeks from a recognized institution ;
- v. Full membership of the Institution of Surveyors of Kenya (ISK);

- vi. Proficiency in computer applications; and
- vii. Meets the requirements of chapter six of the constitution and
- viii. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing cartographic policies.

8.10.6 Assistant Manager Survey RG4

a) Duties and Responsibilities

Duties and responsibilities entail: -

- i. Formulating and leading the implementation of surveying, physical planning and GIS strategy in line with policies, processes & procedures to achieve Corporation's strategic objectives
- ii. Managing & Coordinating cadastral surveys and registration of the corporation land to secure business assets
- iii. Managing & Coordinating engineering survey for projects
- iv. Managing and coordinating land use planning process for all projects
- v. Developing and managing geographic information systems for management of corporation operations.
- vi. Managing and coordinating land acquisition process for development projects
- vii. Verifying and validating of landed assets boundaries to secure Corporation's land
- viii. Leading, motivating and developing the departmental staff to achieve business and people objectives
- ix. Managing the department's communication
- x. Identifying, implementing and benchmarking best practices in management
- xi. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

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

- i. Masters degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in

- Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
- ii. Bachelors degree in any of the following disciplines:- Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a recognized institution
 - iii. Served in the grade of Principal Surveyor, or in a comparable and relevant position in the Public Service for a minimum period of eight (8) years;
 - iv. Senior Management Course lasting not less than four (4) weeks from a recognized institution ;
 - v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
 - vi. Full membership of the Institution of Surveyors of Kenya (ISK);
 - vii. Attended a leadership course lasting not less than four (4) weeks;
 - viii. Certificate in Computer proficiency;
 - ix. Meets the requirements of Chapter Six of the Constitution of Kenya 2010
 - x. Demonstrated competence in work performance.

8.11.0 CAREER PROGRESSION GUIDELINES FOR ARCHITECTS

a) Job Purpose

Responsible for creating designs for new construction projects, alterations and redevelopments using their specialist construction knowledge and high-level drawing skills to design buildings and landscapes that are functional, safe, sustainable and aesthetically pleasing.

b) Grading Structure

The guideline establishes Four (4) grades for Architects as below;

Designation	RG
Architect	7
Senior Architect	6
Principal Architect	5
Assistant Architecture Manager	4

c) Recognized Qualifications

- i. Masters Degree in Architecture or equivalent from a recognized Institution
- ii. Bachelors degree in Architecture or equivalent from a recognized Institution
- iii. Management course lasting from a recognized Institution
- iv. Supervisory course from a recognized Institution
- v. Membership to a relevant professional body
- vi. Strong knowledge of mechanism and control system
- vii. Certificate in Computer proficiency
- viii. Meets the provision of Chapter Six of Constitution

8.11.1 Architect RG 7

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Offer technical knowledge to ensure designs provide sustainability
- ii. Provide technically competent and aesthetically sensitive solutions to projects
- iii. Provide solutions that accommodate budgets without compromising quality
- iv. Assist in develop schedules, budgets and proposals

b) Requirement for the Job

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

- i. Bachelors degree in Architecture or equivalent from a recognized Institution;
- ii. Certificate in Computer Proficiency and
- iii. Meets the provision of Chapter Six of the Constitution.

8.11.2 Senior Architect RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Creating building designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications
- ii. liaising with construction professionals about the feasibility of potential projects
- iii. working around constraining factors such as town planning legislation, environmental impact and project budget
- iv. working closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors and architectural technologists
- v. applying for planning permission and advice from governmental new build and legal departments
- vi. writing and presenting reports, proposals, applications and contracts
- vii. specifying the requirements for the project
- viii. Adapting plans according to circumstances and resolving any problems that may arise during construction

c) Requirement for the Job

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

- i. Bachelors Degree in Architecture or equivalent from a recognized Institution;
- ii. Have three (3) years' experience served as an Architect or similar position in the Public Service or reputable organization;
- iii. Attended Supervisory Course lasting for not less than 2 weeks from a recognized Institution;

- iv. Registered and practicing Architect;
- v. Strong knowledge of mechanism and control system;
- vi. Certificate in Computer proficiency and
- vii. Meets the provision of Chapter Six of Constitution.
- viii. Demonstrated competence in work performance.

8.11.3 Principal Architect RG5

Duties and responsibilities at this level will entail:-

a) Duties and Responsibilities

- i. Preparation of sketch proposals.
- ii. Undertake responsibility as a registered architect to get a job implemented with all the support staff to carry out production drawings.
- iii. Liaise with clients/ consultants and contractors in successful job implementation.
- iv. Carry out regular site visits/inspections and report accordingly.
- v. Advise employer on the payment to contractors and get financial appraisals prepared by the project Quantity Surveyor. For purposes of budgetary allocations.
- vi. Check all the legal obligation at different stages are adhered to and met by all concerned parties involved.
- vii. Implement matters related to the project to protect client interest.
- viii. Preparing building works estimates and budgets for all projects and works, and advising management on the same

c) Requirement for the job

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

- i. Masters Degree in Architecture or equivalent from a recognized Institution;
- ii. Bachelors Degree in Architecture or equivalent from a recognized Institution;

- iii. Have six (6) years relevant experience and served as a Senior Architect or similar position in the Public Service or reputable organization for three (3) years;
- iv. Have attended Management course lasting not less than 2 weeks;
- v. Registered as an Architect with the Architectural Association of Kenya;
- vi. Strong knowledge of mechanism and control system;
- vii. Certificate in Computer proficiency and
- viii. Meets the provision of Chapter Six of Constitution.
- ix. Demonstrated competence in work performance.

8.11.4 Assistant Architecture Manager RG4

Duties and responsibilities at this level will entail:-

a) Duties and Responsibilities

- i. Developing and implementing the building/architectural plans, policies and standards in line with business objectives
- ii. Leading, managing and coordinating design of all buildings to required standards and specifications for professional accountability
- iii. Developing relevant Terms of Reference and managing contracted services to achieve set business objectives
- iv. Preparing and submitting development plans for approvals by regulatory authorities
- v. Leading innovation in architecture and building technology
- vi. Preparing department's plans & budget
- vii. Leading, motivating, organizing and developing the departmental staff to achieve business and people objectives
- viii. Managing the department's communication period to end of the project.

d) Requirement for the job

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

- i. Masters Degree in Architecture or equivalent from a recognized Institution;

- ii. Bachelors Degree in Architecture or equivalent from a recognized Institution;
- iii. Have Eight (8) years relevant experience and served as a Senior Architect or similar position in the Public Service or reputable organization for three (3) years;
- iv. Have attended Management course lasting not less than 2 weeks;
- v. Registered as an Architect with the Architectural Association of Kenya;
- vi. Strong knowledge of mechanism and control system;
- vii. Certificate in Computer proficiency and
- viii. Meets the provision of Chapter Six of Constitution.
- ix. Demonstrated competence in work performance.

8.12.0 CAREER PROGRESSION GUIDELINES FOR RAIL SAFETY OFFICERS

a) Job Purpose

Responsible for Developing safety strategies and policies, monitoring, advising and recommending safety procedures for rail operations and Infrastructure to have a safe railway system

b) Grading Structure

The guideline establishes Five (5) grades for Architects as below;

Designation	Grade
Assistant Rail Safety Officer	RG7
Senior Rail Safety Officer	RG6
Principal Rail Safety Officer	RG5
Assistant Rail Safety Manager	RG4

c) Recognized Qualifications

- i. Masters Degree in in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution

- ii. Bachelors degree in in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution
- iii. Management course lasting 4weeks from a recognized Institution
- iv. Supervisory course from a recognized Institution lasting not less than 2 weeks
- v. Membership to a relevant professional body
- vi. Strong knowledge of mechanism and control system
- vii. Certificate in Computer proficiency
- viii. Meets the provision of Chapter Six of Constitution

8.12.1 Assistant Rail Safety Officer RG7

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Helping to identify hazards, and assessing of risks
- ii. Recording and keeping records of accidents
- iii. Helping to keep databank of major accidents reported by rail operators
- iv. Supporting in safety audits in line with schedule

b) Requirement for the Job

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

- i. Bachelors degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution;
- ii. Certificate in Computer Proficiency and
- iii. Meets the provision of Chapter Six of the Constitution.

8.12.2 Senior Rail Safety Officer RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- iv. Carrying out safety and risk analysis to identify hazards, assess risks and propose feasible safety measures
- v. Receiving and reviewing accident investigation reports, periodic and special reports on major railway accident investigations and make recommendations to improve safety
- vi. Conducting accident investigations on major railway accidents
- vii. Implementation of safety policies of the corporation as appropriate
- viii. Conducting safety training and awareness programmes for all stakeholders
- ix. Implementing & updating local legislation requirements to correspond with regulatory agencies such as National Environment Management Authority (NEMA) & the Directorate Occupational Health and Safety (DOSHS)

b) Requirement for the Job

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

- i. Bachelors Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution;
- ii. Have three (3) years' experience served as an Architect or similar position in the Public Service or reputable organization;
- iii. Attended Supervisory Course from a recognized Institution;
- iv. Registered and practicing safety officer
- v. Certificate in Computer proficiency and
- vi. Meets the provision of Chapter Six of Constitution.
- vii. Demonstrated competence in work performance.

8.12.3 Principal Rail Safety officer RG 5

Duties and responsibilities at this level will entail:-

a) Duties and Responsibilities

- i. Carrying out safety and risk analysis to identify hazards, assess risks and propose feasible safety measures
- ii. Maintaining an up to date databank of major accidents reported by rail operators as well as preparing reports as required
- iii. Initiating formulation and review of safety policies of the corporation as appropriate
- iv. Reviewing of safety training and awareness programmes for all stakeholders
- v. Carrying out safety audits in line with schedule and submitting periodic reports
- vi. Leading investigations into incidents and emergency events and ensuring filing of investigation reports and implementation of corrective actions.

c) Requirement for Appointment

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

- i. Masters Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution;
- ii. Bachelors Degree in Architecture or equivalent from a recognized Institution;
- iii. Have six (6) years relevant experience and served as a Senior Architect or similar position in the Public Service or reputable organization for three (3) years;
- iv. Have attended Management course lasting not less than 2 weeks;
- v. Registered as a safety officer
- vi. Strong knowledge of mechanism and control system;
- vii. Certificate in Computer proficiency and
- viii. Meets the provision of Chapter Six of Constitution.
- ix. Demonstrated competence in work performance.

8.12.3 Assistant Rail Safety Manager RG4

Duties and responsibilities at this level will entail:-

a) Duties and Responsibilities

- i. Periodic review of safety risks in the Corporation
- ii. Leading in the formulation and review of safety policies of the corporation as appropriate
- iii. Carrying out independent accident investigations on major railway accidents and enforce compliance with safety standards
- iv. Maintaining an up to date databank of major accidents reported by rail operators as well as preparing reports as required
- v. Development of safety training and awareness programs for all stakeholders
- vi. Development of Emergency Response and Incidents Management plans

c) Requirement for the Job

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

- i. Masters Degree in Civil /Electrical /Mechanical /Telecommunication Engineering or equivalent from a recognized Institution;
- ii. Bachelors Degree in Architecture or equivalent from a recognized Institution;
- iii. Have six (8) years relevant experience and served as a Senior Architect or similar position in the Public Service or reputable organization for three (5) years;
- iv. Have attended Management course lasting not less than 4 weeks;
- v. Have attended Leadership course lasting not less than 2 weeks;
- vi. Registered as a safety officer
- vii. Strong knowledge of mechanism and control system;
- viii. Certificate in Computer proficiency and
- ix. Meets the provision of Chapter Six of Constitution.
- x. Demonstrated competence in work performance.

9 CAREER GUIDELINE FOR INTERNAL AUDITORS

a) Purpose of the Job

The department is headed by General Manager who is responsible administratively to the Managing Director and functionally to the Board of Directors for Developing, reviewing and implementing audit strategy and provide independent and objective assurance on adequacy and effectiveness of the Corporation's systems of internal controls and risk management. The functions of the department are;

- i. Provide secretarial service to the Board audit committee
- ii. Develop and reviewing internal policies, procedures and Audit committee Charter
- iii. To undertake risk based internal audits to determine whether the Corporation's network of risk management, control, and governance processes, as designed and represented by management.
- iv. Provide assurance that significant financial, managerial, and operating information is accurate, reliable, and timely.
- v. Provide assurance that resources are acquired economically, used efficiently, and adequately protected
- vi. Provide assurance that that interaction and arrangements with third parties, including contractors Public Private Partnerships, Joint Ventures are in compliance with policies, standards, procedures, and applicable laws.
- vii. Conduct special reviews in focus areas of business within the Corporation and undertake appraisal of expenditure with regard to value for money,
- viii. ascertaining the Corporation's compliance with applicable laws, government administrative circulars and guidelines
- ix. Ascertain that quality and continuous improvement are fostered in the Corporation's control processes
- x. prepare and submit of annual audit plans
- xi. review and implementation of Internal Audit strategies
- xii. Prepare and submit periodical reports to Management and the Board

c) Grading Structure

The Career Guideline establishes two grades of Audit assistants and six (6) grades of Auditors who are designated and graded as follows: -

Designations	RG
Audit Assistant	8
Senior Audit Assistant	7
Internal Auditor	7
Senior auditor	6
Principal Auditor	5
Assistant Manager internal audit	4
Manager Internal Audit	3
General Manager	2

c) Recognized Qualifications

- i. Bachelors Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Engineering, Statistics, Economics or any other equivalent qualification from a recognized institution.
- ii. Masters Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or equivalent qualification from a recognized institution.
- iii. Certified Public Accountants (K), Certified Internal Auditor (CIA).
- iv. Systems Auditor (CISA), Association of Certified Chartered Accountant.

- v. Be in possession of CISA, CIA, Risk Qualification, CFE or any other relevant.
- vi. Member of a professional body (ICPAK, IIA etc.).
- vii. Certificate in Leadership Course lasting not less than four (4) weeks.
- viii. Certificate in Management Course lasting not less than four (4) weeks.
- ix. Supervisor
- x. Proficiency in Computer applications.
- xi. Fulfilled the requirements of Chapter Six of the Constitution.
- xii. Demonstrated competence in work performance.

9.1 Audit Assistant - RG 8

a) Duties and responsibilities

- i. Assist in conducting specific audit tests
- ii. Assist Undertaking collection and analysis and tabulation
- iii. Maintenance of Audit working files

b) Requirements for the Job

- i. Diploma in Business studies
- ii. CPA I
- iii. Computer proficiency
- iv. Meets provision of Chapter six of the Constitution

9.2 Senior Audit Assistant, RG 7

a) Duties and responsibilities

- i. conducting specific audit tests
- ii. Undertaking collection and analysis and tabulation
- iii. Maintenance of Audit working files

b) Requirements for the Job

- i. Minimum of three (3) years experience as an audit assistant
- ii. Diploma in Business studies
- iii. CPA II
- iv. Attended a supervisory course lasting not less two weeks

- v. Demonstrated results in work performance
- vi. Computer proficiency
- vii. Meets provision of Chapter six of the Constitution

9.3 Internal Auditor, RG 7

This is an entry position for graduates

a) Duties and responsibilities

- i. Preparing draft audit test procedures, draft notifications and request for information Memos.
- ii. carrying out audit tests on internal controls in accounting, projects, administration and operational procedures;
- iii. Ensuring that the audit working and paper files are complete and well referenced.
- iv. Reviewing prepared audit test procedures,
- v. preparing draft audit reports;
- vi. preparing draft risk based audit plans, programmes and schedules; and
- vii. examining and evaluating the Corporation's internal controls to ascertain their adequacy and make recommendations for improvement

b) Requirements for the Job

- i. Bachelor's Degree in Commerce (Accounting or Finance option), Engineering, Information Technology or other relevant and equivalent qualifications from a recognized institution.
- ii. CPA I or ACCA.
- iii. Proficiency in computer applications
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

9.4 Senior Internal Auditor, RG 6

a) Duties and responsibilities

- i. Developing risk based audit plans, programmes and schedules;
- ii. conducting preliminary reviews of the areas to be audited;
- iii. examining and evaluating the Corporation's internal controls to ascertain their adequacy and make recommendations for improvement; and
- iv. following up audits to determine the extent of implementation of audit recommendations;

b) Requirements of the Job

- i. A minimum period three (3) years in comparable position in the Public Service or in the Private Sector.
- ii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- iii. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent and either.
- iv. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- v. Proficiency in Computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution.
- vii. Shown merit and ability as reflected in work performance and results.

9.5 Principal Internal Auditor RG 5

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Leading and allocate responsibilities to specific audit teams
- ii. Preparing specific audit assignment plans and programmes developing a comprehensive programme of engagement coverage for assigned areas for approval by audit manager;

- iii. Review team members work for objectivity and conformity to acceptable standards
- iv. Performing audit tests on the internal controls in accounting, administrative and operational procedures;
- v. Ensuring that the audit findings are properly documented;
- vi. Drafting audit reports detailing audit findings

b) Requirements for the Job

- i. A minimum six (6) years as a Senior Auditor and at least three (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector
- ii. Master's Degree in any of the following: Business Administration, Finance or their equivalent qualification from a recognized Institution.
- iii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- iv. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent and either.
- v. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- vi. Management course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in Computer applications.
- viii. Fulfilled the requirements of Chapter Six of the Constitution.
- ix. Demonstrated competence in work performance.

