

**EMBU COUNTY
GOVERNMENT**

**COUNTY PUBLIC SERVICE
STAFF ESTABLISHMENT**

JULY, 2023

Table of Contents

LIST OF ACRONYMS/ABBREVIATIONS	iii
FOREWORD	iv
PREFACE	v
ACKNOWLEDGEMENT	vi
STATEMENT BY COUNTY EXECUTIVE COMMITTEE MEMBER ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, GOVERNANCE AND ICT	vii
1.0 INTRODUCTION	1
1.1 BACKGROUND	1
1.2 TASKFORCE MANDATE	1
1.3 GUIDING REGULATIONS	1
1.4 METHODOLOGY	2
1.5 SIGNIFICANCE OF THE REPORT	2
1.5.1 The Embu County Public Service Board	2
1.5.2 Policy Makers	2
1.5.3 The County Government of Embu	2
2.0 EXECUTIVE OFFICE OF THE GOVERNOR – EMBU COUNTY GOVERNMENT	3
2.1 Organogram	3
2.2 Staff Establishment	4
3.0 OFFICE OF THE COUNTY SECRETARY AND HEAD OF THE PUBLIC SERVICE	7
3.1 Organogram	7
3.2 Staff Establishment	8
4.0 OFFICE OF THE COUNTY ATTORNEY	11
4.1 Organogram	11
4.2 Staff Establishment	12
5.0 EMBU COUNTY PUBLIC SERVICE BOARD	14
5.1 Organogram	14
5.2 Staff Establishment	15
6.0 DEPARTMENT OF ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, GOVERNANCE & ICT	20
6.1 Organogram	20
6.2 Staff Establishment	21
7.0 DEPARTMENT OF AGRICULTURE, BLUE ECONOMY, LIVESTOCK & COOPERATIVE DEVELOPMENT	31

7.1	Organogram	31
7.2	Staff Establishment	32
8.0	DEPARTMENT OF EDUCATION	40
8.1	Organogram	40
8.2	Staff Establishment	41
9.0	DEPARTMENT OF FINANCE AND ECONOMIC PLANNING	46
9.1	Organogram	46
9.2	Staff Establishment - Finance	47
9.3	Staff Establishment - Economic Planning	49
9.4	Staff Establishment – Resource Mobilization	51
9.5	Staff Establishment - Embu County Revenue Authority	52
10.0	DEPARTMENT OF HEALTH	56
10.1	Organogram	56
10.2	Staff Establishment	57
11.0	DEPARTMENT OF LANDS, MINING, HOUSING AND URBAN DEVELOPMENT	74
11.1	Organogram	74
11.2	Staff Establishment - Lands And Physical Planning	75
11.3	EMBU MUNICIPAL BOARD	80
11.4	Organogram	80
11.5.	Staff Establishment	81
12.0	DEPARTMENT OF ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS	87
12.1	Organogram	87
12.2	Staff Establishment	88
13.0	DEPARTMENT OF TRADE, INVESTMENT, TOURISM, INDUSTRIAL DEVELOPMENT & MARKETING	94
13.1	Organogram	94
13.2	Staff Establishment	95
13.3	EMBU COUNTY INVESTMENT AND DEVELOPMENT CORPORATION	100
13.4	Organogram	100
13.5	Staff Establishment	101
14.0	DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, CLIMATE CHANGE AND NATURAL RESOURCES	104

14.1	Organogram	104
14.2	Staff Establishment - Water and Irrigation	105
14.3	Organogram – Environment and Natural Resources	110
14.4	Staff Establishment	111
15.0	DEPARTMENT OF YOUTH EMPOWERMENT, GENDER, CHILDREN, SPORTS, CULTURE AND SOCIAL SERVICES	113
151	Organogram	113
15.2	Staff Establishment	114
	IMPLEMENTATION	121

LIST OF ACRONYMS/ABBREVIATIONS

PSAD - Public Service, Administration and Devolution

SRC	-	Salaries and Remuneration Commission
CPSB	-	County Public Service Board
P & P	-	Permanent and Pensionable
ECDE	-	Early Childhood Education
KISE	-	Kenya Institute of Special Education
NITA	-	National Industrial Training Authority
CECM	-	County Executive Committee Member
C.O	-	Chief Officer
ECRA	-	Embu County Revenue Authority
ICT	-	Information Communication Technology
GDU	-	Governor's Delivery Unit
VTC	-	Vocational Training Instructor
CEO	-	Chief Executive Officer

FOREWORD

The Embu County Government is committed to providing high quality services efficiently and effectively while striving to meet and exceed the needs and expectations of its interested

parties. The County aims to attract skilled and talented staff, irrespective of their background, to ensure that it establishes a fit for purpose human resource in all the departments and provide all the required skills sets-skilled and non-skilled.

The manner in which the County handles the recruitment and management of its human resources provides feedback on the same are powerful indicators of its commitment to the provision of high quality services. The establishment will enable the county to ensure that it has in place the right number of staff in the right places and at the right time with the right skills, knowledge and attributes to perform various roles efficiently and effectively.

The County recognizes the need to provide equal opportunities and seeks to undertake human resource management in the most transparent and efficient way, provide all necessary and accurate information and timely feedback to enable stakeholders to make informed decisions.

This staff establishment therefore sets out the principles and processes followed by the County in the management of the County's Human Resource. The County will continually review this staff establishment to ensure efficiency in the management of Human resource.

I am pleased to present the Embu County staff establishment which was necessitated by the need to align the staff establishment to the human resource needs of the county in the various departments amidst new global requirements on sustainable development, and inclusiveness, high youth unemployment; the ever changing expectations on service delivery by developments in technology, inadequate financing and devolution.

I look forward to its consistent implementation.

