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PARLIAMENTARY SERVICE COMMISSION

**HUMAN RESOURCE STRATEGY FOR
PERFORMANCE IMPROVEMENT**

VOLUME III
(Schemes of Service)

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TABLE OF CONTENTS		PAGE
A	Scheme of service for Top Management.....	2
B	Scheme of service for PSC Secretariat staff.....	6
C	Scheme of service for the Directorate of House and Committees.....	10
D	Scheme of service for the Directorate of Information Services.....	22
E	Scheme of service for the Directorate of Corporate Services.....	48

A. SCHEME OF SERVICE FOR TOP MANAGEMENT (THE CLERK, THE SENIOR DEPUTY CLERK AND DIRECTORS)

1. AIMS AND OBJECTIVES

The scheme of service of the top management of PSC has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of top management in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure

provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. PARLIAMENTARY TOP MANAGEMENT FUNCTION

The top management function involve the overall leadership of the various units of Parliament including providing the general direction for the National Assembly

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure and scope

The scheme of service establishes five (5) cadres in the grading structure. The staff recruited into the cadre will be designated as follows;

<u>Designation</u>	<u>PSC Scale</u>
Clerk	1
Senior Deputy Clerk	2
Director (House & Committees Services)	3
Director (Information Services)	3
Director (Corporate Services)	3

(b) Promotion

Officers who are members of the scheme of service for top management may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should, however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are recognized general qualifications for the purpose of this Scheme of Service.

- i. Masters degree in any social science or equivalent from a recognized University;
- ii. Bachelors Degree in any social science or equivalent from a recognized university;
- iii. Post- graduate qualification in any relevant discipline;
- iv. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

B. SCHEME OF SERVICE FOR PSC SECRETARIAT STAFF

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of PSC Secretariat staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PSC SECRETARIAT FUNCTION

The PSC Secretariat function include: agenda preparation and minutes compilation for the Commission; follow up on decisions taken by the Commission; ensuring timely provision of papers/reports to the Commissioners; liaising with relevant offices in the provision of services to the Members of the Commission; keeping confidential custody of declarations of assets and liabilities by Hon. Members and staff; among others

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) grades in the PSC Secretariat staff cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Personal Assistant to the Speaker	4
Principal Secretariat Services Officer	4
Senior Secretariat Services Officer	5
Secretariat Services Officer	6
Personal Assistant to the Commissioners	8

(b) Promotion

Officers who are members of the scheme of service for the PSC Secretariat staff may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Master Degree in social sciences or its equivalent from a recognized university;
- ii. A Bachelors Degree in social sciences or its equivalent from a recognized university;
- iii. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

C: SCHEME OF SERVICE FOR THE DIRECTORATE OF HOUSE AND COMMITTEES

PROCEDURES AND LEGISLATION, AND COMMITTEES SERVICES DEPARTMENTS

1. AIMS AND OBJECTIVES

These Departments constitute what is also referred to as the Clerks' Chambers. The scheme of service of the Departments has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Clerks in the Parliamentary Service ~~Commission~~;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2 ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. PARLIAMENTARY PROCEDURAL, LEGISLATIVE, AND COMMITTEE FUNCTION

The functions of the Officers in these Departments form the core business of the Institution of Parliament. All functions and work of Parliament are transacted under the superintendence of these Officers. The functions embrace all Procedural, Legislative and Committee work of Parliament. In the day-to-day operations, the Officers ensure, among other things, that the orders of the day, which comprise questions, motions, various notices; record of votes and proceedings; marshalling of all decisions taken by the Legislature, are prepared and produced as per regulations.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) grades in the grading structure. The Clerks' recruited into the cadre will be designated as follows;

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Principal Clerk Assistant	4
Senior Clerk Assistant	5
Clerk Assistant I	6
Clerk Assistant II	7
Clerk Assistant III	8

(b) Promotion

Officers who are members of the scheme of service for these Departments may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Clerk III who requires at least two (2) years to be promoted to the next higher level.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

Incremental credits for approved experience acquired after obtaining the minimum prescribed qualification at the entry grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In computing incremental credits, any

period of service, or experience stipulated as a basic requirement for appointment or promotion to a particular grade will not be excluded.