9.6 Assistant internal Audit Manager - RG 4

a) Duties and responsibilities

- i. Developing a comprehensive programme of engagement coverage for assigned areas;
- ii. Ensuring conformity to acceptable standards, plans, budgets and schedules;

- iii. Performing audit tests on the internal controls in accounting, administrative and operational procedures;
- iv. Ensuring that the audit findings are properly documented;
- v. Preparing draft audit reports detailing audit findings;
- vi. Leading specific audit teams; and
- vii. Preparing periodic audit reports.

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A minimum eight (8) years in relevant work and at least three (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector
- ii. Master's Degree in any of the following: Business Administration, Finance or their equivalent qualification from a recognized Institution.
- iii. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- iv. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent and either.
- v. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in Computer applications.
- viii. Fulfilled the requirements of Chapter Six of the Constitution.
- ix. Demonstrated competence in work performance.

9.7 Internal Audit Manager - RG 3

a) Duties and responsibilities

- i. Determining the objectives and scope of audit and develop overall programme for approval
- ii. Supervising and assigning resources to Audit teams and assigning tasks to achieve audit objectives

- iii. Ensuring that the audit is executed in accordance with Auditing standards
- iv. Reviewing Audit reports from Audit teams to ensure quality and achievement of Audit objective.
- v. Liaising with Management and auditees in the planning and conducting of audit assignment
- vi. Reviewing work papers, evidence and reports of the audit team to ensure that audit conclusions are consistent with the evidence received and well-documented
- vii. Coordinating and conducting exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks.
- viii. Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan
- ix. Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.
- x. Identifying, implementing and benchmarking best practices in internal audit
- xi. Policies and procedures
- xii. Board audit committee papers and minutes
- xiii. External audits
- xiv. Monitor the budget of internal audits

b) Requirements for the Job

- i. A minimum of ten (10) years in relevant work and at least five (5)
- ii. years in a supervisory role in a position in the Public Service or in the Private Sector.
- iii. Master's Degree in any of the following: Business Administration, Finance, Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- iv. Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications.
- v. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent and either.
- vi. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).

- vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- viii. Proficiency in Computer applications.
- ix. Fulfilled the requirements of Chapter Six of the Constitution.
- x. Demonstrated competence in work performance.

9.8 General Manager Internal Audit Services - RG 2

a) Duties and responsibilities

- i. Guide Management and the Audit Committee of the Board in its oversight of Audit through regular Audits & reports; recommend and implement improvements to ensure appropriate control environment for risk exposures is minimized or removed.
- ii. Leading the development and implementation of an internal risk based audit strategy and annual plan for the Corporation;
- iii. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with selected policies, procedures and regulations;
- iv. Driving operational improvements throughout the organization to improve overall efficiencies and enhance internal controls;
- v. Periodically review internal Audit Charter and Audit Committee Charter in line with the changes in the internal Audit profession and Government guidelines
- vi. Review the process of identification, Assessment and management of enterprise risks.
- vii. Promoting the highest standards of ethics and standards across the Corporation, based on the principles of integrity, objectivity, competence and confidentiality;
- viii. Ensuring due diligence in the management of the Corporation's affairs.
- ix. Review and report to the audit committee on actions taken by management to correct conditions reported by audit findings. Determines whether actions taken are appropriate for the circumstances or initiate further discussions with appropriate management and staff.

- x. Recommend and implement adoption of new professional standards, codes of practice & policies, legislative issues, new audit regulations/trends and audit methodology.
- xi. Provide an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the corporation's policies and procedures.
- xii. Build internal capability through periodic training to promote awareness on internal controls and compliance.
- xiii. Advise on appointment of external audit firms and outsourced independent assurance services.
- xiv. Secretary to the Audit committee of the board
- xv. Leading, motivating and developing the departmental staff to achieve
- xvi. Approving the Departmental budgets
- xvii. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xviii. Leading the Division's communication

b) Requirements of the Job

- i. A minimum twelve (12) years' experience in relevant work at least five (5) years of which must be in a senior management position in the Public Service or in reputable organization
- ii. Bachelor's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Engineering Statistics, Economics or any other equivalent qualification from a recognized institution.
- iii. Master's Degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or equivalent qualification from a recognized institution.
- iv. Certified Public Accountants (K), Certified Internal Auditor (CIA).
- v. Systems Auditor (CISA), Association of Certified Chartered Accountant.
- vi. Be in possession of CISA, CIA, Risk Qualification, CFE or any other relevant.
- vii. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).

- viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix. Proficiency in Computer applications.
- x. Fulfilled the requirements of Chapter Six of the Constitution.
- xi. Demonstrated competence in work performance.



10 CAREER GUIDELINE FOR ACCOUNTANTS AND FINANCE OFFICERS

a) JOB PURPOSE

The department will be reporting to the Managing Director and will be responsible for overseeing and directing the corporation's financial goals and objectives in support of the corporation strategic direction. It will be headed by a General Manager who will be responsible for Accounting and Finance functions as follows:

Accounting Function

The function entails

- i. Design, monitor, implement and continuously review internal financial controls and systems to safeguard the property and assets of the Corporation;
- ii. Carry out financial planning and budgeting; design, develop and maintain a proper computerized accounting and financial management system;
- iii. Manage accounts receivables and payables;
- iv. Prepare monthly, quarterly and annual financial statements; act as chief advisor to the corporation on all accounting matters; prepare, enforce and regularly update the financial policies manual;
- v. Develop and regularly review the chart of accounts; maintain financial records and preparation of statutory accounts;
- vi. Maintain asset registers; and liaison with external auditors.

b) GRADING STRUCTURE AND SCOPE

The Career Guideline establishes two (2) grades of Assistant Accountants and four (4) grades of Accountants, who will be designated and graded as follows: -

ASSISTANT ACCOUNTANTS

Designation	RG
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Accounts Assistant	8
Senior Accounts Assistant	7

ACCOUNTANTS

Designation	RG
Accountant	7
Senior Accountant	6
Principal Accountant	5
Assistant Accounts Manager	4
Accounts Manager	3

NB: Accounts Assistant RG 8 and Senior Accounts Assistant RG 7 form common establishment for the purpose of career progression.

c) RECOGNIZED QUALIFICATIONS

- i. Diploma in Business studies or equivalent
- ii. KATC
- iii. CPA, ACCA, CFA
- iv. Masters Degree in any of the following disciplines: -Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution.
- v. Bachelors Degree in any of the following disciplines: - Commerce (Accounting/Finance Option), Finance, Economics, Business Administration(Finance/Accounting), Business Management or equivalent qualifications from a recognized institution
- vi. Professional Exams such as CPA, ACCA, CFA, CIMA from a recognized institution;
- vii. Be a Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.

- ix. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- x. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- xi. Proficiency in computer applications.
- xii. Fulfilled the requirements of Chapter Six of the Constitution; and
- xiii. Demonstrated competence in work performance.

10.1 Accounts Assistant, RG 8

a) Duties and responsibilities

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

Duties and responsibilities at this level will entail:

- i. preparing vouchers in accordance with the laid down rules and regulations;
- ii. entering primary data from source documents to the accounting system
- iii. Completing sales orders
- iv. preparing financial documents such as invoices, bills, consignment notes and accounts payable and receivable
- v. Handling accruals and prepayments
- vi. processing imprests /travel advances and following up on surrenders;
- vii. making petty cash payments and reimbursements after receipt of approvals;
- viii. Providing safe custody of records and assets
- ix. Preparing EFTs and posting payments and receipting vouchers in the cash books;
- x. receipting money due and payable to the corporation; and
- xi. preparing and filing records on payments/cash receipts

b) Requirements for the job

For appointment to this grade, a candidate must have:

- i. CPA Part I,
- ii. Diploma or its recognized equivalent qualifications.
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

10.2 Senior Accounts Assistant, RG7

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. preparing tax and statutory payments and returns
- ii. Assist in the processing of payroll
- iii. providing safe custody of accounting records and assets;
- iv. writing cheques, posting payments and receipting vouchers in the cash books;
- v. receipting of money due and payable to the corporation
- vi. Processing general journals
- vii. preparing periodic financial accounts;
- viii. checking and processing payments and other disbursements;
- ix. maintaining the general ledger;
- x. Review and assisting accounts payable and receivable in reconciliation
- xi. ensuring safe custody of payments and journal vouchers;
- xii. preparing regular financial reports; and
- xiii. maintaining fixed asset register.

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A minimum of five (3) years relevant work experience in the Public sector or in the Private Sector.
- ii. CPA II
- iii. Diploma in Business Studies from KNEC or its recognized equivalent qualifications.
- iv. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and

vii. Demonstrated competence in work performance

10.3 Accountant - RG 7

a) Duties and responsibilities

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

Duties and responsibilities at this level will entail:

- i. Reconciling subsidiary ledgers against the general ledger
- ii. capturing data and maintaining primary records such as cashbooks, ledgers, vote books and registers;
- iii. providing safe custody of accounting records and assets;
- iv. writing cheques, posting payments and receipting vouchers in the cash books;
- v. Issuing demand notes and following delinquent accounts
- vi. preparing periodic financial accounts and budgets;
- vii. Prepare simple operational forecasts and trends on costs, cash and revenue
- viii. preparing and reviewing periodic expenditure returns;
- ix. checking and processing contract payments and other disbursements;
- x. maintaining the general ledger;
- xi. Assist in tax accounting and remitting statutory deductions;
- xii. ensuring safe custody of payments and journal vouchers;
- xiii. preparing regular financial reports; and
- xiv. maintaining fixed asset register.

b) Requirements for Job

For appointment to this grade, a candidate must have:

- i. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution.
- ii. Certified Public Accountant Part II or ACCA.

- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

10.4 Senior Accountant, RG 6

a) Duties and responsibilities

Duties and responsibilities at this level will entails: -

- i. verify, allocate, post and reconcile accounts payable and receivable
- ii. Analyse financial information and summarise financial status
- iii. Review and recommend modifications of accounting systems and procedures
- iv. Participate in financial standard setting and forecast process
- v. Prepare financial statements
- vi. Support in provision of information for tax audits and tax returns
- vii. Support in in provision of information for internal and external audits to ensure compliance
- viii. Provide input into departmental goal setting process
- ix. Produce error free accounting reports and present their results
- x. Plan, assign and review work of staff

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A minimum of three (3) years relevant work experience in the Public sector or in the Private Sector;
- ii. Bachelor's Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. CPA III
- iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown Merit and ability as reflected in work performance and results.

10.5 Principal Accountant RG 5

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Support in the planning and production financial and management reports
- ii. Analyse and implement where necessary financial systems amendment
- iii. Provide financial input to improvement and scrutiny of reports and projects
- iv. Provide support to budget preparation process, budget monitoring reports and input to business planning, taking responsibility for management of parts as directed.
- v. Compilation of statistics, trends and forecasts on revenue and expenditure and recommend courses of action.
- vi. Provide financial advice and guidance to various departments
- vii. Assist in the maintenance of the corporation financial management systems.
- viii. Maintain an awareness on legal and regulations and procedures to ensure effective financial controls are maintained.
- ix. Manage the activities of staff under the unit.

b) Requirements for the job

For appointment to this grade, an officer must have:

- i. A minimum of Six (6) years relevant work experience with at least three (3) years in Supervisory role in the Public Service or Private Sector;
- ii. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- iv. CPA (K);

- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated competence in work performance

10.6 Assistant Accounts Manager - RG 4

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Assisting in the production of the draft year end accounts, supporting schedules and liaison with auditors.
- ii. Support most aspects of accounting management;
- iii. Assist in the formulation of internal controls and policies to comply with legislation and international best practices;
- iv. Assist in the preparation of budget forecasts and monitoring;
- v. Assist in management of revenue, projects and tax matters;
- vi. Review the corporation's accounting information to identify and resolve inaccuracies and errors;
- vii. Assist in the maintenance of the corporation financial management systems.
- viii. Help in developments of reports for management and regulatory bodies;
- ix. Manage the activities of staff under the unit.

b) Requirements for the Job

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 Supervisory role in the Public Service or Private Sector;
- ii. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;

- iii. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- iv. CPA (K);
- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated competence in work performance

10.7 Accounts Manager RG 3

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Taking responsibility for ensuring the accuracy of the accounting and control information held in and reported from the corporation's accounting systems.
- ii. Supporting the General Manager Finance in developing and delivering the corporation's financial strategy;
- iii. Continuous review of financial, control and management information systems and procedures, implementing improvement across the corporation in consultation with General Manager Finance;
- iv. Updating, reviewing and documenting the corporation's financial policies and procedures;
- v. Improving the system surrounding all aspects of the corporation's budgets, forecast and business planning;
- vi. Producing the quarterly management accounts and other reports as required for senior management and the Board;
- vii. Preparing and analysing financial statements;
- viii. Planning projects, exploring potential opportunities and problems, ensuring that resources are available to execute the

project. Carrying out any necessary research, analysing it and concluding on that information.

- ix. Assisting and supporting programme and project managers with preparation of financial reports for funding application and reports to development partners. Compiling the financial information for inclusion in quarterly and year end fund claims, returns and fund audits.
- x. Developing and maintaining programme and projects reporting and management systems as required;
- xi. Supporting the General Manager Finance in the development of corporation's operational and projects budgets. Ensuring projects perform against budget by providing financial and monitoring reports, analysing variances and recommending corrective action;
- xii. Providing advice, support and training on financial issues to the corporation's staff.
- xiii. Providing support and taking responsibility for the performance of the accounts team.

b) Requirements for Job

For appointment to this grade, an officer must have:

- i. A minimum of Ten (10) years relevant work experience with at least five (5) years in Management role in the Public Service or Private Sector;
- ii. Bachelors Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- iv. CPA (K)
- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;

- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated competence in work performance

10.8.0 Finance Function

The Finance Function is the chief financial adviser on finance issues; it entails treasury management; sources for funds from various sources and determines the best mix; undertakes credit control ensuring the corporation is less exposed; undertakes risk management and offers advice on financial control; advices on corporation investment; undertakes financial modelling and analysis to inform management action

a) GRADING STRUCTURE AND SCOPE

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

Designation	RG
Finance Officer	7
Senior Finance Officer	6
Assistant Finance Manager	4
Finance Manager	3
General Manager Finance	2

Direct entry into this cadre will be made in the grade of Finance Officer, RG 7 for degree holders.

b) RECOGNIZED QUALIFICATIONS

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

- i. Masters Degree in any of the following disciplines: - Msc. Finance or its equivalent qualifications from a recognized University or institution.

- ii. Bachelors Degree in Commerce (Finance option), Economics, Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution.
- iii. Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA).
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- v. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution.
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- vii. Proficiency in computer applications.
- viii. Fulfilled the requirements of Chapter Six of the Constitution.
- ix. Demonstrated competence in work performance

10.8.1 Finance Officer - RG 7

a) Duties and responsibilities

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

Duties and responsibilities at this level will entail:

- i. preparation of monthly reconciliation of bank and accounts receivable;
- ii. assist in the budget making process and during revision of the same;
- iii. checking the Vote Book and ensure budgetary controls are in place
- iv. participate in project management; and ensures safe custody of accountable documents
- v. review monthly, quarterly and annual management reports; Receipting of cash
- vi. review vote book entries and undertake monthly variance analysis;

- vii. Process petty cash requests, imprest management and cash withdrawals;
- viii. Issue demand notes and follow up with delinquent accounts

b) Requirements for the Job

For appointment to this grade, a candidate must have at least:

- i. Bachelors Degree in Commerce (Finance option), Economics, Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution.
- ii. Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA II) or Associate of Certified Chartered Accountant (ACCA).
- iii. Proficiency in computer applications.
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

10.8.2 Senior Finance Officer- RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Oversee and manage daily program in the finance section including timely recording of transactions, cash management, banking, payroll, receivables and payables;
- ii. Assist in developing annual budgets
- iii. Undertake bank reconciliation and follow up on investments
- iv. Undertake cash flow forecasts reports for management and development partners requirements;
- v. interpreting of financial policies and credit policies of the corporation
- vi. Supervising finance officers

b) Requirements for the Job

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

- i. A minimum of Six (6) years relevant work experience in a position in the Public Service or Private Sector.

- ii. Bachelors Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution.
- iii. Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA).
- iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Demonstrated competence in work performance.

10.8.3 Assistant Finance Manager - RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Assist in provision of financial management reports, with a focus in identifying trends, risks and opportunities to inform business decision;
- ii. Assist in development of robust forecasting systems and models to support in financial planning;
- iii. To manage a team of finance officers in the production of financial management information, income and expenditure for various departments;
- iv. coordinating the overall annual business planning and budgeting setting process for all departments;
- v. Participate in setting credit policy and undertaking customer credit worthiness profile;
- vi. Coordinating treasury activities in relation to cash, investments and payments
- vii. ensuring compliance with Treasury regulations and procedures in financial management; and
- viii. Coaching and mentoring of accounts staff.