H.E. Hon. Cecily Mbarire MGH
Governor, Embu County

PREFACE

The human resources in the Embu County Public Service are a strategic asset and their motivation, attraction and retention is very vital in the realization of the County's goals and objectives. The Embu County Government has reviewed and restructured its staff establishment for optimal staffing levels in the Departments and also for career progression ladders, for serving Officers in the County Public Service.

The staff establishment is a useful management tool that supports workforce planning, succession management, management of workforce costs, helps to identify future workforce needs, and aids in strategic decision making on resource allocation, organizational structure and strategies. The major focus will therefore be to optimally utilize a workforce that is highly motivated and professionally driven, and whose knowledge, abilities and skills are matched and aligned to the county structure that enhances productivity.

The County Departments will strictly adhere to the approved staff establishment in order to avoid audit queries and also ensure that the process of workload analysis will continue to be undertaken in order to align outputs to the expected outcomes and thus ensure that there is adequate and quantifiable justification for a staffing that is dynamic to the emerging changes in the environment.

The staff establishment is a crucial document that can be reviewed before the lapse of its lifespan based on changes that may emerge for the benefit of County Public Service. Its review must be subjected to the due process as per existing service regulations before any amendments are incorporated or considered.

Amy Ruria, *RCrim*

**COUNTY SECRETARY &
HEAD OF PUBLIC SERVICE**

ACKNOWLEDGEMENT

The role of the County Public Service Board in Kenya and indeed in every County is to primarily handle the County's Human Resource Management. This is embedded in the Article 235 of the constitution of Kenya. The Article contains the provision for the staffing of the County Government Public Service. The County Government Act (CGA) provides the framework of uniform norms and standards for staffing for County Governments.

In the performance of its functions the County Public Service Board has powers to among other things recommend to the County Government effective measures to promote the values and principles within the County Public Service. This new staff establishment revises an earlier one dated December 2019 and which ceases to function forthwith.

The new document that necessitates this action is a deliberate and concerted response by various stakeholders which include: -

- ☐ H. E. The Governor
- ☐ H. E. The Deputy Governor
- ☐ The County Executive Committee Members (CECM's)
- ☐ The County Secretary
- ☐ The County Public Service Board
- ☐ The Chief Officers (CO's)
- ☐ The Chief Executive Officers (CEO's)
- ☐ The Directors and HR experts from the National Government

Additionally, other County Staff were involved in ensuring that the onerous task of producing this staff establishment becomes a reality.

The compilation of this work has without a doubt utilized enormous resources: - financial, human as well as time. Religious adherence to the contents of this very noble but highly ambitious document is obviously very critical and cardinal.

The document is a blue print and compass that gives direction with regard to the course that the entire county should closely observe in every recruitment cycle. Indeed, it's a masterpiece that shall be ignored with attendant repercussions.

It's prudent to finally heartily and unreservedly thank all those that were instrumental in the authorship of this document from the County top leadership to the very least that ensured that all the work comes to a glorious end.

Thank you.

Mugai A. Kamau
Chairman Embu County Public Service Board

STATEMENT BY COUNTY EXECUTIVE COMMITTEE MEMBER ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, GOVERNANCE AND ICT

The Department of Public Service, Administration and ICT is committed to enabling the Embu County Government provide high quality services that meet and exceed the needs and expectations of its stakeholders.

Consequently, the Department aims to undertake Human resource management effectively and efficiently to achieve a fit for purpose human resource in all the departments and provide all the required skills sets-skilled and non-skilled including the required enabling technologies

The staff establishment sets out the values and practises followed by the County in the determination of Human Resource needs for the County and the interventions therein to ensure that the County will always have a fit for purpose human resource.

The staff establishment will help the county to among other things: align the staff formation to the human resource needs of the various departments within the necessities on justifiable development, inadequate resources and the constantly changing expectations on service delivery.

I am pleased to present the Embu County Staff Establishment 2022-2027.

Hon. Emilio Kathuri
CECM for Public Service, Administration and ICT
Embu County

1.0 INTRODUCTION

1.1 BACKGROUND

Under Article 185(2), 186 (1) and 187 (2) and as expounded at Schedule 4, the Constitution laid down the distribution of functions between the National Government and the County Governments. In order to effectively and efficiently deliver on its mandate, the County Government has organized its functions into ten (10) departments to ensure that clear Governance/operational structures and staffing with adequate numbers of competent and skilled staff.

This report contains the organograms and staff establishment for the ten (10) county departments to match the Governors manifesto. The restructuring was steered by the County Public Service Board and the office of the County Secretary in consultation with all the county department and consultants from the state department of Public Service management.

The report is beneficial to the County Public Service board in terms of establishing and staffing offices and overall management of workers. It will also benefit the employees in terms of filling career progression and clear communication. The office of the county secretary and all department will benefit from the report which will guide in succession management and general management of the workforce.

1.2 TASKFORCE MANDATE

The taskforce committee on the restructuring of the Embu County Government (Organogram & staff establishment) was mandated by the H.E the Governor-Embu County to undertake the following:

- i. Review the existing county Organogram & staff establishment

1.3 GUIDING REGULATIONS

The Following guiding regulations were used in this report

- a. Cabinet extract of the minutes on review of organogram and staff establishment.
- b. County Government Act, 2012
- c. Employment Act, 2007
- d. Human Resource policies and procedures Manual 2016
- e. The Existing County staff establishment which was approved in December, 2019
- f. Circulars from the Salaries & Remuneration Commission & Transition Authority
- g. Schemes of service for various cadres as approved by the Public Service Commission.