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should, however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are recognized general qualifications for the purpose of this Scheme of Service.

- i. Masters degree in any social science or equivalent from a recognized University;
- ii. Bachelors Degree in any social science or equivalent from a recognized university;
- iii. Post-graduate qualification in any relevant discipline;
- iv. Flair in parliamentary Practice and Procedures; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

LEGAL OFFICE DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service of the Department has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of legal officers in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2 ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. LEGAL AND DRAFTING FUNCTION

The functions of the Department involves the provision of professional, timely, and objective legal and drafting services to the National Assembly.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes three (3) grades in the grading structure. The Clerks' recruited into the cadre will be designated as follows;

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Chief Legal Counsel	4
Legal Officer I	5
Legal Officer II	6

(b) Promotion

Officers who are members of the scheme of service for these Departments may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should, however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are recognized general qualifications for the purpose of this Scheme of Service.

- i. LL. M or its equivalent from a recognized University;
- ii. LL. B or its equivalent from a recognized University;
- iii. Post-graduate qualification in any relevant discipline;
- iv. Flair in parliamentary Practice and Procedures; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

SCHEME OF SERVICE FOR SECURITY SERVICES DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Security Officers in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job;
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATIONS AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and those officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY SECURITY SERVICES FUNCTION

The functions of the Security Office are essential for the smooth running of the operations of Parliament. The functions embrace all security and protective operations within the National Assembly. In the day-to-day operation, Officers among other things ensure that they attend to the Speaker when the House is in session, control access, issue entry/ exit passes, investigate incidents, take custody of the mace and superintend ceremonies.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes nine (9) grades in the Security Office cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Serjeant –At –Arms/Deputy Director	4
Deputy Serjeant –At –Arms	5/6
Assistant Serjeant – At- Arms I	7
Assistant Serjeant – At- Arms II	8
Assistant Serjeant – At- Arms III	9
Security Warden I	10
Security Warden II	11
Security Warden III	12
Commissionaires	11/12

(b) Promotion

Officers who are members of the scheme of service for Security Services Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grade all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling

an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are recognized general qualifications for the purpose of this Scheme of Service.

- i. Bachelors Degree in social sciences or its equivalent from a recognized university;
- ii. Higher National Diploma in Social Science or other approved equivalent qualifications;
- iii. The Kenya Certificate of Secondary Education (KCSE) with a mean grade of C and above;
- iv. Division III of the Kenya certificate of Education and above;
- v. Certificate in military/paramilitary/security or related training;
- vi. First Aid Courses; and
- vii. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

D: SCHEME OF SERVICE FOR DIRECTORATE OF INFORMATION SERVICES

HANSARD DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Hansard staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure

provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY HANSARD REPORTING AND EDITORIAL FUNCTION

The Hansard reporting and editorial function involves reporting verbatim and in the first person, all the speakers in parliamentary proceedings, revising and editing the texts for corrections in an approved manner, and compiling reports in print/ electronic media for record and referencing purposes. This is done in three stages to ensure originality (verbatim) and accuracy of the report,

- (i) It is transcribed against the Reporters notes and from the recorded word on a cassette.
- (ii) It is read (sub-edited) against the recorded word on a cassette by a team of specially skilled verbatim Assistant Hansard Editors.
- (iii) It is then edited by another team of specially skilled verbatim senior Assistant Hansard Editors who, where in doubt, would consult the master tape recorder. The Hansard Editor assisted by the deputy Hansard Editor supervises this team.
- (iv) The reports are then printed for distribution to MPs and authorized officers. Soft and hard copies are archived as the country's Parliamentary Records.