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A minimum of eight (8) years work experience and at least three (3) in a supervisory role in the Public Service or Private Sector;
- ii. Bachelors Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iii. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- iv. Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the constitution; and
- ix. Demonstrate competence in work performance.

10.8.4 Finance Manager RG 3

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Oversee the operations of the treasury function of the corporation;
- ii. Maintain a documented system of financial policies and procedures;
- iii. Forecast cash flow positions, related borrowing needs and available funds for investment;
- iv. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements;
- v. Maintain banking and development partners relationships;
- vi. Manage the preparation of the corporation budget;
- vii. Assist management in the formulation of its overall corporation strategic direction;
- viii. Engage in benchmarking studies to establish areas of potential operational improvement;
- ix. Compile key corporation business metrics and report on them to management;

- x. Interpret the financial results to management and recommend improvement activities;
- xi. Oversee the extension of credit to customers;
- xii. Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis;
- xiii. training and development of finance staff;

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A minimum of ten (10) years work experience and at least five (5) in a supervisory role in the Public Service or Private Sector;
- ii. Bachelor's Degree in Commerce (Finance or Accounting option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the following: Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;
- iv. Chartered Financial Analyst (CFA) or Certified Public Accountant (CPA K,) or Associate of Certified Chartered Accountant (ACCA);
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Demonstrated competence in financial modeling and statistics.

10.8.5 General Manager, Finance RG 2

The General Manager Finance is the senior most position in this department is accountable to the Managing Director for the finance and accounts operations of the Corporation.

a) Duties and Responsibilities:

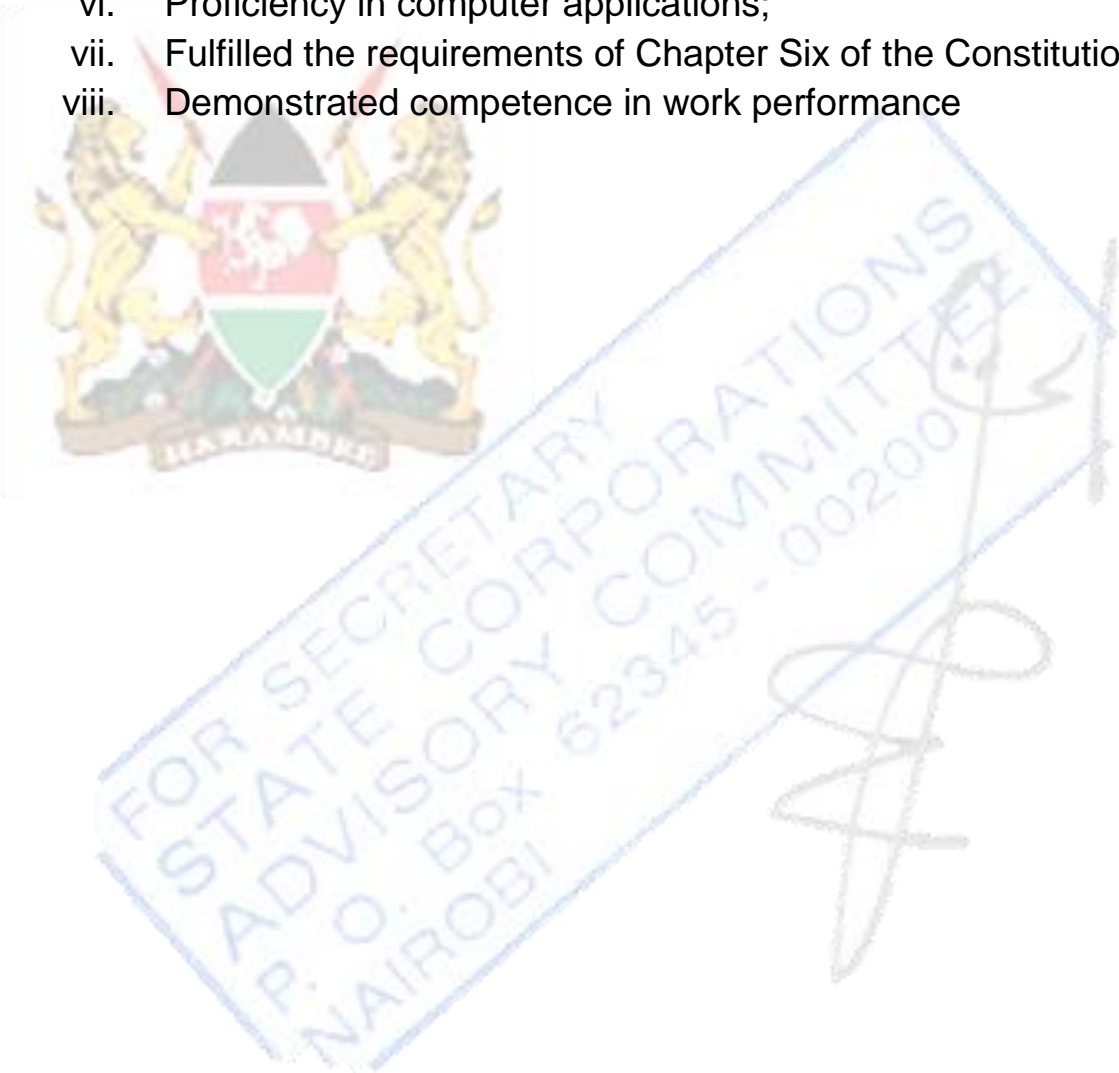
- i. Developing and overseeing the implementation of a dynamic Finance strategy that is able to deliver exemplary services and results as envisioned in the strategic plan;
- i. develop the Corporation's budget and continuously monitor and evaluate its implementation;
- ii. giving oversight to the Corporation financial affairs and advise the Corporation on financial planning strategies and policies;
- iii. ensuring effective and efficient management of the Corporation's Resources including Finances and Assets;
- iv. ensuring the provision of meaningful, accurate and prompt financial and management accounts and reports to the Managing Director and the Board;
- v. negotiating with banks , donors and development partners for appropriate support;
- vi. participating in the development and review of the Corporation's strategic plan;
- vii. ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and legal and regulatory policies;
- viii. reviewing the financial plans in line with the overall strategic objectives and government performance contract;
- ix. Construct and monitor reliable control systems;
- x. Understand and mitigate key elements of the corporation's financial risk profile;
- xi. overseeing the operations of Finance & Accounting divisions.

b) Requirements for the Job

For appointment to this grade, an officer must have:

- i. A Minimum of twelve (12) years relevant work experience and at least five (5) in a management role in the Public Service or Private Sector;
- ii. Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution;

- iii. Master's Degree in any of the following: Commerce, Accounting, Business Administration, or their equivalent qualification from a recognized institution;
- iv. Membership and in good standing of a relevant professional body/Institution;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance



11 CAREER PROGRESSION GUIDELINES FOR BUSINESS DEVELOPMENT AND OPERATIONS OFFICERS

a) Purpose of the Job

To provide professional guidance on Business development strategies and operation requirements for the Rail operations and non Rail business to the Corporation. The Department shall be headed by General Manager Business Development and Operations, and the main functions include:-

- i. Formulating and implementing business strategies by engaging all stakeholders to market railways and non rail services;
- ii. Evaluating the business performance of the railway services for passenger and freight;
- iii. Evaluating the business performance of the real estate development;
- iv. Conducting business market survey for the corporation and exploring opportunities to add value to rail and none rail operations business;
- v. Identifying business strategy needs for resource mobilization;
- vi. Reviewing and verifying all data on final estimations of land values in all resettlements action plans;
- vii. Managing all land related grievances affecting the corporations;
- viii. Negotiating for contracts for alternative revenue sources and for rail operations, developing and implementation of local and international resource mobilization strategies;
- ix. Reviewing and verifying all land values to update rail reserve asset base;
- x. Provide technical and professional review for safety of train operations efficiency and work methods;
- xi. Developing, reviewing and implementing trains schedule for safety train operations;
- xii. Review, initiate, direct and implement research to ensure the ongoing application of new technology in train operations management;
- xiii. Ensure safety inspections and audits of production and maintenance workshops are carried out including working conditions of staff;

- xiv. Ensure programmed safety inspections and audits of track inspections are carried out including working conditions of permanent way staff;
- xv. Managing and coordinating the movement of locomotives and wagons turn round to ensure their availability;
- xvi. Managing and monitoring maintenance of infrastructure, locomotives and wagons in both railway services;
- xvii. Ensuring that all accidents/incidents are investigated for the purpose of identifying the root cause and implementing remedial action to stop recurrence;
- xviii. Formulating and implementing the Safety Management Plans (SMP);

11.1 General Manager Business Development and Operations RG 2

The Position of General Manager Business Development and Operations cuts across both Engineering and business development hence brought up at this stage.

a) Duties and responsibilities

- i. Formulating and implementing business strategies by engaging all stakeholders to market railways and non rail services;
- ii. Evaluating the business performance of the railway services for passenger and freight;
- iii. Conducting business market survey for the corporation and exploring opportunities to add value to rail operations business;
- iv. Identifying business strategy needs for resource mobilization;
- v. Reviewing and verifying all data on final estimations of land values in all resettlements action plans;
- vi. Managing all land related grievances affecting the corporations;
- vii. Negotiating for contracts for alternative revenue sources and for rail operations, developing and implementation of local and international resource mobilization strategies;
- viii. Reviewing and verifying all land values to update rail reserve asset base;
- ix. Provide technical and professional review for safety of train operations efficiency and work methods;

- x. Developing, reviewing and implementing trains schedule for safety train operations;
- xi. Review, initiate, direct and implement research to ensure the ongoing application of new technology in train operations management;
- xii. Ensure safety inspections and audits of production and maintenance workshops are carried out including working conditions of staff;
- xiii. Ensure programmed safety inspections and audits of track inspections are carried out including working conditions of permanent way staff;
- xiv. Managing and coordinating the movement of locomotives and wagons turn round to ensure their availability;
- xv. Managing and monitoring maintenance of infrastructure, locomotives and wagons in both railway services;
- xvi. Ensuring that all accidents/incidents are investigated for the purpose of identifying the root cause and implementing remedial action to stop recurrence;
- xvii. Formulating and implementing the Safety Management Plans (SMP);

b) Requirements for the Job

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

- i. Masters Degree in Engineering or Business or its equivalent qualification from a recognized institution;
- ii. Bachelors Degree in Engineering, Commerce, Economics, Business or equivalent qualification from a recognized institution
- iii. A minimum of twelve (12) years relevant experience, five (5) of which must have been in senior management position;
- iv. Be registered with the recognised professional body
- v. Membership to the recognised professional Institution.
- vi. Valid Annual Practicing License where applicable
- vii. Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled requirements of chapter 6 of the Constitution
- x. Demonstrated merit and ability as reflected in work performance and results.

11.1.1 CAREER GUIDELINES FOR ENGINEERS

a) Job Purpose

The job entails offering guidance and support on all engineering requirements for the rail transport business. The functions include;

- i. Formulating and implementing business strategies by engaging all stakeholders to market railway services;
- ii. Evaluating the business performance of the railway services for passenger and freight;
- iii. Provide technical and professional review for safety of train operations efficiency and work methods;
- iv. Developing, reviewing and implementing trains schedule for safety train operations;
- v. Review, initiate, direct and implement research to ensure the ongoing application of new technology in train operations management;
- vi. Ensure safety inspections and audits of production and maintenance workshops are carried out including working conditions of staff;
- vii. Ensure programmed safety inspections and audits of track inspections are carried out including working conditions of permanent way staff;
- viii. Managing and coordinating the movement of locomotives and wagons turn round to ensure their availability;
- ix. Managing and monitoring maintenance of infrastructure, locomotives and wagons in both railway services;
- x. Ensuring that all accidents/incidents are investigated for the purpose of identifying the root cause and implementing remedial action to stop recurrence;
- xi. Formulating and implementing the Safety Management Plans (SMP);

a) Grading Structure.

The Career Guideline establishes five (5) grades for Engineers who will be designated and graded as follows:

Designation	RG
Assistant Engineer (Railways)	7
Senior Engineer (Railways)	6
Principal Engineer (Railways)	5
Assistant Engineer Manager, (Railways)	4

c) Recognized Qualifications

- i. Bachelors Degree in Mechanical /Electrical or equivalent qualification from a recognized institution;
- ii. Masters Degree in Engineering or Business or its equivalent qualification from a recognized institution;
- iii. A minimum of fifteen (12) years relevant experience, ten (10) of which must have been in senior management position;
- iv. Be registered with the Engineers Registration Board of Kenya;
- v. Membership to the Institution of Engineers of Kenya (IEK);
- vi. Valid Annual Practicing License from the Engineers Board of Kenya.
- vii. Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled requirements of chapter 6 of the Constitution
- x. Demonstrated merit and ability as reflected in work performance and results.

11.1.2 Assistant Engineer – RG 7**a) Duties and Responsibilities**

- i. Assisting in preparing plans, designs, cost estimates, execution schedules and measurement of infrastructure related works including specifications for procurement of such works and services;
- ii. Assisting in Preparing and interpreting technical drawings, schematics and diagrams;
- iii. Assisting in preparing specifications for procurement of materials, tools, plants & services;
- iv. Preparing works estimates and schedules and monitoring of the same in project management;
- v. Updating the engineer on the status of infrastructure network, expansion of existing or other new railway network;
- vi. Preparing periodic engineering/ project reports by collecting, analysing, and summarizing data and trends for management review and action;
- vii. Assisting in preparing mechanical maintenance schedules and inventories for review and approval;

b) Requirements for the Job

- i. Bachelor of Science –Engineering or equivalent
- ii. Registered Graduate Engineer with Engineers Board of Kenya
- iii. Proficiency in computer applications;
- iv. Fulfilled requirements of chapter 6 of the Constitution

11.1.3 Senior Engineer (Railways)– RG6

a) Duties and Responsibilities

- i. Implementing the engineering strategy, policies and standards to support the business objectives
- ii. Designing & preparing specifications of all engineering, rolling stock & plant to ensure they are within current industry best practices
- iii. Developing relevant Terms of Reference (TORs) to achieve set business objectives
- iv. Preparing engineers' estimates and budgets for all projects and works, and advising management on the same
- v. Carrying out Maintenance programme in accordance with OEM or best practice
- vi. Carrying out inspection and acceptance in accordance with OEM or best practice
- vii. Developing and implementing safety programmes for the corporation
- viii. Providing engineering support to other departments to meet business objectives

b) Requirements for the Job

- i. Bachelor of Science –Engineering or equivalent;
- ii. A minimum of three (3) years relevant experience;
- iii. Be registered with the Engineers Registration Board of Kenya;
- iv. Membership to the Institution of Engineers of Kenya (IEK);
- v. Proficiency in computer applications;
- vi. Fulfilled requirements of chapter 6 of the Constitution;
- vii. Demonstrated merit and ability as reflected in work performance and results.

11.1.4 Principal Engineer (Railways) – RG 5

b) Duties and Responsibilities

- i. Monitoring engineering strategy, policies and standards to support the business objectives
- ii. Leading in the design & specifications of all engineering projects to ensure they are within current industry best practices
- iii. Reviewing relevant Terms of Reference (TORs) and managing contracted services to achieve set business objectives
- iv. Preparing engineers' estimates and budgets for all projects and works, and advising management on the same
- v. Monitoring maintenance in accordance with OEM or best practice
- vi. Leading innovation in engineering
- vii. Developing and implementing safety programmes for the corporation
- viii. Providing engineering support to other departments to meet business objectives
- ix. Preparing departments plans & budget
- x. Leading, motivating, organizing and developing the departmental staff to achieve business and people objectives
- xi. Managing the department's communication
- xii. Identifying, implementing and benchmarking best practices for continuous improvement
- xiii. Managing and implementing change initiatives to achieve desired business plans and culture

c) Requirements for the Job

- i. Bachelor of Science –Engineering or equivalent;
- ii. Master of Science –Engineering or equivalent;
- iii. A minimum of six (6) years relevant experience;
- iv. Be registered with the Engineers Registration Board of Kenya;
- v. Membership to the Institution of Engineers of Kenya (IEK);
- vi. Valid Annual Practicing License from the Engineers Board of Kenya;
- vii. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;

- viii. Proficiency in computer applications;
- ix. Fulfilled requirements of chapter 6 of the Constitution;
- x. Demonstrated merit and ability as reflected in work performance and results.

11.1.5 Assistant Engineer Manager, (Railways) – RG 4

a) Duties and responsibilities

- i. Formulating and leading in the implementation of the engineering strategy in line with policies, processes & procedures to deliver business objective.
- ii. Leading, motivating, organizing and developing a multi-discipline engineering team of in-house civil, electrical, mechanical and safety professional services to achieve business and people objectives
- iii. Ensuring availability of required infrastructure and equipment
- iv. Development of maintenance programmes and procurement of required spares
- v. Reviewing and approving designs and technical specifications of projects to ensure compliance with corporation requirements and best practice
- vi. Leading, coordinating contract management, periodic asset maintenance to ensure delivery as per terms and conditions of the contract and for cost effectiveness & maximum asset availability.
- vii. Contributing to the formulation of standards and national transport master plans to ensure relevance in the sector.
- viii. Championing engineering innovation in the industry
- ix. Leading & coordinating the implementation of rail safety programmes for the Corporation
- x. Coordinating, harmonizing and monitoring the divisions budgets and plans
- xi. Managing the division's communication
- xii. Identifying, implementing and benchmarking best practices for continuous improvement
- xiii. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

- i. Bachelor of Science –Engineering or equivalent;
- ii. Master of Science –Engineering or equivalent;
- iii. A minimum of eight (8) years relevant experience;
- iv. Be registered with the Engineers Registration Board of Kenya;
- v. Membership to the Institution of Engineers of Kenya (IEK);
- vi. Valid Annual Practicing License from the Engineers Board of Kenya;
- vii. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- viii. Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution;
- ix. Proficiency in computer applications;
- x. Fulfilled requirements of chapter 6 of the Constitution;
- xi. Demonstrated merit and ability as reflected in work performance and results.