1.4 METHODOLOGY

The Taskforce Committee on the Restructuring of Embu County Government (Organogram & Staff Establishment) used the following methods to come up with this report:

- ❖ Expert Analysis-from the state department for Public Service.
- ❖ Six (6) day Committee Meetings at the Kenya Institute of Special Education (K.I.S.E) facility.
- ❖ Presentations & Submissions from the Chief Officers (Authorized officers) on their respective departmental staff establishment & organogram
- ❖ Observation Method (Direct & Indirect)

1.5 SIGNIFICANCE OF THE REPORT

The report will be beneficial to various stakeholders as discussed below

1.5.1 The Embu County Public Service Board

The findings of this report will help in the implementation of strategic human resource planning practices which will guide the County Public Service Board in advising the departments on succession planning/management & general performance management thus boosting productivity. They will be more enlightened on the benefits of human resource management practices to the organization such as employee motivation, reduction in mobility intentions, reduction in turnover and increases employee loyalty and commitment (Affective).

1.5.2 Policy Makers

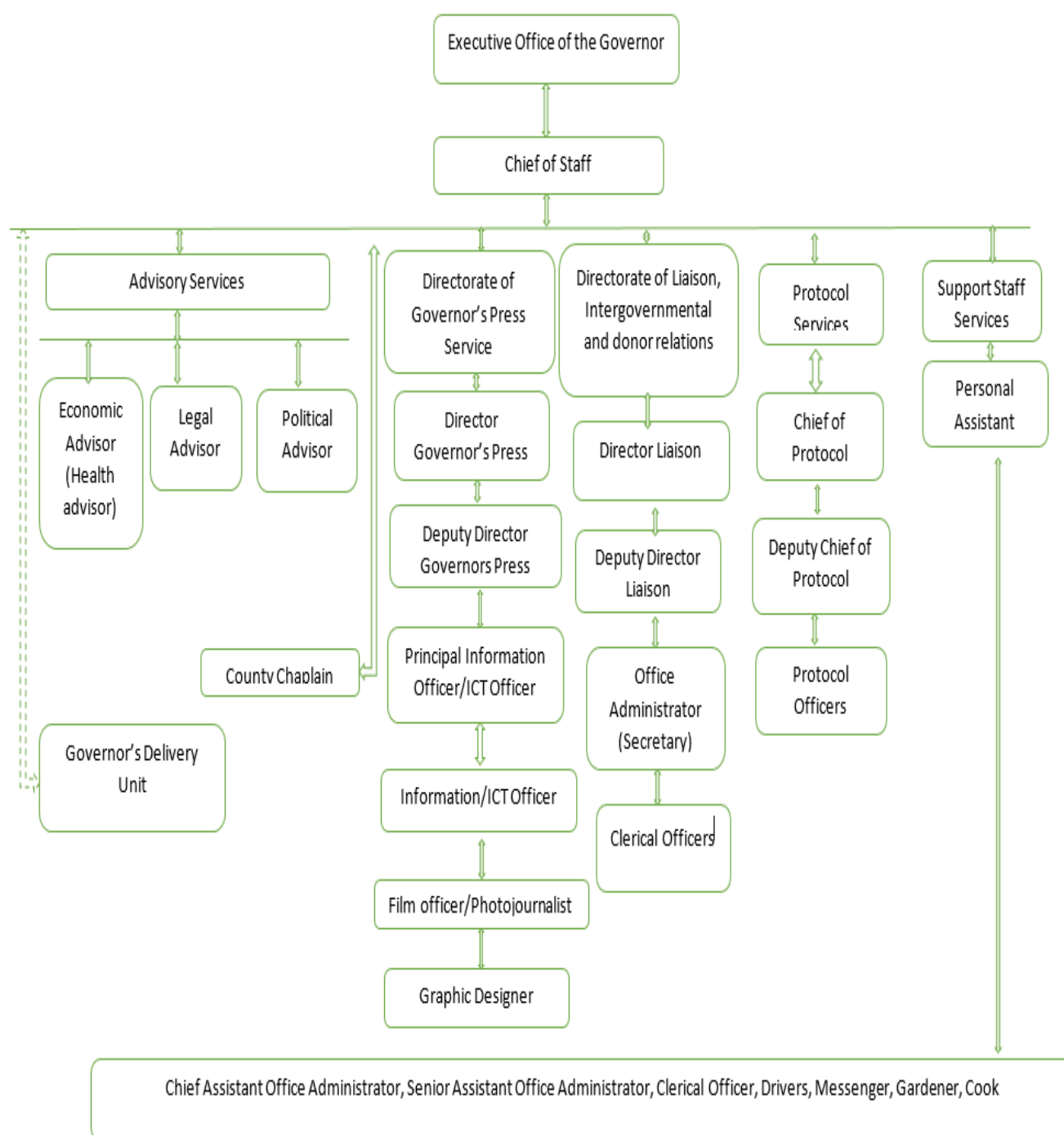
The report will also be important to the government agencies especially the policy makers such as the Salaries & Remuneration Commission (SRC), Public Service Commission, County Public Service Boards, National Consultative forum and National Industrial Training Authority (NITA) to come up with strategies and policy frameworks to enhance service delivery in this robust sector. They will be sensitized on the need of human resource management practices as an important component in their policy formulation.

1.5.3 The County Government of Embu

The report will give direction on recruitments, promotions, re-designations, deployment of staff, career progression and training for requisite of various skills in the departments.