The function further involves the coverage of parliamentary committees' deliberations and conferences, the compiling of biographies, research, and translating speeches and documents as may be necessary.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes twelve (12) cadres in the Hansard Department as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/ Hansard Editor	4
Deputy Hansard Editor	5
Senior Assistant Hansard Editor	6
Assistant Hansard Editor	7
Hansard Reporter I	8
Hansard Reporter II	9
Hansard Reporter III	10
Technical Assistant I (Electronics)	10
Technical Assistant II (Electronics)	11
Superintendent Printer	7
Printer I	8
Printer II	9

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Master Degree in Social Sciences or its equivalent from a recognized university;
- ii. A Bachelor of Arts Degree in linguistics, majoring in English and Kiswahili or its equivalent from a recognized university;
- iii. A Bachelor Degree in Printing
- iv. A post-graduate diploma in journalism/mass communication or its equivalent from a recognized university/institution;
- v. A diploma in journalism/mass communication or its equivalent from a recognized university/institution
- vi. Typewriting II (40W.P.M.) Audio-typing I and II and computer skills in word processing/word perfect and Windows;
- vii. A mean grade c+ with at least B in both English and Kiswahili in the Kenya Certificate of Secondary Education or its equivalent qualifications; and
- viii. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

RESEARCH DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Research staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY RESEARCH FUNCTION

The Parliamentary Research function involves the provision of non partisan professional research assistance and analysis services to the members, committees and staff of the National assembly. The Department assesses the strengths and weakness of policy options; analyses the annual management reports of the government ministries/departments/parastatals; analyses recommendations from the various committees.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes four (4) grades in the Research cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Principal Research Officer	4
Research Officer I	5
Research Officer II	6
Research Officer III	7

(b) Promotion

Officers who are members of the scheme of service for the research Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Doctorate degree in social sciences from a recognized University;
- ii. A Masters degree in social sciences from a recognized University;
- iii. A degree in social sciences or its equivalent from a recognized University;
- iv. A mean grade c+ with at least a C in mathematics, B in both English and Kiswahili in the Kenya Certificate of Secondary Education or its equivalent qualifications; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

BUDGET OFFICE DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Budget Office staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY RESEARCH FUNCTION

The Parliamentary Budget Office function involves carrying out research in budgetary matters in liaison with the Research Department and hence providing budgetary information to Members of Parliament to enhance their full participation in the budgetary process.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes three (3) grades in the Budget Officers cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Principal Budget Officer	4
Budget Officer I	5
Budget Officer II	6

(b) Promotion

Officers who are members of the scheme of service for the research Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of

Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Doctorate degree in social sciences from a recognized University;
- ii. A Masters degree in social sciences from a recognized University;
- iii. A degree in social sciences or its equivalent from a recognized University;
- iv. A mean grade c+ with at least a C in mathematics, B in both English and Kiswahili in the Kenya Certificate of Secondary Education or its equivalent qualifications; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

INFORMATION, COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of ICT staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE INFORMATION, COMMUNICATION TECHNOLOGY (ICT) FUNCTION

The department's responsibilities include;

- (a) Feasibility study, system analysis, system design, development and implementation of computerized information systems in the National Assembly;
- (b) Research and development of IT standards, guidelines and approaches and coordination of their consistent and efficient application in the National Assembly;
- (c) Formulation and development of ICT Infrastructure;
- (d) Provision of centralized data processing services for payroll and accounts of the National Assembly;
- (e) Coordination of computerization efforts in the National Assembly;
- (f) Provision of advisory services on all matters related to information technology;
- (g) Provision of training on the use of computers, relevant software packages and development customized applications; and
- (h) Provision of hardware maintenance support services and liaison with hardware vendors for administration of guarantees and warranties.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) grades in the ICT cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/ICT Manager	4
ICT Technical Support Officer	5
ICT Development Officer	5
Software Support Officer	9
Hardware Support Officer	9

(b) Promotion

Officers who are members of the scheme of service for these Departments may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades. all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Masters degree in computer science/information systems or its equivalent from a recognized University;
- ii. A Bachelors degree in computer science/information systems or its equivalent from a recognized University;
- iii. A postgraduate diploma in computer science/information systems or its equivalent from a recognized Institution;
- iv. Ordinary/ Higher National Diploma in Computer Science, Hardware Maintenance, or Software Support;

- v. A mean grade c+ with at least C in mathematics, B in both English and Kiswahili in the Kenya Certificate of Secondary Education or its equivalent qualifications;
- vi. Occupational Proficiency Test in computer operations and Data Entry; and
- vii. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

LIBRARY DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Library staff in the parliamentary service commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY LIBRARY FUNCTION

The Library function involves selecting, ordering, purchasing of books, periodicals and journals; cataloguing and classification of books; shelving, indexing and abstracting of both books and periodicals.