11.1.6 Engineer Manager, (Railways) – RG3

a) Duties and Responsibilities

- i. Formulating and leading in the implementation of the engineering strategy in line with policies, processes & procedures to deliver business objective.
- ii. Leading, motivating, organizing and developing a multi-discipline engineering team of in-house civil, electrical, mechanical and safety professional services to achieve business and people objectives
- iii. Monitoring availability of required infrastructure and equipment
- iv. Monitoring implementation of maintenance programmes and procurement of required spares
- v. Approving designs and technical specifications of projects to ensure compliance with corporation requirements and best practice
- vi. Design contracts for various projects and monitor implementation as per terms and conditions of the contract and for cost effectiveness & maximum asset availability.
- vii. Participating in the formulation of standards and national transport master plans to ensure relevance in the sector.
- viii. Championing engineering innovation in the industry
- ix. Monitoring the implementation of rail safety programmes for the Corporation

- x. Approving divisional budgets and plans
- xi. Managing the division's communication
- xii. Identifying and ensuring implementation and benchmarking best practices for continuous improvement
- xiii. Managing and implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

- i. Bachelor of Science –Engineering or equivalent;
- ii. Master of Science –Engineering or equivalent;
- iii. A minimum of ten (10) years relevant experience;
- iv. Be registered with the Engineers Registration Board of Kenya;
- v. Membership to the Institution of Engineers of Kenya (IEK);
- vi. Valid Annual Practicing License from the Engineers Board of Kenya;
- vii. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- viii. Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution;
- ix. Proficiency in computer applications;
- x. Fulfilled requirements of chapter 6 of the Constitution;
- xi. Demonstrated merit and ability as reflected in work performance and results.

11.2.0 CAREER GUIDELINES FOR TECHNICIANS

a) Purpose of the Job

To provide technical assistance to the Engineers in the various divisions in the Corporation in achieving the Organisational business goals. The Job reports to a senior officer and will be responsible for:-

- i. Examining into details the works completed.
- ii. Supervising technicians and staff in the implementation of works.
- iii. Examining the tests or measured results and make suitable decisions.
- iv. Analyzing data for decision making.
- v. Reviewing work methods as required

- vi. Inspecting and evaluating details of work performed.
- vii. Perform tests or measurements as necessary during inspections.
- viii. Analyzing data for decision making.
- ix. Write reports.
- x. Develop work methods as required.

b) Grading Structure

The Career Progression Guidelines establishes two (2) grades of technicians who will be designated and graded as follows:-

Designation	RG
Technician	8
Senior Technician	7

The grade of Assistant Technician RG 8 and Senior Senior Technician RG 7 form common establishment for the purpose of career progression.

c) Recognised Qualification

- i. Higher diploma in Engineering subjects from a recognized institution OR
- ii. Diploma in Engineering subjects from a recognized institution with three (3) years relevant experience in the Government or comparable institution of high standing
- iii. Supervisory skills lasting not less than one week
- iv. Computer proficiency
- v. Meets the provision of chapter six of the constitution
- vi. Demonstrated merit and ability as reflected in work performance and results.

11.2.1 Technician - RG 8

a) Duties and Responsibilities

- i. Inspecting and evaluating details of work performed.

- ii. Perform tests or measurements as necessary during inspections.
- iii. Analyzing data for decision making.
- iv. Write direct reports.
- v. Develop work methods as required.

b) Requirements for the Job

- i. Diploma in Engineering subjects from a recognized institution
- ii. Computer proficiency
- iii. Meets the provision of chapter six of the constitution

11.2.2 Senior Technician RG7

a) Duties and Responsibilities

- i. Supervising technicians and staff in the implementation of works.
- ii. Allocate staff duties.
- iii. Examining into details the works completed.
- iv. Examining the tests or measured results and make suitable decisions.
- v. Analyzing data for decision making.
- vi. Write direct reports.
- vii. Review work methods as required.

b) Requirements for the Job

- i. Higher diploma in Engineering subjects from a recognized institution or
- ii. Diploma in Engineering subjects from a recognized institution with three (3) years relevant experience in the Government or comparable institution of high standing
- iii. Supervisory skills lasting not less than one week
- iv. Computer proficiency
- v. Meets the provision of chapter six of the constitution
- vi. Demonstrated merit and ability as reflected in work performance and results

11.3.0 CAREER GUIDELINES FOR BUSINESS DEVELOPMENT OFFICERS

a) Job Purpose

The Business Development division entails:-Formulating policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation , reviewing potential business proposals and making recommendations for investment, negotiating for contracts for alternative revenue sources, development and implementation of local and international resource mobilization strategies, identification of funding based and fundraising partners, identifying business strategy mix for resource mobilization, conducting business market survey for the Corporation and exploring opportunities to add value to job accomplishments.

b) Grading Structure

The Career Guideline establishes seven (7) grades for Business Development officers who will be designated and graded as follows:

Designation	RG
Business Development Assistant	8
Senior Business Development Assistant	7
Business Development Officer	7
Senior Officer Business Development	6
Principal Officer Business Development	5
Assistant Manager Business Development	4
Business Development Manager	3

The grade of Business Development Assistant RG 8 and Senior Business Development Officer RG 7 form common establishment for the purpose of career progression.

c) Recognized Qualifications

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

- i. Diploma in Business management or its equivalent from a recognized institution
- ii. Bachelor's Degree in Business related Subjects from a recognized University;
- iii. Master of Business or equivalent from a recognized University;
- iv. Be registered with a relevant professional body (CIM/MSK)
- v. Valid Annual Practicing License where applicable
- vi. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vii. Certificate in Leadership Course lasting not less four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled requirements of chapter 6 of the Constitution;
- x. Demonstrated merit and ability as reflected in work performance and results

11.3.1 Business Development Assistant RG 8

a) Duties and responsibilities

- i. Assisting in collecting data for market research targets
- ii. Collecting customer feedback and preparing data sheets
- iii. Assisting in collecting revenue and debt management
- iv. Preparation of primary or source data for payments and refunds
- v. Assist in filling of records and reports
- vi. Attending to customers and clients as the initial contact person
- vii. Assisting in promotion of Corporations assets and services
- viii. Helping in securing the Corporations assets and facilities

b) Requirements for the Job

- i. Diploma in Business management or its equivalent from a recognized institution
- ii. Proficiency in computer applications;
- iii. Fulfilled requirements of chapter 6 of the Constitution;

11.3.2 Business Development Officer RG7

a) Duties and responsibilities

- i. Collecting data for market research targets
- ii. Identify business ideas to achieve revenue targets
- iii. Collecting customer feedback and preparing data sheets
- iv. Collecting revenue and debt management
- v. Preparation of primary or source data for payments and refunds
- vi. Attending to customers and clients as the initial contact person
- vii. Promotion of Corporations assets and services
- viii. Securing the Corporations assets and facilities
- ix. Management of facilities and equipment's
- x. Recording and reporting incidences at facility

b) Requirements for the Job

- i. Degree in Business management or its equivalent from a recognized University
- ii. Proficiency in computer applications;
- iii. Fulfilled requirements of chapter 6 of the Constitution;

11.3.3 Senior Business Development Officer RG 6

a) Duties and responsibilities

- i. Analysis of data for market research targets
- ii. Implementation of business ideas to achieve revenue targets
- iii. Analysing and reviewing customer feedback and proposing resolution mechanisms
- iv. Ensuring implementation of Collecting revenue and debt management plans
- v. Payment of refunds and claims
- vi. Preparation of primary or source data for payments and refunds
- vii. Attending to customers and clients as the initial contact person
- viii. Create demand for Corporations assets and services for optimal use
- ix. Ensuring delivery of quality service
- x. Enhancing capacity for Corporations Business Growth
- xi. Securing the Corporations assets and facilities
- xii. Management of facilities and equipment's

- xiii. Managing incidences reported at facility
- xiv. Managing other service providers

b) Requirements for the Job

- i. Bachelor's Degree in Business related Subjects from a recognized University;
- ii. A minimum of three (3) years relevant experience;
- iii. Be registered with a relevant professional body (CIM/MSK/ISK/) where applicable
- iv. Valid Annual Practising License where applicable
- v. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled requirements of chapter 6 of the Constitution;
- viii. Demonstrated merit and ability as reflected in work performance and results

11.3.4 Principal Business Development Officer RG5

a) Duties and responsibilities

- i. Building and managing relationships with clients to maximize revenue opportunities and grow future business
- ii. Monitoring Implementation of business ideas to achieve revenue targets
- iii. Monitoring implementation of the revenue and debt collection plans
- iv. Scanning business environment, evaluating costs and benefits and recommending improvements to existing businesses
- v. Implementing research findings and business development proposals Reviewing and analyzing all customer proposals and recommending for implementation of all feasible ideas
- vi. Identify and recommend use for underutilized assets for business development and revenue generation.
- vii. Managing third party agencies to ensure optimal returns from the corporations facilities

- viii. Providing business development support to the corporations independent business units
- ix. Leading, motivating and developing the departmental staff to achieve business and people objectives
- x. Identifying, implementing and benchmarking best practices in management
- xi. Managing and implementing change initiatives to achieve desired business plans and culture
- xii. Preparing departmental budgets for approval

b) Requirements for the Job

- i. Master of Business Administration or equivalent from a recognized University
- ii. Bachelor's Degree in Business related Subjects from a recognized University;
- iii. A minimum of six (6) years relevant experience;
- iv. Be registered with a relevant professional body (CIM/MSK/ISK/registered Valuer) where applicable
- v. Valid Annual Practicing License where applicable
- vi. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled requirements of chapter 6 of the Constitution;
- ix. Demonstrated merit and ability as reflected in work performance and results

11.3.5 Assistant Business Development Manager RG 4

a) Duties and responsibilities

- i. Initiating policy guideline in managing clients relationships to maximize revenue opportunities and grow future business
- ii. Managing Implementation of business ideas to achieve revenue targets
- iii. Managing implementation of the revenue and debt collection plans

- iv. Planning for stakeholder engagements to market Railways assets and services
- v. Developing market development strategies to create demand for the Corporations assets and service
- vi. Fixing of rates, fares and other charges;
- vii. Developing costs and benefit analysis for business case proposals
- viii. Monitoring Implementing research findings and business development proposals Reviewing and analyzing all customer proposals and recommending for implementation of all feasible ideas
- ix. Supervision of regional offices in delivering their mandates
- x. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xi. Identifying, implementing and benchmarking best practices in management
- xii. Managing change initiatives to achieve desired business plans and culture
- xiii. Reviewing departmental budgets for approval

b) Requirements for the Job

- i. Master of Business Administration or equivalent from a recognized University
- ii. Bachelor's Degree in Business or related Subjects from a recognized University;
- iii. A minimum of eight (8) years relevant experience;
- iv. Be registered with a relevant professional body (CIM/MSK/ISK) where applicable
- v. Valid Annual Practicing License where applicable
- vi. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled requirements of chapter 6 of the Constitution;
- ix. Demonstrated merit and ability as reflected in work performance and results

11.3.6 Business Development Manager RG 3

a) Duties and responsibilities

- i. Developing business development Strategy in scope and reporting in line with policies, processes & procedures to achieve Business objectives
- ii. Driving the marketing strategy through marketing campaigns and promotional activities to create demand for Corporation products and services
- iii. Creating, building and sustaining Brand equity for positive Corporate image
- iv. Developing and articulating appropriate strategies using strategic partnerships to develop business assets
- v. Promoting railways services addressing or predicting clients' objectives;
- vi. Engaging all stakeholders to market railways services;
- vii. Ensure retention and an increase of customers using railway services by innovative marketing strategies and assurance of safety deliveries;
- viii. Approving of rates, fares and other charges;
- ix. Ensure correct collection, account and remittance of traffic receipts;
- x. Managing of division`s budgets
- xi. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xii. Managing the department's communication
- xiii. Identifying, implementing and benchmarking best practices in management
- xiv. Managing and implementing change initiatives to achieve desired business plans and culture
- xv. Managing stakeholder engagements to market railways services and assets

b) Requirements for the Job

- i. Master of Business Administration or equivalent from a recognized University

- ii. Bachelor's Degree in Business related Subjects from a recognized University;
- iii. A minimum of ten (10) years relevant experience;
- iv. Be registered with a relevant professional body (CIM/MSK/ISK/) where applicable
- v. Valid Annual Practicing License where applicable
- vi. Certificate in Management Course lasting not less four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Fulfilled requirements of chapter 6 of the Constitution;
- ix. Demonstrated merit and ability as reflected in work performance and results

11.4.0 CAREER GUIDELINES FOR REAL ESTATE OFFICERS

a) Purpose for the job

The job entails leading in diversification of revenue streams by leveraging on non-rail Corporation assets. The functions of the include the following;

- i. reviewing and verifying all data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models;
- ii. managing all Land Grievances affecting the Corporation ;
- iii. reviewing and verifying all land values to up-date the Rail Reserves assets database;
- iv. collecting, collating and disseminating information on land acquisition for the corporation after ensuring all compensation awards for lands, are accurate and true reflection;
- v. ensuring development partners safeguards guidelines under RAP are adhered to during compensation;
- vi. coordination of the Corporations land acquisition process;
- vii. managing and overseeing livelihood restoration measures for donor funded projects.
- viii. Formulating policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation ,
- ix. reviewing potential business proposals and making recommendations for investment,
- x. negotiating for contracts for alternative revenue sources,

development and implementation of local and international resource mobilization strategies,

- xi. identification of funding based and fundraising partners,
- xii. identifying business strategy mix for resource mobilization,
- xiii. conducting business market survey for the Corporation and exploring opportunities to add value to job accomplishments.

b) Grading and structure

The Career guideline establishes six (6) grades of Land Valuers who will be graded as below: -

Designation	RG
Clerk of works	8
Estate Assistant	8
Inspector of works/Senior Clerk of Works	7
Estate Assistant/ Senior	7
Estate Officer	7
Senior Regional Estates officers	6
Principal Regional Estates Officers	5
Assistant Property Administration Manager	4
Non Rail Business Development Manager	3
Total	

c) Recognized qualification:-

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

- i. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- ii. Masters Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- iii. Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate

Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS).

- iv. Registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body. (applicable to professional degree holders only).
- v. Current valid annual Practicing License from VRB.
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in Computer applications.
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

11.4.1 Clerk Of Works RG 8

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

a. Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Assessment of maintenance repairs requirements for buildings, warehouses and railway stations
- ii. Supervision of maintenance, repairs, rehabilitation and new construction works.
- iii. Recording measurements, verification of works and preparation of payment certificates
- iv. Organize and keeping records of all maintenance, repairs and construction works carried out

b. Requirements for the Job

- i. Diploma in Civil engineering or building Technology
- ii. Institute of Clerk of Works
- iii. Institute of Engineering Technicians & Technologists.
- iv. Proficiency in Computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution; and

11.4.2 Inspector of Works RG. 7

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Preparation of work schemes, sketch drawings, bills of quantities and work estimates.
- ii. Maintenance planning and scheduling.
- iii. Supervision of maintenance, repairs, rehabilitation and new construction works.
- iv. Implementing and benchmarking best practices in management
- v. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the job

- i. A minimum three (5) years relevant work experience
- ii. Diploma in Civil engineering or building Technology
- iii. Institute of Clerk of Works
- iv. Institute of Engineering Technicians & Technologists.
- v. Proficiency in Computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

11.4.3 Senior Regional Estate Officer RG 6

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Collecting revenue payment documents and submitting for accounting
- ii. Preparing revenue collection status, arrears, voids and vacancies reports and submit report for management information and action
- iii. Reviewing applications for rentals
- iv. Carrying out assignments with various partners in the region on rating issues, land use planning, preparing payment schedule for property

rates payable to the county governments and other relevant reports pertaining the corporation and the counties.