2.0 EXECUTIVE OFFICE OF THE GOVERNOR – EMBU COUNTY GOVERNMENT

2.1 Organogram



2.2 Staff Establishment

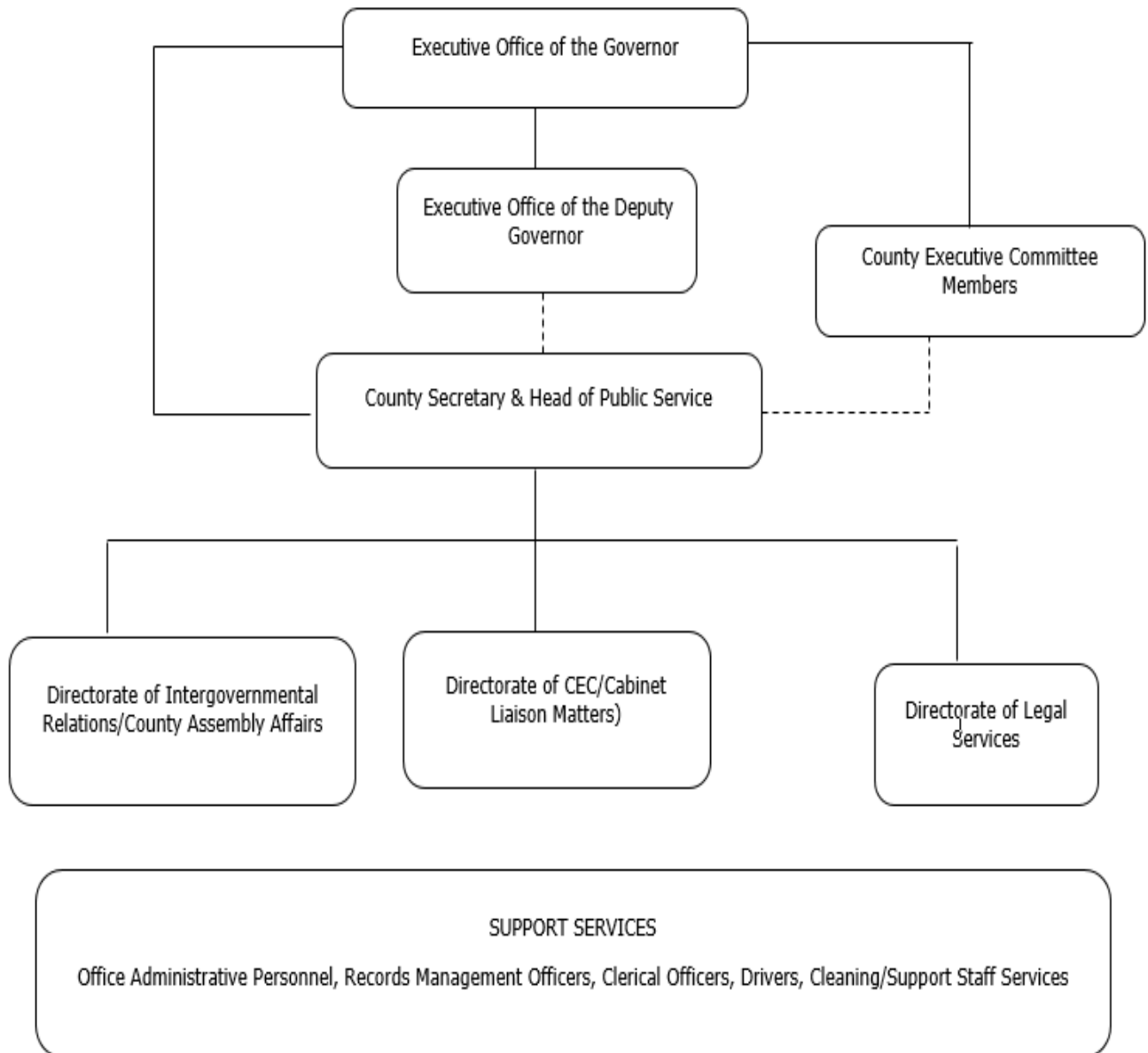
S/N	Designation	Job Group	No. Required	In Post	Variance	Justification
1.	Governor		1	1	0	
2.	Deputy Governor		1	1	0	To deputize the Governor
3.	Chief of Staff	S	1	1	0	To coordinate human resource and activities in the office of the Governor Implement the Governor's Diary
4.	Economic Advisor (Health Advisor)	R	1	1	0	Advise the Governor on Health matters
5.	Political Advisor	R	1	1	0	Advise the Governor on current Political trends within and without the county
6.	Legal Advisor	R	1	0	1	Advise the Governor on legal matters
7.	Director Liaison, Intergovernmental and Donor Relations	R	1	0	1	Coordinate the engagements, correspondence and joint activities between the county, national government and development partners
8.	Deputy Director Liaison, Intergovernmental and Donor Relations	Q	1	1	0	Coordinate the engagements, correspondence and joint activities between the county, national government and development partners
9.	Director, Governor Press	R	1	1	0	To deal with all matters of print and electronic media for the Governor, communication and Governor's speeches
10.	Deputy Director, Governor Press	Q	1	1	0	Deputize the Director, Governor Press
11.	Principal Information Officer	N	1	0	1	Development and distribution of press releases and other materials to the media, Coordinating and organizing press teams for prompt and effective coverage of the Governor's functions

12.	Information Officer I	K	1	0	1	To provide information collection support, assisting in sourcing for appropriate television and radio programs to disseminate information on activities of the Governor, Documenting the Governor's events through video, photography and press cuttings
13.	Information Officer II	J	1	0	1	
14.	ICT Officers	H,J,K, L,M	2	2	0	To provide ICT services to the office of the Director
15.	Personal Assistant (County)	M	3	3	0	Managing the Governor's dairy, Handling of correspondence and enquiries, Managing appointments for the Governor, Managing personal staff of the Governor's office
16.	Chief of Protocol (Chief Administrative Officer)	M	1	1	0	Heads the protocol department of a Governor, overseeing security, logistics and etiquette in the Governor's functions
17.	County Chaplain	N	1	1	0	Provide religious or spiritual guidance to employees and in county events,empower employees to overcome challenges
18.	Deputy Chief of Protocol(Senior Administrative Officer)	L	1	1	0	Deputize the Chief of Protocol
19.	Protocol Officers (Clerical Officers)	F,G,H, J	3	2	1	Managing logistics and arrangements in the Governor's functions and activities
20.	Administrative Officers (Master of Ceremonies)	F,G,H, J	2	2	0	Coordinating County functions, keeping event schedules, audience engagement, introduce guests/speakers at events