The service also involves packing and repacking of information, online searching and retrieval, provision of reference, e-mail and Internet services and ensuring that the collection is maintained and organized for easy retrieval and dissemination.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) cadres in the library cadres as follows:-

<u>Designation</u>	<u>PSC SCALE</u>
Deputy Director/Chief Librarian	4
Senior Librarian	5
Librarian I	6
Librarian II	7/8
Librarian III	9

(b) Promotion

Officers who are members of the scheme of service for these Departments may be promoted to Senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Librarian III who require at least two (2) years to be promoted to the next grade.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades. all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling

an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A masters degree in library and information sciences or its equivalent from a recognized university;
- ii. A Bachelors degree in library and information sciences or its equivalent from a recognized University;
- iii. A Diploma in library and information sciences or its equivalent from a recognized institution;
- iv. A Certificate in library and information sciences or its equivalent from a recognized institution
- v. A mean grade c+ with at least B in both English and Kiswahili in the Kenya Certificate of Secondary Education or equivalent qualifications; and
- vi. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

PUBLIC RELATIONS MEDIA AND PROTOCOL DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of public relations, media & protocol staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PUBLIC RELATIONS, MEDIA & PROTOCOL FUNCTION

The public relations, media & protocol function involves establishment and maintenance of good and effective relations between the National Assembly and various government and non-government institutions as well as the media and the general public. Further it facilitates interaction between the National Assembly and Members of the Public through the organization of familiarization and educational tours to Parliament.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) grades in the Public Relations cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Public Relations, Media, & Protocol Manager	4
Public Relations Officer I	5
Public Relations Officer II	6
Protocol Officer I	5
Protocol Officer II	6

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to Senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For

advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. A Masters Degree in linguistics, mass communication or public relations or equivalent from a recognized university;
- ii. A Bachelors degree in any of the social sciences or its equivalent from a recognized university;
- iii. A post-graduate diploma in journalism or its equivalent from a recognized university/institution;
- iv. A mean grade c+ with at least B in both English and Kiswahili in the Kenya Certificate of Secondary Education or equivalent qualifications; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

E. SCHEME OF SERVICE FOR DIRECTORATE OF CORPORATE SERVICES ACCOUNTING AND FINANCE DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Accounting and Finance staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure

provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY ACCOUNTING AND FINANCE FUNCTION

The accounting and finance function entails application of sound principles, systems and techniques in accounting and finance for Parliamentary Service Commission finances, assets, revenue, expenditure and costs. The function also involves accounting for special funds set-up under various statutes; management of accounting information which includes co-ordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control, cost analysis; and any other related functions. In addition, the functions entails budgetary supply matters; processing of annual forward and revised estimates; issuance of Authority to Incur Expenditure (AIE); expenditure forecasts and monitoring; prioritisation of projects and activities for the purpose of financial allocations in the budget; oversight of commitment of funds and expenditure trends, budget monitoring and reporting, reallocations within budget and the overall financial management and control of voted funds, among others.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes thirteen (13) cadres in the Accounting and finance as follows:-

<u>Designation</u>	<u>PSC scale</u>
Deputy Director (Accounting and Finance)	4
Principal Finance Officer	5
Principal Accounts Officer	5
Chief Accountant	6
Senior Accountant	7
Finance Officer I	6/7
Finance Officer II	8
Planning Officer I	6/7

Planning Officer II	8
Accountant I	8
Accountant II	9
Accountant III	10
Accounts Assistant	11