- v. Supervising 3rd party services to ensure quality service delivery in line with SLAs
- vi. Assisting the Estate Officer in carrying out letting and rent reviews of all properties and ensuring that all leases are properly executed and safeguarded, preparation of properties monthly, quarterly and annual budgets for the region
- vii. Implementing and benchmarking best practices in management
- viii. Implementing change initiatives to achieve desired business plans and culture
- ix. Collecting and collating data on final estimations of land values in all resettlement action plans utilizing the applicable valuation models;
- x. Collecting, collating and disseminating information on land acquisition for the corporation ;
- xi. Ensuring development partners safeguards guidelines under rap are adhered to during compensation;
- xii. Coordinating the corporation 's land acquisition process; and
- xiii. Preparing various reports as necessary under supervision of a senior officer.

b) Requirements for the Job

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

- i. A minimum three (3) years relevant work experience in the Public Service or in the Private Sector;
- ii. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya;
- iii. Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS);
- iv. Been registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body;
- v. Current valid annual Practicing License from VRB;

- vi. Proficiency in Computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

11.4.4 Principal Regional Estates Officer RG 5

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing and executing tenancy agreements and ensuring compliance with the terms and conditions.
- ii. Monitoring rent payment by tenants and remedial actions on defaulters
- iii. Monitoring utilisation and maximisation of value for both conceded and non-conceded properties
- iv. Carrying out regular inspections of property and preparing maintenance schedules for planning works and budgeting purposes
- v. Carrying out rental assessment and valuation of the Corporation's property and advising on optimal utilisation.
- vi. Compiling monthly regional reports as prescribed
- vii. Coordinating all administrative functions of the Corporation at the region
- viii. Confirming the correctness of land rates demand notes and utility bills for the region and submitting for payment processing
- ix. Tracking and reporting on legislative changes affecting the corporations landed assets at the county level
- x. Safeguarding and keeping records of corporation landed assets at the region and reporting on any encroachment for action

b) Requirements for the Job

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

- i. A minimum six (6) years relevant work experience in the Public Service or in the Private Sector;
- ii. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya;

- iii. Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS);
- iv. Been registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body;
- v. Current valid annual Practicing License from VRB;
- vi. Proficiency in Computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

11.4.5 Assistant Property Administration Manager RG 4

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing & processing documentation of leases transactions and contracts
- ii. Administering customer leases to ensure compliance with the terms and conditions
- iii. Reviewing and updating lease agreements to ensure compliance with National and County Government land laws, policies and regulations
- iv. Tracking the validity of Corporation's leased land
- v. Ensuring timely payments of ground rent and rates by the Corporation
- vi. Implementing and benchmarking best practices in management
- vii. Implementing change initiatives to achieve desired business plans and culture
- viii. collecting and collating data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models;
- ix. collecting, collating and disseminating information on land acquisition for the Corporation ;
- x. ensuring Development partners safeguards guidelines under RAP are adhered to during Compensation;
- xi. coordinating the Corporation 's land acquisition process; and
- xii. preparing various reports as necessary under supervision of a senior officer.

b) Requirements for the Job

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

- i. A minimum eight (8) years relevant work experience in the Public Service or in the Private Sector;
- ii. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya;
- iii. Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS);
- iv. Been registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body;
- v. Current valid annual Practicing License from VRB;
- vi. Proficiency in Computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

11.4.6 Estates & Valuation Manager RG 3

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. reviewing and verify all data on final estimations of Land Values in all resettlement Action Plans utilizing the applicable valuation models;
- ii. managing all Land Grievances affecting the Corporation ;
- iii. up-dating the Road Reserves assets database,
- iv. planning for and Oversee the preparing, reviewing, disclosing and updating Resettlement Action Plans for donor funded projects;
- v. collecting, collating and disseminating information on land acquisition for the Corporation after ensuring all compensation awards by the ministry responsible for lands, are accurate and true reflection

- vi. ensuring Development partners safeguards guidelines under RAP are adhered to during Compensation
- vii. coordinating the Corporation 's land acquisition process
- viii. managing livelihood restoration measures for donor funded projects;
- ix. preparing and disseminate appropriate mechanisms and technologies to plan for, conduct and manage stakeholders in development projects undertaken by the Corporation to meet the overall safeguards goals of projects;
- x. planning for and oversee Preparation and implementation of work plans for the Land Valuer, Senior Land valuer;
- xi. organizing donor and site meetings for safeguards; and
- xii. preparing various reports as necessary.

b) Requirements for the Jobs

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

- i. A minimum ten (10) years in relevant work and at least (3) years in a supervisory role in comparable position in the Public Service or in the Private Sector;
- ii. Bachelors Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- iii. Masters Degree in Land Economics, Land Administration, or Real Estate from a university recognized in Kenya.
- iv. Post Graduate Diploma qualifying as a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors (VEMS) or Land Administration Management Surveyors (LAMS).
- v. Been registered by any of the following bodies: Institution of Surveyors of Kenya, Estate Agents Registration Board, Valuers Registration Board, and any other relevant and recognized professional body.
- vi. Current valid annual Practicing License from VRB.
- vii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Proficiency in Computer applications.
- ix. Fulfilled the requirements of Chapter Six of the Constitution.
- x. Demonstrated competence in work performance.

11.5.0 CAREER GUIDELINES FOR THE RAILWAY HERITAGE AND RESOURCE CENTRE PERSONNEL

a) Job Purpose

This unit is responsible for managing the preservation of railway heritage, library, resource centre and archives in order to promote learning and research into the contemporary and past history of Kenya Railways. The unit reports to the Division of Non-Rail business development, and is responsible for the following functions:

- i. Preserving moveable and immovable railway heritage for posterity and research.
- ii. Managing the acquisition of artefacts, audio-visuals and photographic resources in order to document developments in the railway industry for future reference.
- iii. Managing the Railway library and archives to promote learning and research into past and current railway related developments.
- iv. Managing the Art gallery and artistic exhibitions to promote railway related contemporary art.
- v. Developing marketing programmes for the facility in order to encourage increased visitor ratios locally and abroad
- vi. Generating new ways of producing revenue for expansion, development and preservation of artefacts, and maintenance of the museum's rolling stock.
- vii. Creating networks with development partners and donors, for support towards growth of railway history, archives and library facility.

b) Grading Structure and Scope

The career progression guideline provided for this section is as follows below:

Designation	RG
Ticketing and Front Office Assistant/Senior	8/7
Assistant Archivist/Senior	8/7

Archivist	7
History, Archives and Library Officer	6
Principal History, Archives and Library Officer	5
Assistant Manager Railway Heritage & Resource Centre	4

c) Recognized Qualifications

- i. Masters degree in Anthropology, Communication, or other relevant area
- ii. Postgraduate Diploma in Education or Museology
- iii. Bachelors degree in Anthropology
- iv. Diploma in Customer Care; Public Relations, Customer Service; Front Office; Telephone Operators Occupation Tests/PABX
- v. Membership in relevant professional body where applicable
- vi. Management Course lasting not less than two (2) weeks
- vii. Attended a Leadership Course lasting not less than four weeks
- viii. Proficiency in Computer applications
- ix. Satisfy the provision of Chapter Six of the Constitution

11.5.1 Ticketing and Front Office Assistant – RG 8

This is an entry level position, with the holder reporting to the History, Archives and Library Officer. Career guidelines provide for two cadres- one with basic diploma and another with higher diploma and work experience, hence a promotional level.

a) Duties and Responsibilities:

The Ticketing and Front Office Assistant is charged with the following:

- i. Receiving incoming calls and attending to walk -in clients.
- ii. Maintaining records of the Railway Heritage and Resource Centre visitors to enhance accountability of customer movement.
- iii. Undertaking ticketing functions to enable visitor access to the Railway Heritage & Resource Centre facilities.
- iv. Responding to customers' queries and concerns, and directing these to respective offices where applicable.

- v. Maintaining a register of all complaints raised by customers / visitors for onward action.
- vi. Assisting the History, Archives and Library Officer in distributing questionnaires and undertaking customer feedback surveys.
- vii. Carrying out routine testing of exchange lines and switchboard facilities, and ensuring that defective equipment is repaired accordingly.
- viii. Maintaining records of assets – telephone equipment and peripherals.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Diploma in Customer Care; Public Relations, Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent
- ii. Proficiency in computer applications
- iii. Proficiency in computer applications
- iv. Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.

11.5.2 Senior Ticketing and Front Office Assistant – Grade 7

a) Duties and Responsibilities:

The Ticketing and Front Office Assistant is charged with the following:

- ix. Receiving incoming calls and attending to walk -in clients.
- x. Maintaining records of the Railway Heritage and Resource Centre visitors to enhance accountability of customer movement.
- xi. Undertaking ticketing functions to enable visitor access to the Railway Heritage & Resource Centre facilities.
- xii. Responding to customers' queries and concerns, and directing these to respective offices where applicable.
- xiii. Maintaining a register of all complaints raised by customers / visitors for onward action.
- xiv. Assisting the History, Archives and Library Officer in distributing questionnaires and undertaking customer feedback surveys.

- xv. Carrying out routine testing of exchange lines and switchboard facilities, and ensuring that defective equipment is repaired accordingly.
- xvi. Maintaining records of assets – telephone equipment and peripherals.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Higher Diploma in in Customer Care; Public Relations, Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent from a recognised institution OR
- ii. Diploma in Customer Care; Public Relations, Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent and at least 3 years relevant experience in the position of Receptionist/ Customer Care Assistant, Telephone Operator or comparable position
- iii. Proficiency in computer applications
- iv. Supervisory skills lasting not less than one (1) week
- v. Proficiency in computer applications
- vi. Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.

11.5.3 Assistant Archivist RG 8

This will be an entry level job for diploma holders, with the job holder reporting to the History, Library and Archives Officer.

a) Duties and Responsibilities

The Assistant Archivist is charged with the following:

- i. Identifying historical records for archiving in line with the Corporation's processes and procedures.
- ii. Referencing of archival material, records and study materials for easy retrieval in line with procedures.
- iii. Ensuring preservation, safety and security of all archival and library material while ensuring timely and accurate retrieval.

- iv. Reproducing approved and critical records by photocopying, scanning, microfilming and other formats for storage in fire proof cabinets.
- v. Guiding the users of the library while monitoring records to prevent loss of books, documents and photographs.
- vi. Retrieving documents and books for researchers and monitoring returns.
- vii. Lending out study materials and ensuring return.
- viii. Reporting and monitoring fumigation of repositories and replacing worn-out archival boxes.
- ix. Repairing and restoring documents, photographs and books.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Diploma in Information Management or equivalent
- ii. Proficiency in Computer applications
- iii. Meets the provision of Chapter Six of the Constitution

11.5.3 Senior Assistant Archivist - Grade 7

c) Duties and Responsibilities

The Senior Assistant Archivist is charged with the following:

- x. Identifying historical records for archiving in line with the Corporation's processes and procedures.
- xi. Referencing of archival material, records and study materials for easy retrieval in line with procedures.
- xii. Ensuring preservation, safety and security of all archival and library material while ensuring timely and accurate retrieval.
- xiii. Reproducing approved and critical records by photocopying, scanning, microfilming and other formats for storage in fire proof cabinets.
- xiv. Guiding the users of the library while monitoring records to prevent loss of books, documents and photographs.
- xv. Retrieving documents and books for researchers and monitoring returns.
- xvi. Lending out study materials and ensuring return.

- xvii. Reporting and monitoring fumigation of repositories and replacing worn-out archival boxes.
- xviii. Repairing and restoring documents, photographs and books.
- xix. Implementing and benchmarking best practices in operations.
- xx. Implementing change initiatives to achieve desired business plans and culture.

d) Requirements for the Job

For appointment to this position, one must have:

- iv. Higher Diploma in Information Management or equivalent from a recognized institution OR
- v. Diploma in Information Management or equivalent and at least three (3) years relevant experience in the public service or reputable organization
- vi. Supervisory skills training lasting not less than a week
- vii. Proficiency in Computer applications
- viii. Meets the provision of Chapter Six of the Constitution

11.5.4 History, Archives and Library Officer – RG 7

a) Duties and Responsibilities

- i. Collecting railway-related artefacts and literature for preservation and exhibition at the museum.
- ii. Carrying out customer survey at the Railway Heritage and Resource Centre to know how best to develop & sustain customer satisfaction.
- iii. Serving researchers and scholars to obtain relevant research materials from the archives and library effectively and efficiently.
- iv. Delivering lectures and talks to visitors with a view to enhance railway history.
- v. Collecting data on emerging trends which may impact the preservation and dissemination of knowledge on railway history for management use.

- vi. Undertaking marketing activities of the Centre through national and international Trade Fairs, institutional events and related, thus positioning the Facility as a preferred tourist destination.
- vii. Overseeing smooth operation of the mini-train to act as an amusement and entertainment unit for visitors especially children.
- viii. Preparing weekly, monthly and annual reports on customer feedback and financial performance to aid in management decision making.
- ix. Implementing and benchmarking best practices in management
- x. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Anthropology or equivalent from a recognised institution
- ii. Proficiency in computer applications
- iii. Meets the provision of Chapter Six of the Constitution

11.5.5 Senior History, Archives and Library Officer – RG 6

a) Duties and Responsibilities:-

- i. Plan, organize and implement records and archives management programmes in line with the requirements of the Public Archives Act and Records Disposal Act;
- ii. Assist in development of an efficient user services programme for the Corporation, its departments, and the other stakeholders.
- iii. Assist in formulating appropriate guidelines on records management and documentation services for the Corporation.
- iv. Ensuring security of files and documents, proper handling of documents.
- v. Advise on creation, use, maintenance, control and preservation or disposal of public records.
- vi. Archiving of records
- vii. ensuring general cleanliness at the registry
- viii. ensuring security of records at the registry

b) Requirements for the job

- vii. Bachelors Degree in Information studies or any other relevant Degree from a recognized Institution
- viii. Served in the grade of Records Management Officer or Senior Records Assistant or equivalent position in the Public Service or reputable organization for a minimum period of three (3) years;
- ix. supervisory course lasting at least two (2) weeks from a recognized Institution
- x. IT proficiency
- xi. Demonstrated professional competence and administrative ability in handling records management work.
- xii. Meets the requirements of chapter six of the constitution

11.5. 6 Principal History, Archives and Library Officer - RG 5

a) Duties and Responsibilities

- i. Implementing initiatives to enhance acquisition of artefacts, audio-visuals and photographic resources in order to document developments in the railway industry for future reference..
- ii. Implementing Marketing initiatives to increase customer base and enhance revenue collection.
- iii. Implementing Customer Satisfaction programmes to enhance customer delight at the Centre.
- iv. Liaising with institutions and scholars to obtain relevant research materials from the archives and library in an effective and efficient manner.
- v. Preparing training programmes for learning at the different sections of the Centre.
- vi. Preparing reports on emerging trends on preservation of railway history with recommendations for management use.
- vii. Coordinating operations of the mini-train
- viii. Collating reports on customer feedback and financial performance to aid in management decision making.
- ix. Implementing and benchmarking best practices in management

- x. Implementing change initiatives to achieve desired business plans and culture

b) Requirements for the Job

For appointment to this position, one must have:

- i. Bachelors degree in Anthropology or equivalent from a recognized institution
- ii. Masters degree in Anthropology, Communication, or other relevant area
- iii. At least six (6) years relevant experience in the public service or recognised institution
- iv. Management course lasting not less than four (4) weeks
- v. Proficiency in computer applications
- vi. Meets the provision of Chapter Six of the Constitution

11.5.7 Assistant Railway Heritage and Resource Centre Manager - RG 4

This is the highest level job at the Centre, with job holder reporting to the Manager, Non-Rail Business. The Railway Heritage and Resource Centre Manager irresponsible for managing the preservation of railway heritage, library, and resource centre and archives in order to promote learning and research into the contemporary and past history of Kenya Railways.

a) Duties and Responsibilities

- i. Developing programmes, policies and standards for preserving moveable and immovable railway heritage for posterity and research.
- ii. Developing Marketing initiatives and related programmes to enhance publicity of the Centre.
- iii. Managing the acquisition of artefacts, audio-visuals and photographic resources in order to document developments in the railway industry for future reference.

- iv. Managing the Railway library and archives to promote learning and research into past and current railway related developments.
- v. Liaising with related institutions and enhancing networks to boost marketing of the library, archives and exhibitions in order to encourage increased visitor ratios locally and abroad.
- vi. Managing existing revenue sources and identifying new ways of generating revenue for expansion, development and preservation of artefacts, and maintenance of the museum's rolling stock.
- vii. Creating networks with development partners and donors, for support towards growth of railway history, archives and library facility.
- viii. Benchmarking with related institutions (National Museums of Kenya, ICOM, and AFRICOM), for continuous improvement.
- ix. Facilitating lectures for education and research purposes to students and tourists on the history of Kenya Railways.
- x. Maintaining a database of visitors to the Museum for accountability and continuous improvement.
- xi. Leading, motivating and developing the departmental staff to achieve business and people objectives.
- xii. Identifying, implementing and benchmarking best practices in management.
- xiii. Managing and implementing change initiatives to achieve desired business plans and culture.

b) Requirements for the Job

For appointment to this position, one must have:

- i. Masters degree in Anthropology, Communication, or equivalent from a recognised university/institution
- ii. Bachelors degree in Anthropology equivalent from a recognized institution from a recognised university/institution
- iii. Postgraduate Diploma in Education/ Musicology
- iv. Membership in relevant professional body
- v. Attended a management Course lasting not less than four (4) weeks
- vi. At least eight (8) years relevant work experience, three (3) of which should be in management position
- vii. Proficiency in Computer applications
- viii. Meets the provision of Chapter Six of the Constitution

11.6 CAREER PROGRESSION GUIDELINES FOR MARKETING OFFICERS

a) Job Purpose

The officers are tasked with the responsibility of ensuring KR services revenue maximization, bring in and maintain new businesses and enhance customer satisfaction

b) Grading Structure

The guideline establishes three (3) grades for commercial officers as below;

Designation	RG
Marketing Officer	7
Senior Marketing Officer	6
Principal Marketing Officer	5

c) Recognized qualifications

- i. Masters Degree in Marketing, Business Management or equivalent from a recognized Institution;
- ii. Bachelors degree in Commerce specialization in Marketing or equivalent from a recognized Institution;
- iii. Management Course from a recognized Institution;
- iv. Supervisory course from a recognized Institution;
- v. Member to relevant professional body;
- vi. Certificate in Computer Proficiency and
- vii. Meets the provisions of Chapter Six of the Constitution.