21.	Administrative Officers III/II/I/Senior/Chief/ Principal (Governor's Delivery Unit)	H,J,K, L,M// N	30	0	30	Drive performance improvements in critical service delivery areas, Ensure that the Governor's development priorities are implemented effectively and efficiently so that they achieve tangible performance improvements and significant results on the ground
22.	Chief Assistant Office Administrator (Executive Secretary)	M	2	0	2	Recording dictation in shorthand and transcribing it in typewritten form, Typing from drafts ,manuscripts or recording from dictation machines, Operating office equipment, Ensuring security of office records, equipment and documents, including classified materials
23.	Senior Assistant Office Administrator (Secretary)	L	4	3	1	1 – Governor 1 – Chief of Staff 2 – Shared services by other staff in the Office of the Governor
24.	Film Officer/Photojournalist	J,K	2	2	0	Documenting Governor's events and activities
25.	Graphic Designer	H,J,K, L	1	0	1	Production of video, print for dissemination to the Public, Media
26.	Drivers	D,E,F, G,H,J	5	4	1	1 – Governor 1 – Deputy Governor 1 – Chief of Staff 2 – Pool for the office of the Governor
27.	Clerical Officers/Support Staff	D,E,F, G,H,J	7	6	1	1-Governor 1- Deputy Governor 2- Serve others
28.	Cooks	E	4	3	1	2 – Alternate for Governor 2 – Alternate for Deputy Governor
29.	Gardener	D	3	1	2	2 -Governor 1- Deputy Governor

3.0 OFFICE OF THE COUNTY SECRETARY AND HEAD OF THE PUBLIC SERVICE

3.1 *Organogram*



3.2 Staff Establishment

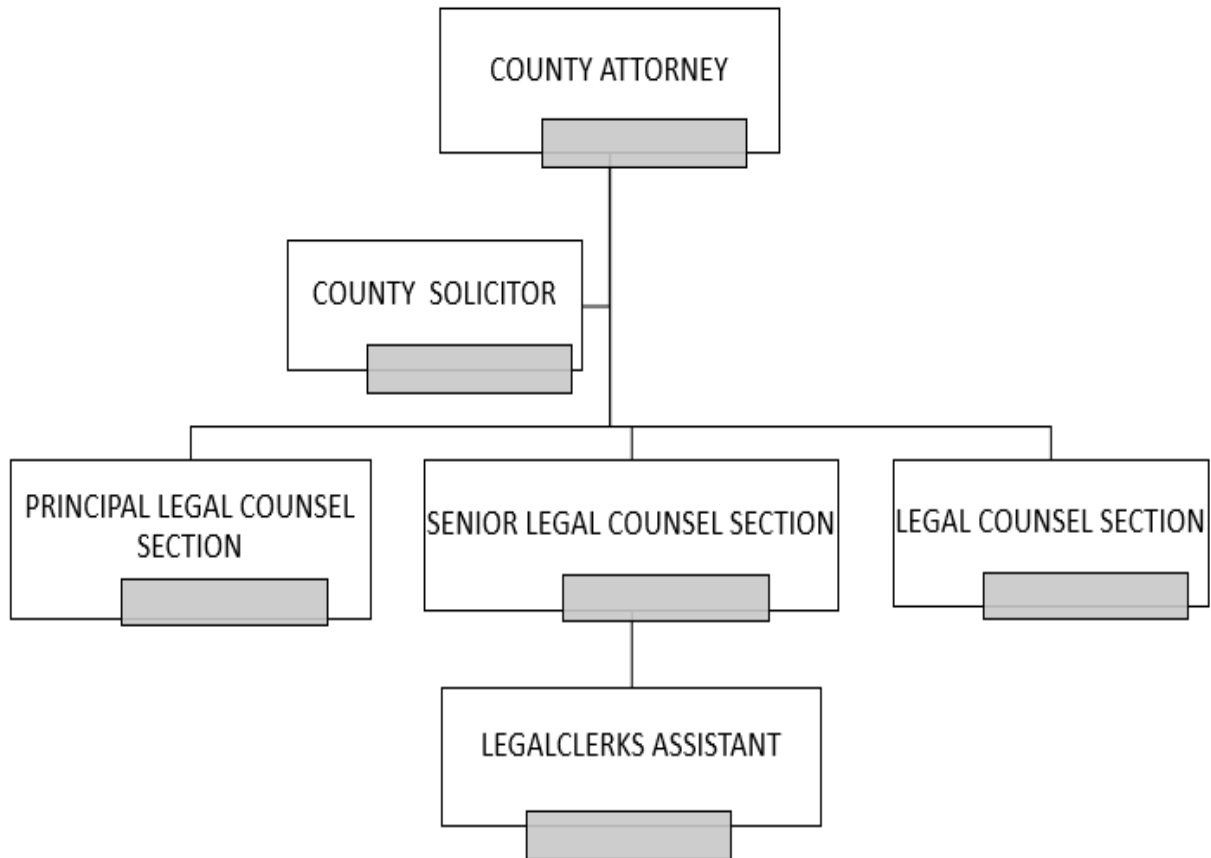
S/N o	DESIGNATION	Job Group	No. Required	No. in place	Variance	Justification
1.	County Secretary & Head of Public Service	T/E2	1	1	0	Head of County Public Service
2.	Director -Administration Head the following sections; -Cabinet affairs -Intergovernmental Relations/County Assembly Affairs)	R	2	0	2	-1 Director to be in charge of Cabinet affairs -1 Director to be in charge of Intergovernmental Relations/County Assembly Affairs)
3.	Assistant Director /Deputy Director –Administration Services Head the following sections; -Cabinet affairs -Intergovernmental Relations/County Assembly Affairs)	P/Q	2	0	2	-1 To Deputize the Director Administration (Cabinet Affairs) -1 To deputize the Director Administration in charge of Intergovernmental Relations/County Assembly Affairs)
4.	Senior Administration Officer/Chief Administration Officer/Principal Administration Officer	L/M/N	2	0	2	To Deputize the Assistant/Deputy Director Administration Services
5.	Administration Officer III/I/I	H/J/K	2	0	2	Perform Administrative duties in the Office of the County Secretary
OFFICE ADMINISTRATIVE SERVICES (SECRETARIES) – PERSONNEL –DIPLOMA HOLDERS						
6.	Senior Assistant Office Administrator /Chief Assistant Office Administrator/Principal Assistant Office Administrator	L/M/N	1	1	0	To perform Office administrative duties at the County Secretary's Office
7.	Assistant Office Administrator III/II/I	H/J/K	1	1	0	
OFFICE ADMINISTRATIVE SERVICES – PERSONNEL –DEGREE HOLDERS						