(b) Promotion

Officers who are members of the scheme of service for the Accounts and finance Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Accounts Assistant who require at least two (2) years to be promoted to the next grade.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new scales and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new post required under the new grading structure provided in the scheme of service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval by the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognised qualifications in accountancy and finance for the purpose of this scheme of service:

- i. An MBA degree or a Masters degree in a Finance/Accounting related discipline or their equivalent from a recognized University;
- ii. A Bachelor of Commerce degree with accounting/finance option or its recognized equivalent from a recognized University;
- iii. A Bachelor of economics for planners or its equivalent from a recognised University;
- iv. A Certified Public Accountants (Kenya) examination or its recognized equivalent; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from..... On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

PROCUREMENT DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Procurement staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATIONS AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY PROCUREMENT FUNCTION

The function entails procurement of both goods and services for the National Assembly. In addition, it involves control, custody, physical issue, disposal, and prevention of losses, wastage and misuse of inventory. Further, it ensures that the laid down procurement procedures are adhered to at all times.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes eight (8) grades in the procurement cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director/Chief Procurement Officer	4
Senior Procurement Officer	5
Procurement Officer I	6
Procurement Officer II	7
Procurement Officer III	8
Procurement Officer IV	9
Senior Store Control Officer	7/8
Store man	9

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For

advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and

- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. An MBA degree or its equivalent from a recognized University;
- ii. A degree in Business Administration or Economics or its equivalent from a recognized University;
- iii. Diploma in Supplies Management or its equivalent from a recognized institution;
- iv. Advanced certificate in Supplies Management or its equivalent from a recognized institution;
- v. Certificate in Supplies Management or its equivalent from a recognized institution;
- vi. Kenya Certificate of Secondary Education mean grade C+ in English and Mathematics or its equivalent; and
- vii. Such other qualifications, as the Clerk may deem appropriate and approved by the parliamentary service commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

HUMAN RESOURCE DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Human Resource staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the parliamentary service commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY HUMAN RESOURCE FUNCTION

The Parliamentary human resource function involves formulation, interpretation and application of human resource policy, procedures, rules and regulations including recruitment, staff development, promotion, personnel emoluments, estimates and expenditure control; administration of pension schemes, gratuities, schemes of service and approval of leave for all employees of PSC. It also deals with severance procedures.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes nine (9) cadres in the Human Resource cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Deputy Director (Human Resource)	4
Human Resource Administration Manager	5
Human Resource Development Manager	5
Human Resource Officer I (Establishment)	6
Human Resource Officer I (Welfare)	6
Human Resource Officer II (Establishment)	7
Human Resource Officer II (Welfare)	7
Training Officer I	6
Training Officer II	7

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

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(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades. all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling

an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. An MBA degree or its equivalent from a recognized University;
- ii. A Bachelor's degree in social sciences from a recognized university;
- iii. Post graduate Diploma in Human Resource Management;
- iv. Diploma in Human Resource Management;
- v. Certified Public Secretaries (CPS) or its equivalent; and
- vi. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

INTERNAL AUDIT DEPARTMENT

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Audit staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY INTERNAL AUDIT FUNCTION

The internal audit department involves preparation, implementation and supervision of all audit programmes. In addition the audit function ensures adherence and maintenance of high standards in the PSC.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes five (5) grades in the Audit cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Chief Internal Auditor	4
Senior Internal Auditor	5
Internal Auditor I	6
Internal Auditor II	7
Internal Auditor III	8

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Internal Auditor III who require at least two (2) years to be promoted to the next grade.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. An MBA degree or its equivalent from a recognized University;
- ii. Bachelor of Commerce degree (accounting option) or its equivalent from a recognised university;
- iii. Certified Public Accountants (K) Examination Certificate; and
- iv. Such other qualifications, as the Clerk may deem appropriate and approved by the parliamentary service commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

HEALTH CLUB DIVISION

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Health Club staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY HEALTH CLUB FUNCTION