11.6.1 Marketing Officer RG 7

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Receive complaints, complements, enquiries and contacts.
- ii. Ensure that all details of customers (including contacts of the same) are captured in the data base

- iii. Register and advice customers on new sales and handle new applications.
- iv. Offer advisory services to customers on complain appeal mechanism.
- v. Prepare monthly customer care reports.
- vi. Keep files related to customers.

b) Requirement for the Job

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

- i. Bachelors degree in Commerce specialization in Marketing or equivalent from a recognized Institution;
- ii. Certificate in Computer Proficiency and
- iii. Meets the provisions of Chapter Six of the Constitution.

11.6.2 Senior Marketing Officer RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Implementing the section's work-plans and oversee monthly reviews.
- ii. Implementing recommended innovative ways to create and sustain a positive brand image
- iii. Establish contacts with stakeholders to acquire new business and retain existing clientele.
- iv. Maintain new customer details and deposit records to ensure they are accurately updated on time.
- v. Undertaking market research to identify customer needs for product positioning and new product development
- vi. Implementing marketing campaigns to enhance product uptake

b) Requirement for the Job

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

- i. Bachelors degree in Marketing, Business Administration or equivalent from a recognized Institution OR

- ii. Member to relevant professional body;
- iii. Attended Supervisory Course from a recognized Institution;
- iv. Have Served three (3) years in the position of Commercial/Marketing Officer or comparable position in the Public Service or reputable organization;
- v. Certificate in Computer Proficiency and
- vi. Meets the provisions of Chapter Six of the Constitution.

11.6.3 Principal Marketing Officer RG 5

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

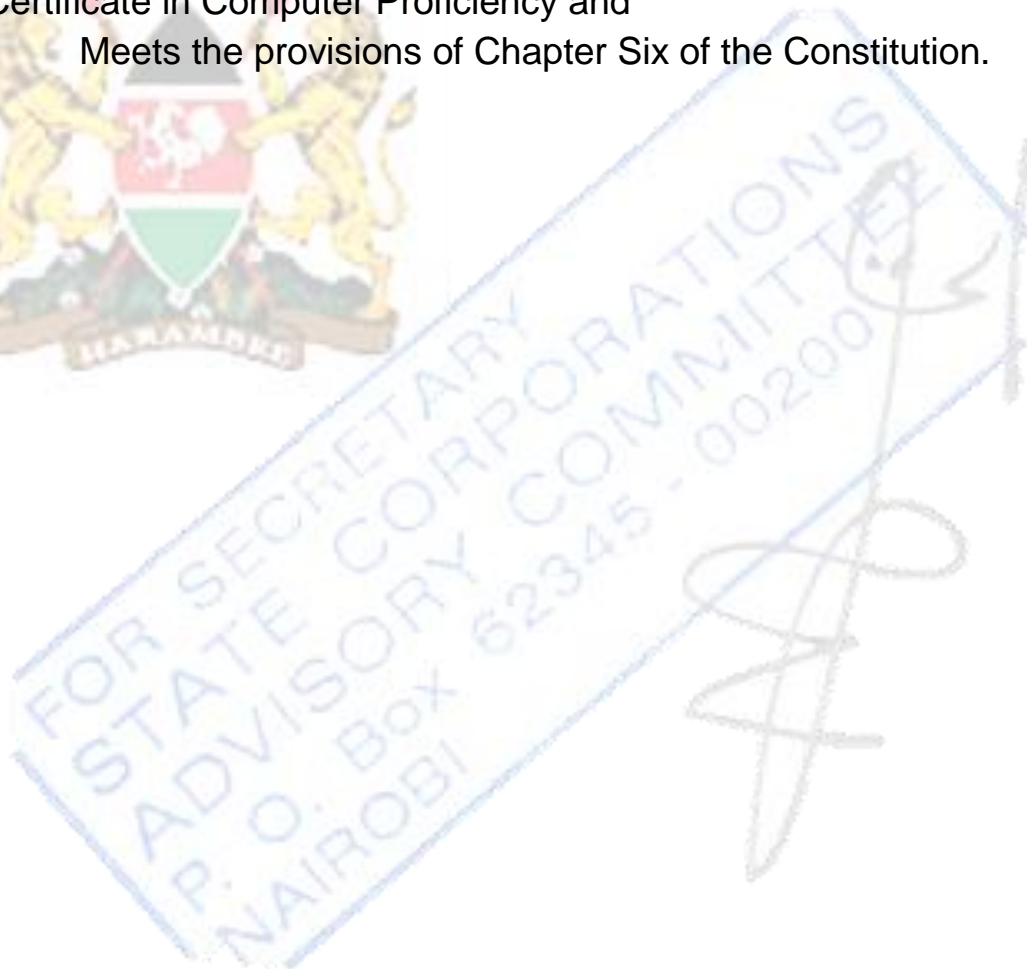
- i. Planning and implementing marketing strategies to sustain brand equity
- ii. Developing marketing campaigns to enhance product uptake
- iii. Working with the Corporation's marketing agencies to meet marketing objectives
- iv. Leading market research to identify customer needs for product positioning and new product development
- v. Maintaining relationships with key strategic partners/customers for customer satisfaction
- vi. Evaluating the effectiveness of marketing activities and recommending opportunities for improvement
- vii. Managing, motivating and developing the departmental staff to achieve business and people objectives
- viii. Implementing and benchmarking best practices in management

b) Requirement for Appointment

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

- i. Masters Degree in Marketing, Business Management or equivalent from a recognized Institution;

- ii. Bachelors degree in Commerce specialization in Marketing or equivalent from a recognized Institution;
- iii. Have six (6) years' experience with at least three (3) years' experience in the position of Senior Commercial/Marketing Officer or similar position in the Public Service or reputable organization;
- iv. Management Course lasting not less than 2 week from a recognized Institutions;
- v. Has demonstrated competency in water prowess;
- vi. Member to relevant professional body;
- vii. Certificate in Computer Proficiency and
- viii. Meets the provisions of Chapter Six of the Constitution.



12.0 CAREER GUIDELINES FOR RESEARCH, PLANNING, COMPLIANCE AND ICT PERSONNEL

d) Job purpose

The department is headed by General Manager who is responsible to the Managing Director to ensure that the Corporation adopts and implements effective strategies for Strategic & Economic Planning, Quality Assurance, Corporate communications, research and Innovation as well as ensuring adherence to regulatory requirements. The Department will guide the Corporation in the implementation of quality management systems under ISO and risk based strategies.

The Department is responsible for the following key functions –

- i. Initiating development of the Corporation's strategic plan;
- ii. Managing Corporate performance targets
- iii. Monitoring implementation of the Corporation's strategic plan;
- iv. Overseeing the preparation and implementation of the Corporation's performance contract;
- v. Overseeing the preparation and implementation of the Corporation's quality management system through quality assurance programmes.
- vi. Preparing of annual business plans for development activities for the Corporation as per the strategic plan;
- vii. Co-ordinating the performance of all the Departments;
- viii. Submitting monthly, quarterly, semi-annual and annual organizational performance report to the Managing Director;
- ix. Overseeing the development of Corporation's Master plan;
- x. Ensuring that research and innovation is embedded in all areas of operations in the Corporation to ensure achievement of organizational mandate;
- xi. Establishing operational linkages with other departments within the Corporation;
- xii. Formulating research and innovations strategies for the Corporation;
- xiii. Overseeing risk management in the Corporation;
- xiv. Overseeing implementation of quality management system (ISO) and other business reengineering processes initiatives;
- xv. Researching and disseminating information on alternative materials and revenue source;

xvi. Ensures the Corporation compliance to the existing legal regulations.

b) Grading Structure

The Career Guideline establishes five (5) grades of Economists/ Statisticians who will be graded as follows: -

Designation	RG
Economists/Statistician	7
Senior Economists/Statistician	6
Principal Economists/ Budget and Corporate Planning	5
Principal Economist/M &E	5
Rail Transport Economist Manager,	3
Monitoring & Evaluation Manager ,	3
Budget and Corporate Planning Manager	3
Strategic and Economic Planning Manager	3
General Manager, Policy , Strategy and Compliance	2

Common establishment is at Economist/Statistician and Senior Economist/ Statistician.

c) Recognized Qualifications

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

- i. Bachelors degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- ii. Masters Degree in of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- iii. Membership to a relevant professional body / institution;
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

12.1 Economist/ Statistician, RG 7

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

a) Duties and Responsibilities

Duties and responsibilities at this level entail:-

- i. Collecting and collating statistical data on the planned programmes and projects;
- ii. Assist in analysing traffic data required in designing railways for development;
- iii. Assist in preparing annual work programmes and budgets for rail planning and development;
- iv. Collecting and Preparing economic data and information on rail network;
- v. Participate in developing and reviewing the Corporation's Strategic Plans;
- vi. Participate in preparing periodic reports as required; and
- vii. Compiling data for economic analysis of investment programmes and projects;

b) Requirements for the Job

For appointment to this grade a candidate must have: -

- i. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

12.2 Senior Economist/ Statistician, RG 6

a) Duties And Responsibilities

Duties and responsibilities at this level will entail:-

- i. collating data related to implementation of the corporation's Strategic Plan;
- ii. conducting economic studies as part of the rail design and tender documentation process;
- iii. undertaking economic reviews of the rail projects;
- iv. preparing terms of reference for economic surveys and facilitating implementation of related recommendations;
- v. liaising with Consultants and other Stakeholders on economic matters;
- vi. undertaking preparation of annual plans for the corporation and realigning it to the budget;
- vii. undertaking economic analysis of investments, programmes and projects;
- viii. monitoring the implementation of the corporation's plans and performance contract; and
- ix. undertaking the preparation of annual work programmes and budgets for rail planning and development.

b) Requirements for the job

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

- i. A minimum of three (3) years' experience in relevant work in the Public Service or in the reputable institutions
- ii. Bachelor's degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii. attended a supervisory course of not less than two weeks
- iv. Be a member of a relevant professional body / institution where applicable;
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

12.3 Principal Economist RG 5

a) Duties and responsibilities

Duties and responsibilities will entail:

- i. Developing and reviewing corporate strategic and business plans, objectives, strategies, budgets, and policies;
- ii. Coordinating preparation of annual Corporate and Departmental Performance Contracts;
- iii. Co-coordinating the implementation of the organization performance contract;
- iv. Monitoring and evaluating implementation of Corporate and Divisional Performance Contracts;
- v. Reviewing the preparation of the annual performance contracts;
- vi. Developing and implementing departmental plans, policies, norms and procedures;
- vii. Coordinating and reviewing the Corporation's Strategic Plan and ensuring that it is consistent with national plans;
- viii. Managing human, financial and material resources assigned to the division.

b) Requirements for the Job

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

- i. Master's' Degree in Business related field from a recognized institution
- ii. Bachelor's' Degree in Economics/Commerce, Business Administration/ICT or related field from a recognized institution
- iii. Certificate in computer application
- iv. A supervisory Course lasting not less than 2 weeks
- v. Membership in a Professional Body
- vi. At least six (6) years' relevant work experience three (3) of which should be in a Single Window System and ports/shipping related environment
- vii. Meets provision of chapter six of the Constitution

12.4 Principal Economist/ Budget and Corporate Planning RG 5

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. collating data related to implementation of the Corporation's Strategic Plan;

- ii. conducting economic studies as part of the rail design and tender documentation process;
- iii. undertaking economic reviews of the rail projects;
- iv. preparing terms of reference for economic surveys and facilitating implementation of related recommendations;
- v. liaising with Consultants and other Stakeholders on economic matters;
- vi. undertaking preparation of annual plans for the Corporation and realigning it to the budget;
- vii. undertaking economic analysis of investments, programmes and projects;
- viii. monitoring the implementation of the Corporation's plans and performance contract; and
- ix. undertaking the preparation of annual work programmes and budgets for rail planning and development.

b) Requirements for the Job

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

- i. A minimum of six (6) years' experience in relevant work in the Public Service or in the Private Sector.
- ii. Bachelor's degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii. Be a member of a relevant professional body / institution;
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution; and
- vi. Shown merit and ability as reflected in work performance

12.5 Assistant Manager, Monitoring & Evaluation RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. formulating and coordinating the Corporation's monitoring and evaluation strategies, policies, programmes and framework;

- ii. coordinating the preparation of the Corporation's Monitoring and Evaluation Plans, guidelines and development of Project Implementation & Post completion Indicators and Monitoring & Evaluation reports for Senior Management and Board of Directors;
- iii. reviewing of periodic reports on all project activities;
- iv. facilitating building capacity for monitoring and evaluation at the Corporation;
- v. facilitating establishment of linkages with consultants and other stakeholders on monitoring and evaluation for the Corporation's mutual benefit;
- vi. developing and reviewing monitoring, inspection and evaluation procedures and impact indicators for the project success;
- vii. coordinating the evaluation of Rail construction, rehabilitation & Maintenance Projects, Corporation's strategic plans and performance contracts;
- viii. coordinating the preparation of annual work plans, programmes and budgets for rail planning and development as well as realigning the plans to the budget;
- ix. monitoring all project activities, expenditures and progress towards achieving the project output;
- x. coordinating the monitoring and evaluation of the sustainability of the project's results and preparing reports on the findings and lessons learned from project innovations;
- xi. facilitating the preparation of reports quarterly, half-yearly and annual progress on all project activities to the Board of Directors and Senior Management;
- xii. coordinating the preparation of terms of reference for monitoring and evaluation and facilitating implementation of related recommendations;
- xiii. facilitating carrying out of economic feasibility studies to determine project viability for future investment;
- xiv. coordinating post project implementation appraisals of completed projects and preparing management reports thereof;
- xv. conducting project economic and financial appraisals to determine risks and the economic viability of rail projects; and
- xvi. Facilitating economic analysis of investments, programmes and projects and preparing development and investment plans thereof.

b) Requirements for Job

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

- i. Bachelors degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- ii. Masters Degree in of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- iii. Masters Degree in Monitoring & Evaluation/ Project Management/ Economics or equivalent and relevant qualification from a recognized institution;
- iv. A minimum of eight (8) years' experience in relevant work in the Public Service or in the Private Sector
- v. Professional Certificate in Monitoring and Evaluation or Project Management from a recognized institution;
- vi. Membership to a relevant professional body;
- vii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter Six of the Constitution; and
- x. Demonstrated competence in work performance.

12.6 Assistant Manager Rail Transport Economist RG 4

a) Duties and responsibilities

Duties and responsibilities at this level entail:-

- i. collecting and collating statistical data on the planned programmes and projects;
- ii. analysing traffic data required in designing highways for development;
- iii. preparing annual work programmes and budgets for rail planning and development;
- iv. collecting and Preparing economic data and information on rail network;

- v. preparing and reviewing the Corporation's Strategic Plans;
- vi. preparing and presenting periodic reports as required; and
- vii. compiling data for economic analysis of investment programmes and projects;

b) Requirements for Job

For appointment to this grade a candidate must have: -

- i. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- ii. A minimum of eight (8) years' experience in relevant work in the Public Service or in the Private Sector
- iii. Member of Professional Body
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution.

12.7 Assistant Budget and Corporate Planning Manager RG 4

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. collating data related to implementation of the Corporation's Strategic Plan;
- ii. conducting economic studies as part of the rail design and tender documentation process;
- iii. undertaking economic reviews of the rail projects;
- iv. preparing terms of reference for economic surveys and facilitating implementation of related recommendations;
- v. liaising with Consultants and other Stakeholders on economic matters;
- vi. undertaking preparation of annual plans for the Corporation and realigning it to the budget;
- vii. undertaking economic analysis of investments, programmes and projects;

- viii. monitoring the implementation of the Corporation's plans and performance contract; and
- ix. undertaking the preparation of annual work programmes and budgets for rail planning and development.

b) Requirements for the Job

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

- i. A minimum of eight (8) years' experience in relevant work and at least five (3) years in a management position;
- ii. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iv. Be a member of a relevant professional body / institution where applicable;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance.

b)Requirements for the Job

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

- i. Bachelors degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- ii. Masters Degree in of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized institution;

- iii. Membership to a relevant professional body / institution;
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

12.8 Research, Planning and Compliance Manager RG 3

a) Duties and Responsibilities

- i. overseeing the efficient coordination of the Economic and Strategic Planning, Quality Assurance, ERM and BPR and Corporate Communications departments;
- ii. overseeing the facilitation of economic studies as part of the rail design and tender documentation process;
- iii. providing technical and advisory support to rail sector stakeholders;
- iv. building capacity for economic analysis related to transport and coordinating economic reviews of the rail projects;
- v. establishing and maintaining linkages with Consultants and other Stakeholders on economic matters;
- vi. overseeing formulation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- vii. reviewing potential business proposals, facilitating negotiations for contracts for alternative revenue sources and overseeing implementation of income generation activities;
- viii. coordinating the development and implementation of local and international resource mobilization strategies;
- ix. overseeing formulation and implementation of the Corporation's corporate communications policies, strategies, procedures and systems and conducting programs designed to create and maintain a positive corporate image;
- x. overseeing Corporate Social Responsibility Programmes, stakeholders relationships and integrity assurance programmes;

- xi. overseeing technical audits for works and services, including preparation of reports on quality assurance findings and recommendations;
- xii. coordinating the preparation of risk assessment and classification system/criteria;
- xiii. overseeing identification of priority areas for risk assessment and mitigation planning, including risk assessment process, compilation and consolidation of risk management periodic reports;
- xiv. Overseeing the smooth implementation and monitoring of the Corporation's quality management system(ISO);
- xv. overseeing the preparation of annual work programmes and budgets for rail planning and development; and

b) Requirements for the Job

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

- i. A minimum of ten (10) years' experience in relevant work and at least five (3) years in a management position;
- ii. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iv. Be a member of a relevant professional body / institution where applicable;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance.