8.	Assistant Director Office Administrative Services/ Deputy Director Office Administrative services	P/Q	1	0	1	Deputy Director Office Administrative services (Head of the Section)
9.	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	1	0	1	Assistant Director Office Administrative Services will deputize the Deputy Director-Office Admin Services
10.	Office Administrator II/ Office Administrator I	J/K	1	0	1	To perform Office administrative duties at the County Secretary's Office
CLERICAL OFFICERS						
11.	Chief Clerical Officer/Principal Clerical Officer	J/K	2	0	2	To perform Clerical work at the County Secretary's Office
12.	Clerical Officer II/ Clerical Officer I/Senior Clerical Officer	F/G/H	2	0	2	To perform Clerical work at the County Secretary's Office
DRIVERS						
13.	Driver III/Driver II/Driver I/Senior Driver/Chief Driver/Principal Driver	D/E/F/ G/H/J	2	0	2	To perform Driving Services at the County Secretary's Office
CLEANING STAFF/SUPPORT STAFF						
14.	Cleaning Supervisor III/ Senior Support Staff/ Cleaning Supervisor IIB/ Support Staff Supervisor/ Cleaning Supervisor IIA/Cleaning Supervisor I	D/E/F/ G	2	2	0	To offer support services at the office of the County Secretary
CIVILIAN/SECURITY PERSONNEL						
15.	Assistant Security Officer/Security Officer II/I	H/J/K	2	0	2	To offer security services in the Office of the County Secretary.
16.	Security Warden III/II/I	E/F/G	2	0	2	
RECORD MANAGEMENT OFFICERS						
17.	Assistant Director Record Management/Deputy	P/Q	1	0	1	Head the Registry Services

	Director Records Management					
18.	Senior Record Management Officer/Chief Record Management Officer/Principal Record Management Officer	L/M/N	1	0	1	To Manage the Registry Section
19.	Record Management Officer III/ Record Management Officer II/ Record Management Officer I	H/J/K	1	0	1	To Manage the Registry Section
LEGAL OFFICERS						
20.	Principal Legal Officer/Deputy Chief Legal Officer	P/Q	1	0	1	To perform legal services in the County Secretary's Office
21.	Legal Officer II /Legal Officer I/Senior Legal Officer	L/M/N	1	0	1	