The Health Club functions entail: leisure and recreational Management; Weight and lifestyle Management; Physical Assessment test and programming; Stress management and relaxation; Proper nutrition and weight control; Management of personal Health; First Aid and physiotherapy Services among others.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes six (6) Health Club cadres as follows:-

<u>Designation</u>	<u>PSC scale</u>
Health Club Manager	5/6
Fitness Instructor	9
Physiotherapists	9
Nutritionists	9
Masseurs	10
Health Club Attendants	12

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except fitness instructors who require at least two (2) years to be promoted to the next grade.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one 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
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. Bachelors Degree in Leisure and Recreational management or its equivalent from a recognized university
- ii. Diploma in fitness instruction or equivalent from a recognised institution for fitness instructors;
- iii. Diploma in physiotherapy or equivalent from a recognised institution for physiotherapists;
- iv. Diploma in nutrition or equivalent from a recognised institution for nutritionist;
- v. Kenya Certificate of Education for the masseurs, and attendants;
- vi. Certificate in First Aid; and
- vii. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

CATERING DIVISION

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Catering staff in the parliamentary service commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the parliamentary service commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY CATERING FUNCTION

The Parliamentary catering function include the formulation, interpretation and application of catering policy, procedures, rules and regulations including production and dispensation of food in the kitchens of the National Assembly.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes fourteen (14) grades in the Catering cadres as follows:-

<u>Designation</u>	<u>PSC scale</u>
Catering manager	5/6
Chef I	7
Chef II	8
Chef III	9
Senior cook	10
Cook I	11
Cook II	12
Kitchen Steward	13
Head Waiter I	7
Head Waiter II	8
Head Waiter III	9
Senior Waiter	10
Waiter I	11
Waiter II	12

(b) Promotion

Officers who are members of the scheme of service for this Department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Waiter II and Cook II who require at least two (2) years to be promoted to the next grade.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades. all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling

an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. A Bachelors Degree in hospitality management or food and beverage production or equivalent from a recognized university;
- ii. A Diploma in hospitality management or equivalent from a recognized institution;
- iii. A certificate in food and beverage sales and services or food production or equivalent from a recognized institution;
- iv. Kenya Certificate of Education or equivalent; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

GENERAL OFFICE SERVICES DIVISION

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of General Office Services staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY GENERAL OFFICE SERVICES FUNCTION

The Parliamentary General Office Services function involve the formulation, interpretation and application of telephone, registry and transport policy, procedures, rules and regulations.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes twenty three (23) cadres in the General Office Services cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
General Office Services Manager	5/6
Transport officer	9
Senior Driver	10
Driver I	11
Driver II	12
Driver III	13
Telephone Supervisor	9
Senior Telephone Operator	10
Telephone Operator I	11
Telephone Operator II	12
Registry Supervisor	9
Registry Officer I	10
Registry Officer II	11
Clerical Officer I	10
Clerical Officer II	11
Clerical Officer III	12
Principal Executive Secretary	3
Executive Secretary	5/6
Personal Secretary I	8
Personal Secretary II	9

Copy typist I	10
Copy typist II	11
Subordinates	12/13

(b) Promotion

Officers who are members of the scheme of service for General Office Services may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years except Executive Secretary and Personnel Secretary I who require at least six (6) years to be promoted to the next grade..

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. A Bachelors Degree in operations management or equivalent from a recognized university;
- ii. A Diploma in fleet management or records management or telephone operations or secretarial or equivalent from a recognized institution;
- iii. A certificate in telephone operations or secretarial or equivalent from a recognised institution;
- iv. Kenya Certificate of Education or equivalent; and
- v. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

MAINTENANCE DIVISION

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Maintenance staff in the Parliamentary Service Commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the parliamentary service commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY MAINTENANCE FUNCTION

The Parliamentary maintenance function includes the following: Supervision and inspection of constructions; coordinating sub-contracted cleaning and maintenance services; coordinating repair works required on all plant and equipments; provision of technical inputs; and ensuring continuous supply of power, water and other utilities;

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes six (6) Maintenance cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Maintenance Manager	5/6
Maintenance officer I	7
Maintenance Officer II	8
Artisan I	10
Artisan II	11
Artisan III	12

(b) Promotion

Officers who are members of the scheme of service for Maintenance department may be promoted to senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

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

- i. A Bachelors Degree in civil/electrical/mechanical engineering or equivalent from a recognized university;
- ii. An Artisan certificate for the Artisans from a recognized institution;
- iii. Kenya Certificate of Education or equivalent; and
- iv. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission.