12.9 General Manager Research, Planning, compliance and ICT RG 2

This is the most senior position in these cadre duties and responsibilities entail:

a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. reviewing the Corporation's Strategic Plan;
- ii. coordinating economic studies as part of the rail design and tender documentation process;
- iii. coordinating economic reviews of the rail projects;
- iv. providing technical and advisory support to rail sector stakeholders;
- v. building capacity for economic analysis related to transport;
- vi. coordinating formulation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- vii. reviewing potential business proposals and making recommendations for investment;
- viii. coordinating negotiations for contracts for alternative revenue sources;
- ix. coordinating the development and implementation of local and international resource mobilization strategies;
- x. coordinating facilitation and identification of funding bases and fundraising partners;
- xi. coordinating and leading implementation of income generation activities;
- xii. coordinating the identification of the right business strategy mix for resource mobilization; and
- xiii. preparing Terms of Reference for Economic Surveys and facilitating implementation of related recommendations;
- xiv. establishing and maintaining linkages with Consultants and other Stakeholders on economic matters;
- xv. coordinating the preparation of annual plans for the Corporation and realigning it to the budget;
- xvi. coordinating economic analysis of investments, programmes and projects;
- xvii. coordinating the implementation of the Corporation's plans and performance contract;

- xviii. coordinating the preparation of annual work programmes and budgets for rail planning and development; and
- xix. providing technical and advisory support to rail sector stakeholders; and
- xx. supervising officers in the Department.

b) Requirements for Job

- i. A minimum of twelve (12) years' experience in relevant work and at least five (5) years in a senior management position
- ii. Bachelors Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- iii. Masters Degree in any of the following disciplines: - Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution;
- iv. Membership to a relevant professional body / institution where applicable;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance.

12.2.0 CAREER GUIDELINES FOR RESEARCH AND INNOVATION OFFICERS

a) Purpose for the Job

The Research and Innovation Division entails:-Formulating policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation, reviewing potential business proposals and making recommendations for investment, negotiating for contracts for alternative revenue sources, development and implementation of local and international resource mobilization strategies, identification of funding based and fundraising partners, identifying business strategy mix for resource

mobilization, conducting business market survey for the Corporation and exploring opportunities to add value to job accomplishments. The functions are as below:

- i. Facilitating negotiations for contracts for alternative revenue sources;
- ii. Coordinating the development and implementation of local and international resource mobilization strategies;
- iii. Facilitating the identification of funding based and fundraising partners;
- iv. Coordinating and leading income generation activities;
- v. Identifying of the right business strategy mix for resource mobilization;
- vi. Developing business and resource mobilization plans, strategies and programmes;
- vii. Conducting business market survey for the Corporation;

b) Grading Structure

The Career Guideline establishes four (4) grades of Business Development Officers, who will be designated and graded as follows:-

S/NO	Designation	RG
1	Senior officer Research and Innovation	6
2	Principal officer R&I	5
3	Assistant R&I, Business Development & Innovation Manager	4
4	Assistant R&I Engineering Manager -Rail services	4
5	Research and innovation Manager	3

c) Recognized Qualifications

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

- i. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized institution.

- ii. Bachelors Degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or equivalent qualifications from a recognized institution.
- iii. Part III of professional Exams such as CFA, CPA, ACA, ACCA, ACMA or equivalent membership to a relevant professional body.
- iv. Be a Member in good standing of the Institute of Certified Public Accountants of Kenya (CPAK) or any other recognized professional body.
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer in work performance.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated competence in work performance.

12.2.1 Senior Officer Research & Innovation RG 6

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

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Facilitating negotiations for contracts for alternative revenue sources;
- ii. Coordinating the development and implementation of local and international resource mobilization strategies;
- iii. Facilitating the identification of funding based and fundraising partners;
- iv. Coordinating and leading income generation activities;
- v. Identifying of the right business strategy mix for resource mobilization;
- vi. Developing business and resource mobilization plans, strategies and programmes;
- vii. Conducting business market survey for the Corporation;

b) Requirements for the Job

For appointment to this grade a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: - Marketing, Accounting, Finance, Business Administration or other relevant and equivalent qualification from a recognized institution.
- ii. At least three (3) Years experience
- iii. Registered with any relevant professional Body
- iv. Proficiency in computer applications; and
- v. Fulfilled the requirements of Chapter Six of the Constitution.

12.2.2 Assistant R&I Engineering Manager - Rail RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- ii. Reviewing potential business proposals and making recommendations for investment;
- iii. Facilitating negotiations for contracts for alternative revenue sources;
- iv. Coordinating the development and implementation of local and international resource mobilization strategies;
- v. Facilitating the identification of funding based and fundraising partners;
- vi. Coordinating and leading income generation activities;
- vii. Coordinating the identification of the right business strategy mix for resource mobilization;
- viii. Coordinating the development of business and resource mobilization plans, strategies and programmes; and
- ix. Conducting business market survey for the Corporation.

b) Requirements for the Job

For appointment to this grade a candidate must have: -

- i. A minimum of eight (8) years relevant work experience in the Public sector or in the Private Sector.

- ii. Bachelors Degree in any of the following disciplines: - Marketing, Accounting, Finance, Business Administration or other relevant and equivalent qualification from a recognized institution.
- iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six of the Constitution; and
- vi. Shown Merit and ability as reflected in work performance and results.

12.2.3 Assistant R&I Business Development Manager RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementation of policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- ii. Reviewing potential business proposals and making recommendations for investment;
- iii. Facilitating negotiations for contracts for alternative revenue sources;
- iv. Coordinating the development and implementation of local and international resource mobilization strategies;
- v. Facilitating the identification of funding based and fundraising partners;
- vi. Coordinating and leading income generation activities;
- vii. Coordinating the identification of the right business strategy mix for resource mobilization;
- viii. Coordinating the development of business and resource mobilization plans, strategies and programmes; and
- ix. Conducting business market survey for the Corporation.

b) Requirements for the Job

For appointment to this grade a candidate must have: -

- i. A minimum of eight (8) years relevant work experience in the Public sector or in the Private Sector.

- ii. Bachelors Degree in any of the following disciplines: - Marketing, Accounting, Finance, Business Administration or other relevant and equivalent qualification from a recognized institution.
- iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six of the Constitution; and
- vi. Shown Merit and ability as reflected in work performance and results.

12.2.4 Research and Innovation Manager RG 3

c) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Formulating policies, strategies, procedures and systems for identifying alternative sources of revenue in the Corporation;
- ii. Reviewing potential business proposals and making recommendations for investment;
- iii. Facilitating negotiations for contracts for alternative revenue sources;
- iv. Coordinating the development and implementation of local and international resource mobilization strategies;
- v. Facilitating the identification of funding based and fundraising partners;
- vi. Coordinating and leading income generation activities;
- vii. Coordinating the identification of the right business strategy mix for resource mobilization; and
- viii. Exploring opportunities to add value to job accomplishments.

d) Requirements for the Job

For appointment to this grade an officer must have: -

- i. A minimum of ten (10) years work experience and at least five (3) in a supervisory role in the Public Service or Private Sector.

- ii. Bachelors Degree in any of the following disciplines: - Marketing, Accounting, Finance, Business Administration or other relevant and equivalent qualification from a recognized institution.
- iii. Masters Degree in any of the following: Business Administration, Finance or other relevant and equivalent qualification from a recognized institution.
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the constitution; and
- vii. Demonstrate Competence in work performance.

12.3.0 CAREER GUIDELINES FOR QUALITY ASSURANCE OFFICERS

a) Job Purpose

To assist in determining and establishing procedures and quality standards and to monitor the same against agreed targets and to ensure that all Kenya Railways projects and internal systems have been delivered as per standard quality in line with best practice.

b) Grading Structure

The grading Structure for this cadre is as outlined below:

Designation	RG
Quality Assurance Officer	7
Senior Quality Assurance Officer	6

The position of Quality Assurance Officer RG 7 and Senior quality Assurance Officer RG 6 will form common establishment for purpose of these guidelines

c) Recognized Qualifications

- i. Bachelor's' Degree in Information Technology, Business, Social Science or related field from a recognized institution
- ii. A supervisory Course lasting not less than 2 weeks
- iii. Certificate in computer application
- iv. Membership to a relevant professional body

- v. Experience of not less than 6 years
- vi. Meets the provision of chapter six of the constitution.

12.3.1 Quality Assurance Officer – RG 7

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

a) Duties and responsibilities

Duties and responsibilities will entail:

- i. Assist in Carrying out quality checks of good and materials and other supplies delivered to Kenya railways Stores;
- ii. Carrying out quality checks on services procured or produced by Kenya railways
- iii. Prepare defective books' reports and corrective action plan on monthly basis for decision making;
- iv. Assist in Developing defective books' reports and corrective action plan on monthly basis; and
- v. Assist in Carrying out internal audits on quality compliance and follow-up audits;

b) Requirements for the job

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

- i. Bachelor's' Degree in Information Technology, Business, Commerce, Social Sciences or related field from a recognized institution
- ii. Certificate in Computer proficiency.
- iii. Analytical, Interpersonal, Negotiation
- iv. Problem Solving, communication and Organisational Skills
- v. Meets the provision of chapter six of the constitution.

12.3.2 Senior Quality Assurance Officer - RG 6

a) Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Quality assurance of the Agency products and services and maintenance of the Quality Management System in accordance with the applicable Standard;
- ii. Manage the functions of the Quality Assurance section to ensure attainment of Agency goals and objectives;
- iii. Manage Departmental internal processes for compliance with the quality management system;
- iv. Collaborate with process owners and user departments to ensure delivery of quality goods and services;
- v. Participate in inspections and acceptance of supplied goods and services to ensure compliance with TORs and specifications;
- vi. Co-ordinate in-process checks at all stages of service development for quality assurance;
- vii. Organise quality checks on for quality assurance;
- viii. Prepare defective books' reports and corrective action plan on monthly basis for decision making;
- ix. Liaise with Quality Management Representative to organise for quality audits of the QMS;
- x. In collaboration with Quality Management Representative sensitise staff on awareness of customer requirements to comply with set standards; and
- xi. Prepare and monitor implementation of annual budgets for resource allocation and control.

b) Requirements for the Job

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

- i. Bachelor's' Degree in Information Technology, Business, Social Science or related field from a recognized institution
- ii. A supervisory Course lasting not less than 2 weeks
- iii. Certificate in computer application
- iv. Membership to a relevant professional body (where applicable)
- v. Experience of not less than three (3) years in ISO or other Quality Management System Training
- vi. CISA/CISM

- vii. Analytical Skills, Interpersonal Skills and Negotiation Skills
- viii. Problem Solving Skills, Communication Skills and Organisational Skills
- ix. Meets the provision of chapter six of the constitution.

12.3.3 Assistant Manager Projects and BPR - RG 4

a) Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Manage and lead a team of Business Analysts in process modelling in conducting Business Process Re-engineering (BPR) for different projects in Kenya.
- ii. Carry out interviews with the internal and external stakeholders and determine areas that need to be addressed in line with the changing business environment.
- iii. Develop work procedures, perform training sessions, construct new procedure manuals, institute new procedures and take any other important and necessary steps towards resolving any problems within the business environment.
- iv. Serve as liaison between Kenya Railways business community and technical business solution providers on issues relating to Business Processes.
- v. Communicate effectively with internal and external stakeholders by describing the relevance of process analysis being provided.
- vi. Report to the Trade Facilitation Manager on a monthly basis the status of key activities relating to process improvement.
- vii. Prepare final reports at the end of every business analysis exercise undertaken by the team indicating what steps of improvement were taken a result of the analysis.
- viii. Liaise with the Head of ICT and SYSTEMS Analysts for the necessary support
- ix. Work with the quality assurance team to monitor the systems requirements lifecycle to ensure that the delivered solutions meets business needs

b) Requirements for the Job

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

- i. Master's Degree Information Technology, Computer Science, Business Administration or related field from a recognized institution
- ii. Bachelor's Degree in Information Technology, Computer Science, Business Administration or related field from a recognized institution
- iii. Senior Management Course lasting not less than 2 weeks
- iv. Certificate in computer application
- v. Membership to a relevant professional body
- vi. Experience of not less than eight (8) years three (3) of which should be in logical and physical data modelling, relational database experience, writing formal and cases, other UML tools, Project management and Business Analysis.
- vii. Business Analysis/Business modelling
- viii. CISA, Project Management
- ix. Good communication skills, leadership skills and interpersonal skills
- x. Must meet the provisions of chapter six of the constitution

12.4.0 CAREER GUIDELINE FOR ENTERPRISE RISK MANAGEMENT OFFICERS

a) Job Purpose

The Enterprise Risk Management Function entails:- Coordinating enterprise wide risk management (ERM) activities; monitoring risk exposure and advising management accordingly; facilitating identification and evaluation of risks in liaison with business units; coaching management in responding to risks; consolidating reporting on risks; developing risk management strategy for Board approval; developing, maintaining and coordinating implementation of the Corporation Risk Management Policy and Framework; sensitization and training of all staff within the Corporation on risk management; coordinating and developing disaster recovery and business continuity management strategies; monitoring compliance with laws, regulations, policies, procedures and internal controls across the Corporation; providing assurance on how the Corporation business strategy will perform under different scenarios and events; advising change programmes and projects:-

Advising on new or developing systems at an early stage in development process. Providing an assurance to Corporation management on the effectiveness of programme and project management. Providing ad hoc control advice on risk management

b) Grading Structure

The Career Guideline establishes four (4) grades of Enterprise Risk Management Officers who will be designated and graded as follows: -

Designation	RG
Enterprise Risk Management Officer	7
Senior Enterprise Risk Management Officer	6
Assistant Enterprise Risk Management Manager	4
Enterprise Risk Management Manager	3

c) Recognized Qualifications

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

- i. Masters Degree in any of the following fields: Finance, Accounting, Business Administration, Risk Management, Mathematics, Statistics, Economics, Actuarial Science, Civil Engineering, Project Management or equivalent qualification from a recognized institution.
- ii. Bachelors degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics, Civil Engineering or any other equivalent qualification from a recognized institution.
- iii. Certified Public Accountants (K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant, Certified Risk Analyst (CRA), certified in risk & Information Systems Control (CRISC) or any other Certification in Risk Management.
- iv. Proficiency in computer applications.

- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and

12.4.1 Enterprise Risk Management Officer, RG 7

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

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. preparing annual risk management plan for the Corporation;
- ii. performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events in the future;
- iii. carrying out risk evaluation;
- iv. monitoring timely reporting of risk incidents and analyzing trends for reporting;
- v. preparing draft risk reports;
- vi. identifying key risk indicators within the Corporation; and
- vii. monitoring progress against action plans designed to manage operational and non-operational risks.

b) Requirements for the Job

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

- i. Bachelor Degree in any of the following fields:- Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Finance or other relevant and equivalent qualifications from a recognized institution;
- ii. Be in possession of any of the following would be: - CPA I, ACCA, CMA, CRA, CRMA or other relevant and equivalent qualifications from a recognized institution;
- iii. Proficiency in computer applications; and

iv. Fulfilled the requirements of Chapter Six of the Constitution; and

12.4.2 Senior ERM Officer RG 6

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. assisting in monitoring the Risk and Control Self Assessments to ensure that all functional units have reviewed and updated their risk registers on annual basis;
- ii. preparing annual risk management plan and strategy for the Corporation;
- iii. performing root cause analysis on identified risk events and recommending appropriate mitigation measures;
- iv. performing risk evaluation;
- v. initiating and monitoring risk assessments for all ongoing and new projects;
- vi. aggregating and analyzing risk events reported by the respective departments / sections into the agreed risk categories;
- vii. analyzing identified risk events and recommending remedial measures;
- viii. assisting in the identification of key risks and recommending mitigating controls in the Corporation;
- ix. assisting risk owners in developing attestation questions and service level agreements with regard to key controls;
- x. monitoring the implementation of action plans;
- xi. making follow up on overdue control improvement actions in liaison with the departmental/sectional Risk Champions;
- xii. evaluating action taken on Key Risk Indicators reported as high and medium and issuing a report on the same; and
- xiii. monitoring and evaluating recording of risk incidences.

b) Requirements for the Job

For appointment to this grade, an officer must;

- i. A minimum of three (3) years' experience in relevant work in the Public Service or in the Private Sector;

- ii. Bachelor's Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution;
- iii. Be in possession of any of the following: - CPA (K), ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution;
- iv. Member of a relevant professional body;
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

12.4.3 Assistant, Enterprise Risk Management and Business Process Reengineering Manager, RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. conducting evaluation of the Corporation's business processes;
- ii. coordinating the implementation of cost effective strategies for increased efficiency in the Corporation's business processes;
- iii. collecting and collating data on the performance of the Corporation's business processes; and
- iv. preparing periodic reports on the progress of the Corporation's Business Processes

b) Requirements for the Job

For appointment to this grade, an officer must have;

- i. A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- ii. Bachelors Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other

- relevant and equivalent qualifications from a recognized institution;
- iii. Be in possession of any of the following: - CPA (K), ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution;
 - iv. Membership to a relevant professional body;
 - v. Proficiency in computer applications;
 - vi. Fulfilled the requirements of Chapter Six of the Constitution; and
 - vii. Demonstrated merit and ability as reflected in work performance and results.