4.0 OFFICE OF THE COUNTY ATTORNEY

4.1 *Organogram*



SUPPORT SERVICES

ASSISTANT OFFICE ADMINISTRATORS, OFFICE ADMINISTRATIVE ASSISTANTS,
DRIVERS, CLEANING/SUPPORT STAFF AND PUPILAGE/INTERNS

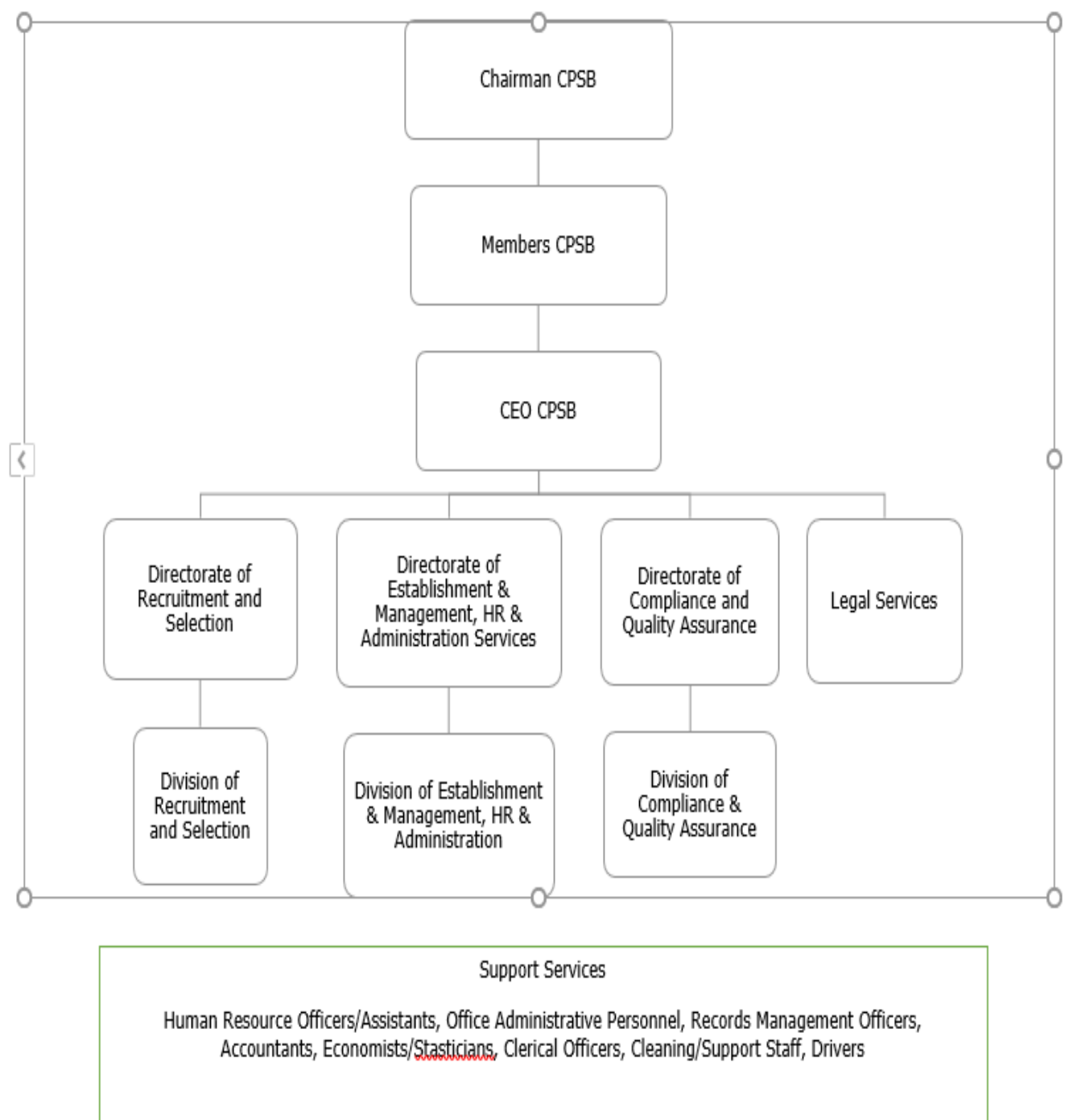
4.2 Staff Establishment

S/No	Designation	Job Group	No. Required	No. in place	Variance	Justification
1	County Attorney	T	1	1	0	The head of the department and the legal advisor to the County Government.
2	County Solicitor	S	1	0	1	The principal assistant to the County Attorney and accounting officer of the department.
3	Director Legal Services	R	1	1	0	To head legal services
4	Principal Legal Counsel/Assistant/Deputy Chief Legal Officer	P/Q	3	0	3	To carry out delegated functions by the County Attorney.
5	Legal Counsel II/I/Senior Legal Counsel	L/M/N	7	1	6	To carry out delegated functions by the County Attorney.
6	Legal Clerk Assistant III/II/1	H/J/K	3	0	3	To carry out clerical services to the Office of the County Attorney.
7	Interns/ pupilage					On need bases
OFFICE ADMINISTRATIVE SERVICES- DIPLOMA HOLDERS						
8	Assistant Office Administrator III/II/I	H/J/K	1	1	0	To offer administrative services in the County Attorney's Office.
9	Senior Assistant Office Administrator/Chief Assistant Office Administrator/ Principal Assistant Office Administrator	L/M/N	1	0	1	To offer administrative services in the County Attorney's Office.
DRIVERS						

10	Driver III/II/I/Senior Driver/Chief Driver/Principal Driver	D/E/F/ G/H/J	1	0	1	To offer services to the staff in the office of the County Attorney.
CLEANING STAFF/SUPPORT STAFF						
11	Cleaning Supervisor III/Senior Support Staff/ Cleaning Supervisor IIB/Support Staff Supervisor/ Cleaning Supervisor IIA/ Cleaning Supervisor I	D/E/F/ G	2	0	2	To offer services to the staff in the office of the County Attorney.

5.0 EMBU COUNTY PUBLIC SERVICE BOARD

5.1 Organogram



5.2 Staff Establishment

NO.	Designation	Job Group	Number Required	In-Post	Variance	Justification
1.	Chairman		1	1	0	Management, Coordination & Policy Formulation
2.	Board Members		5	4	1	Management & Coordination & Policy Formulation
3.	Secretary/CEO		1	1	0	Implement Board decisions -Head of Secretariat
DEGREE HOLDERS-HUMAN RESOURCE PERSONNEL						
4.	Director – (Administration/Human Resource) Head the Sections namely; a. Corporate Services b. Establishment & Management, H.R & Administration Services c. Compliance & Quality Assurance d. Recruitment & Selection	R	4	0	4	-Head the Sections namely; a. Corporate Services b. Establishment & Management, H.R & Administration Services c. Compliance & Quality Assurance d. Recruitment & Selection
5.	Assistant Director/Deputy Director- (Administration/Human Resource) Head the Sections namely; a. Corporate Services b. Establishment & Management, H.R & Administration Services c. Compliance & Quality Assurance d. Recruitment & Selection	P/Q	4	1	3	To Deputize the Director (Administration/Human Resource) in the 4 sections namely- a. Corporate Services b. Establishment & Management, H.R & Administration Services c. Compliance & Quality Assurance d. Recruitment & Selection
6.	Senior Human Resource Management & Development Officer/ Chief Human Resource Management & Development/ Principal Human Resource & Development Officer	L/M/N	1	0	1	To support the sections in the CPSB
7.	Human Resource Management & Development Officer II/ Human Resource Management & Development Officer I	J/K	1	0	1	To support the sections in the CPSB

DIPLOMA HOLDERS- HUMAN RESOURCE PERSONNEL						
8.	Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	1	0	1	To support the sections in the CPSB
9.	Human Resource Assistant III/Human Resource Assistant II/Human Resource Assistant I	H/J/K	1	0	1	To support the sections in the CPSB
ECONOMISTS/STATISTICIANS						
10.	Principal Economist/Principal Statistician /Deputy Chief Economist/Deputy Chief Statistician	P/Q	2	1	1	To head the Unit
11.	Senior Economist II/Senior Statistician II/ Senior Economist I/Senior Statistician I	M/N	1	0	1	To analyze data, running complex models & advising the management on economic trends for improved business decision.
12.	Economist II/ Statistician II/ Economist I/Statistician I	K/L	1	0	1	
OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DIPLOMA HOLDERS						
13.	Senior Assistant Office Administrator/Chief Assistant Office Administrator/ Principal Assistant Office Administrator	L/M/N	3	2	1	To perform office administrative duties at the County Public Service Board. -One (1) for the Chairman-CPSB -One (1) for the CEO CPSB. -One (1) for the board members -One (1) for the board secretariat.
14.	Assistant Office Administrator III/ Assistant Office Administrator II/ Assistant Office Administrator I	H/J/K	3	0	3	
OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DEGREE HOLDERS						
15.	Assistant Director-Office Administrative Services/ Deputy Director-Office Administrative Services	P/Q	1	0	1	Head the administrative services section
16.	Chief Office Administrator/Principal Office Administrator	M/N	1	0	1	To perform office administrative duties at the County Public Service Board.
17.	Office Administrator II/Office Administrator I/Senior Office Administrator	J/K/L	1	0	1	