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.

CONSTITUENCY LIAISON DIVISION

1. AIMS AND OBJECTIVES

The scheme of service has the following objectives:

- i. To provide for a clearly defined career structure which will attract and retain a competent and effective cadre of Constituency liaison officers in the parliamentary service commission;
- ii. To provide for well-defined job descriptions with clear delineation of duties and responsibilities at all levels within the career structure in order to enable each officer understand the requirements and demands of the job; and
- iii. To set standards for recruitment, training, development and advancement within the scheme of service on the basis of qualifications, knowledge, merit and ability as reflected in work performance.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The scheme of service will be administered by the Clerk of the National Assembly in conjunction with the Parliamentary Service Commission. The Clerk of the National Assembly will ensure that the provisions of the scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment as soon as possible. He will also ensure that recruitment and promotions are done in accordance with this scheme and on merit.

(b) Training scope

In administering the scheme, the Clerk of the National Assembly will ensure that adequate training facilities are provided to serving officers to enable them acquire the necessary additional qualifications, specialization and experience for both efficient performance of their work and advancement within the career structure provided in the scheme. The officers should also be encouraged to undertake training privately for self-development.

3. THE PARLIAMENTARY CONSTITUENCY LIAISON FUNCTION

The Constituency Liaison involves playing a coordinating role of complains and issues emanating from constituencies and briefing the respective members of Parliament where necessary. It therefore ensures that constituency problems and complaints are addressed in a timely and efficient manner.

4. GRADING STRUCTURE AND SCOPE

(a) New Grading Structure

The scheme of service establishes four (4) Constituency Liaison cadres as follows:-

<u>Designation</u>	<u>PSC Scale</u>
Principal Constituency Liaison Officer	5
Constituency Liaison Officer I	6
Constituency Liaison Officer II	7
Constituency Liaison Officer III	8

(b) Promotion

Officers who are members of the scheme of service for these Departments may be promoted to Senior cadres within their PSC Scales, without necessarily changing their scope of responsibility after serving successfully in one grade for at least three (3) years.

(c) Serving officers

Serving officers will convert and adopt as appropriate the new grading structure and designation as provided in the scheme of service, though they may not be in possession of the prescribed minimum requirements and/ or experience. For advancement to higher grades. all officers must posses the necessary qualifications and/or experience as prescribed in the scheme of service.

(d) Provision of posts

A scheme of service is not, in itself an authority for creation of posts. Any new posts required under the new grading structure provided in the scheme of Service must be submitted to the Parliamentary Service Commission for consideration and approval.

5. ENTRY INTO THE SCHEME OF SERVICE

(a) External Sourcing

Appointment from external sourcing may be made to any grade by the Parliamentary Service Commission on application by the interested officer who meets the required qualifications and experience.

(b) Incremental Credits

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

6. ADVANCEMENT TO HIGHER GRADES

The scheme of service sets out the minimum qualifications and /or experience required for appointment or advancement from one grade to another. It should however, be clearly understood that these are the minimum requirement entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i. existence of a vacancy in the authorised establishment;
- ii. merit and ability as reflected in work performance; and
- iii. the approval of the Parliamentary Service Commission.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service:-

- i. Masters degree in any social science or equivalent from a recognized University;
- ii. Bachelors Degree in any social science or equivalent from a recognized university;
- iii. Post-graduate qualification in any relevant discipline; and
- iv. Such other qualifications, as the Clerk may deem appropriate and approved by the Parliamentary Service Commission

8. IMPLEMENTATION OF THE SCHEME

This scheme of service will become operational with effect from On implementation, all serving officers covered by the scheme will automatically become members of this scheme of service.