12.4.4 Enterprise Risk Management & Business Process Reengineering Manager, RG 3

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating cross-functional efforts within the Corporation to improve on proactive risk management and continuity of operations;
- ii. Supporting and empowering Business Unit management in effectively carrying out their respective risk activities;
- iii. Updating the Operational Risk Management Policy and Framework and related sub-policies to ensure that they reflect best practice;
- iv. Monitoring the maintenance/update of the strategic risk register;
- v. Monitoring the implementation of action plans;
- vi. Coordinating the development, implementation and maintenance of a Compliance Framework on external and internal obligations;
- vii. Assisting Line Managers in identifying and analyzing inherent risks;
- viii. Rating and ranking the current and anticipated critical and high Compliance Risks and mitigation activities for inclusion in the assessments;

- ix. Planning and coordinating detailed risk assessments;
- x. Managing and following up on open issues and work with management to ensure closure of action plans;
- xi. Advising project teams to ensure new initiatives, solutions and programmes have in-built continuity at design stage;
- xii. Managing third parties engaged in support of BCMS;
- xiii. Coordinating post-incident post-mortem;
- xiv. Monitoring the Risk and Control Self Assessments.
- xv. Formulating cost effective strategies for increased Corporation's business processes;
- xvi. Formulating relevant Policies, procedure and Organization Structure for improved efficiency in the Corporation;
- xvii. Coordinating the budget process for implementation of the Corporation's business processes; and
- xviii. Designing programmes and procedures for the implementation of business processes;

b) Requirements for Job

For appointment to this grade, an officer must have:

- i. a minimum of ten (10) years' experience in relevant work and at least three (5) years in a supervisory role in the Public Service or in the Private Sector;
- ii. Bachelors Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution.
- iii. Masters Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution.
- iv. Any of the following: - CPA (K), ACCA, CRA CMA CIA, CRMA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution.
- v. Certificate in Strategic Leadership Course lasting not less than six (4) weeks from a recognized institution.
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and

- viii. Demonstrated merit and ability as reflected in work performance and results.

12.5.0 CAREER GUIDELINE FOR INFORMATION COMMUNICATIONS TECHNOLOGY PERSONNEL

a) Job Purpose

The division will be headed by Information communication and technology Manager reporting to the Research planning and compliance department, responsible for planning development, deployment, securing and provision of Information communication and technology services in support of the corporation business with the following functions,

- i. Formulating and implementing the Corporations ICT policies and strategies;
- ii. developing of information technology systems security; developing and implementation of ICT objectives, policies, strategies and operational plans in relation to the Corporations strategic Plan;
- iii. defining and reviewing ICT standards; providing ICT support to projects;
- iv. advising on new emerging technologies and innovations; coordinating systems analysis, design and programme specifications;
- v. maintenance of systems;
- vi. supervising overall systems documentation;
- vii. evaluating and recommending on the suitability of Information Communication Technology equipment's;
- viii. designing and overseeing the design of Local Area Network (LAN), Wide Area Network (WAN) Security systems, communications systems; development of application systems, interfacing and integration of ICT systems;
- ix. ensuring adherence to ICT systems and procedures; procurement of ICT equipment and services.

b) Grading Structure

The Career Guideline establishes two (2) grades for Information Communication Technology Assistants and Three (3) for Information Communication Technology Officers who will be graded as follows:

Information and Communication Technology Assistants

Designation	RG
Information Communications Technology Assistant	8
Senior Information Communications Technology Assistant	7

Information and Communication Technology Officers

Designation	RG
Information Communications Technology Officer	7
Senior Information Communications Technology Officer	6
Principal Information Communications Technology Officer	5
Assistant Manager Information Communications Technology	4
Information Communications Technology Manager	3

NB: The position of ICT Assistant/ Senior RG 8/7 and ICT office/senior RG 7/6 will form a common establishment

c) Recognized Qualifications

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

- i. Diploma in any of the following fields: Computer Science or Information Technology from a recognized Institution.
- ii. Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Business Information Technology Electronics/Electrical Engineering Finance, Accounting or Telecommunications Engineering from a recognized Institution.
- iii. Masters Degree in any of the following disciplines: - Information Technology, Computer Science, Business Information Technology Electronics/Electrical Engineering Finance, Accounting or

- Telecommunications Engineering from a recognized Institution
Member of an ICT or Engineering professional body.
- iv. Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, Oracle, Certified Public Accountants (K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant, Certified Risk Analyst (CRA), certified in risk & Information Systems Control (CRISC) or any other Certification in Risk Management or their equivalent.
 - v. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
 - vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
 - vii. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution.
 - viii. Fulfilled the requirements of Chapter Six of the Constitution.
 - ix. Demonstrated competence in work performance.

12.5.1 Information Communications Technology Assistant, RG8

a) Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Manage the help desk operations.
- ii. Diagnose hardware/software faults and solve technical problems, either over the phone or face-to-face by receiving telephone calls from users having specific problems and escalate the same where solution cannot be immediately determined.
- iii. Communicate with user to determine source of specific error and recommend solution
- iv. Computer maintenance and repairs, which is limited on the spot
- v. Provide support documentation, including procedural documentation and perform an analysis on the user support calls.
- vi. Install and configure computer systems and related software's as per policy guidelines and documentations.

b) Requirements for the Job

This is an entry position for Diploma holders and the candidate must have:-

- i. Diploma in IT , Computer Science or a related field from a recognized Institution ,
- ii. Meets the provision of Chapter six of the Constitution.

12.5.2 Senior Information Communications Technology Assistant, RG7

a) Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Manage the help desk operations.
- ii. Diagnose hardware/software faults and solve technical problems, either over the phone or face-to-face by receiving telephone calls from users having specific problems and escalate the same where solution cannot be immediately determined.
- iii. Communicate with user to determine source of specific error and recommend solution
- iv. Computer maintenance and repairs, which is limited on the spot
- v. Provide support documentation, including procedural documentation and perform an analysis on the user support calls.
- vi. Install and configure computer systems and related software's as per policy guidelines and documentations.

b) Requirements for the Job

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

- i. Higher Diploma in Information Technology/ Computer Science or a related field from a recognized Institution OR
- ii. Diploma in Information Technology/ Computer Science or a related field from a recognized Institution with at least three years' service in the position of ICT Assistant or comparable position in the Public Service or reputable organization.
- iii. Meets the provision of Chapter six of the Constitution.
- iv. Shown merit and ability as reflected in work performance and results
- v.

12.5.3 Information Communications Technology Officer, RG 7

a) Duties & responsibilities

Duties and responsibilities at this level will entail:

- i. Assist in developing documentation of systems according to instructions and specifications;
- ii. Assist developing new procedure and revising existing procedures as required
- iii. Assist in preparing and providing metrics on the status of process and procedure workflows for all documents types.
- iv. Assist in installing and configuring hardware and software and network systems;
- v. Assist in maintaining hardware, network and signalling systems;
- vi. Providing end user support and training users on effective and efficient use of ICT facilities;
- vii. Maintaining up-to date system equipment register;
- viii. Update and maintain reports and procedures
- ix. Installing, configuring and monitoring system components;
- x. Administering and managing users in the Active Directory, e-mail server and User applications;
- xi. Maintaining an up-to-date ICT systems equipment register and issuance register;
- xii. Assist in ensuring Business continuity by performing regular data and application backups.
- xiii. Assist in maintaining connectivity and uptime service level agreements
- xiv. Assist in maintaining and negotiating with vendors, outsourcers, and contractors to secure communications and services as per the service level agreements.

b) Requirements for the Job

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

- i. Bachelors Degree in any of the following: Information Technology, Computer Science or Business Information Technology from a recognized Institution.
- ii. Fulfilled the requirements of Chapter Six of the Constitution; and

12.5.4 Senior ICT Security Risk officer RG 6

a) Duties & responsibilities

Duties and responsibilities at this level will entail:

- i. Assist in Reviewing Enterprise Risk Management (ERM) tools, practices, procedures and policies to manage the Corporation's risks
- ii. Assist in Coordination of the identification of risks and respective mitigation measures to establish, maintain and continuously improve Enterprise Risk Management (ERM) capabilities
- iii. Monitoring the implementation of the management plans to mitigate identified risks and advice appropriately
- iv. Assist in Developing & implementing risk awareness programs to improve risk management capacity
- v. Assist in Co-coordinating, developing and overseeing implementation of the Business Continuity Management System with end users and recommending mitigation measures
- vi. Assist in performing root cause analysis on identified risk events and recommending appropriate mitigation measures to prevent recurrence of risk events in the future;
- vii. Carrying out risk evaluation;
- viii. assist in monitoring timely reporting of risk incidents and analyzing trends for reporting;
- ix. Preparing draft risk reports;
- x. Identifying key risk indicators within the corporation; and
- xi. Assist in monitoring progress against action plans designed to manage operational and non-operational risks.

b) Requirements for the Job

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

- i. Bachelor Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, Civil Engineering, , or other relevant and equivalent qualifications from a recognized institution;

- ii. Be in possession of any of the following: - CISA, CPA II, ACCA, CMA, CRA, CRMA or other relevant and equivalent qualifications from a recognized institution;
- iii. a minimum of three (3) years' experience in relevant work in the Public Service or in the Private Sector;
- iv. Fulfilled the requirements of Chapter Six of the Constitution; and
- v. Shown merit and ability as reflected in work performance and results

12.5.5 Principal Information Communication Technology Officer RG5

a) Duties & responsibilities

Duties and responsibilities at this level will entail:

- i. Installing and maintaining computer systems;
- ii. Analysing, designing, coding, testing and implementing computer programs;
- iii. Providing user support;
- iv. Updating systems;
- v. Carrying out systems analysis, design and programme specifications in liaison with users;
- vi. Drawing up systems specifications for information communication technology equipment;
- vii. User and systems support and logging of incidents;
- viii. Verifying, validating and certifying information communication technology equipment and applications;
- ix. Ensuring effective working of systems for efficient service delivery;
- x. Configuring new information communication technology equipment; and
- xi. Implementing systems and network security.
- xii. Ensuring business continuity by performing regular infrastructure configurations, data and application backups.
- xiii. Maintaining connectivity and uptime service level agreements
- xiv. Maintaining and negotiating with vendors, outsourcers, and contractors to secure communications and services as per the service level agreements.

b) Requirements for the Job

For appointment to this grade an officer must have:

- i. A minimum of Six (6) years experience in relevant work in the Public Service or in the Private Sector;
- ii. Bachelors Degree in any of the following fields: Information Technology, Computer Science or Business Information Technology
- iii. Masters Degree in any of the following disciplines :- Information Technology, Computer Science, Business Information Technology
- iv. Certification from relevant professional bodies in either CCNA, N+, A+, Microsoft Certified IT Professional (MCITP) or other equivalent qualifications from a recognized institution.
- v. Membership of an ICT professional body.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results

12.5.6 Assistant Information Communication Technology Manager, RG4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Carrying out systems analysis, design and programme specifications in liaison with designers and operations users;
- ii. Developing systems specifications, implementing and maintaining of systems;
- iii. Ensuring adherence to established ict standards;
- iv. Compiling overall systems documentation;
- v. Supervising installation certification, repairs and maintenance of information communication technology and associated peripherals;
- vi. Recommending and supervising hardware software and network for information communication technology ;
- vii. Drawing and scheduling preventive maintenance;
- viii. Installing server systems for ict rg operations;
- ix. Documenting rg ict operations and passwords of critical systems;

- x. Creating and administering all users' control, rights and permissions;
- xi. Ensuring systems are backed up;
- xii. Ensuring the security of server data from unauthorized access;
- xiii. Enforcing implementation of ict policies and procedures;
- xiv. Enforcing the delivery of a comprehensive information security and privacy program
- xv. Monitor and analyse performance across the rg operations'
- xvi. Interact and negotiate with vendors, outsourcers, and contractors to secure systems, products and services

b) Requirements for Job

For appointment to this grade an officer must have:

- i. Minimum of eight (8) years of experience relevant work and in particular in information systems, information security and technology infrastructure and in developing and administering information security programs,
- ii. Bachelors Degree in any of the following: Information Technology, Computer Science/Engineering, Business Information Technology from a recognized Institution.
- iii. Masters Degree in any of the following disciplines :- Information Technology, Computer Science/Engineering, Business Information Technology
- iv. Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- v. Member of an ICT professional body.
- vi. Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated merit and ability as reflected in work performance and results

12.5.7 Assistant ICT Security Risk Manager RG 4

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Conducting evaluation and preparing periodic report of the Corporations business processes;
- ii. Collecting and collating data on the performance of the Corporations ICT business processes;
- iii. Coordinating cross-functional efforts within the Corporations to improve on proactive ICT risk management and continuity of operations;
- iv. Monitoring the implementation of ICT action plans;
- v. Planning and coordinating detailed ICT risk assessments;
- vi. Advising project teams to ensure new ICT initiatives, solutions and programmes have in-built continuity at design stage;
- vii. Managing ICT third parties engaged in support of BCMS;
- viii. Coordinating post-incident post-mortem;
- ix. Monitoring the Risk and Control Self Assessments.
- x. Formulating cost effective strategies for increased Corporation's business processes;
- xi. Coordinate the formulation of relevant ICT Policies and procedure for improved efficiency in the Corporation;
- xii. Designing programmes and procedures for the implementation of business processes;

b) Requirements for the Job

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

- i. A minimum of eight (8) years' experience in relevant work and at least three (3) years in a supervisory role in the Public Service or in the Private Sector;
- ii. Bachelor Degree in any of the following fields:- Information Technology, Computer Science or Business Information Technology, Civil Engineering or other relevant and equivalent qualifications from a recognized institution;
- iii. Be in possession of any of the following: - CISA, CPA (K), ACCA, CRMA, CRA, CIA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution;

- iv. Demonstrated merit and ability as reflected in work performance and results

12.5.8 Information Communication Technology Manager, RG3

a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Formulating and leading in the implementation of the ICT strategy in line with policies, processes & procedures to deliver business objective.
- ii. Working with business to define business and ICT performance metrics, and measures, tracks and reports on benefits realization.
- iii. Anticipates business needs and identifies and proposes ICT products and services to fulfill those needs
- iv. Leading the demand side of the ICT governance on behalf of the corporation and communicates high level business requirements.
- v. Planning and leading the corporation in the ICT plans and creating awareness in the functional department on the development of specific systems solutions to meet the functional requirements and corporations objectives
- vi. Planning, managing and providing project management(PM) leadership and support for ICT projects using ICT PM methodology.
- vii. Managing all ICT systems and ensure that ICT policies are consistently applied and plans for the organization (business recovery plans) BRP and pandemics.
- viii. Managing overall systems control by safeguarding the systems against deliberate efforts to fraudulently abusing it through physical and logical systems security and establishment of security features within the system for control purpose, though network monitoring and management
- ix. Leading the corporation in the ICT services management, reviews and ensures that agreed ICT services are provided throughout the corporation
- x. preparing, managing and monitoring the departments budgets
- xi. Leading, motivating and developing the departmental staff to achieve business and people objectives
- xii. Managing the department's communication

- xiii. Identifying, implementing and benchmarking best practices
- xiv. Managing and implementing change initiatives to achieve desired business results
- xv. Reviewing ICT Risk management and Business continuity plans

b) Requirements for the Job

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

- i. A minimum of ten (10) years experience in relevant work and at least five (5) years in a supervisory role in the Public Service or in the Private Sector;
- ii. Bachelor's Degree in any of the following: Information Technology, Computer Science or Business Information Technology from a recognized Institution.
- iii. Master's Degree in any of the following disciplines :- Information Technology, Computer Science/Engineering or Business Information Technology
- iv. Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- v. Member of an ICT professional body.
- vi. Certificate in Leadership Development Course lasting not less than four (4) weeks from a recognized institution.
- vii. Fulfilled the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated merit and ability as reflected in work performance and results.