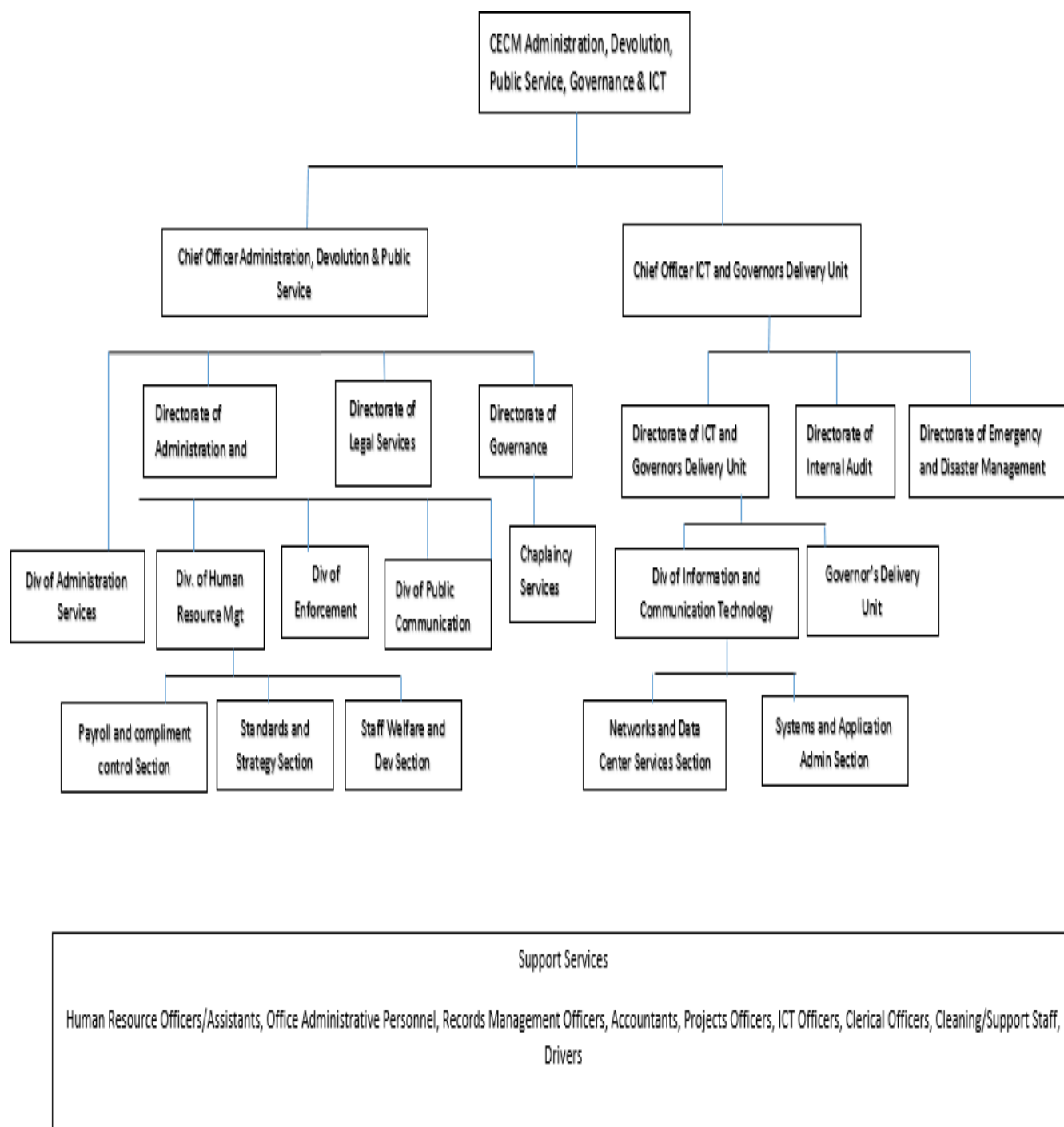
RECORDS MANAGEMENT OFFICERS						
18.	Assistant Director/Deputy Director-Records Management	P/Q	1	0	1	To head the records section.
19.	Senior Records Management Officer/ Chief Records Management Officer/ Principal Records Management Officer	L/M/N	1	0	1	To manage the registry section
20.	Records Management Officer III/ Records Management Office II/ Records Management Officer I	H/J/K	1	1	0	
ACCOUNTANTS						
21.	Assistant Director-Accounting Services/Deputy Director-Accounting Services	P/Q	1	0	1	To head the unit.
22.	Chief Accountant/Principal Accountant	M/N	1	0	1	To perform accounting and finance duties in the section.
23.	Accountant II/Accountant I/ Senior Accountant	J/K/L	1	1	0	
CLERICAL OFFICERS						
24.	Chief Clerical Officer/Principal Clerical Officer	J/K	2	1	1	To perform clerical duties in the County Public Service Board.
25.	Clerical Officer II/Clerical Officer I/Senior Clerical Officer	F/G/H	2	1	1	
DRIVERS						
26.	Principal Driver	J	2	0	2	To offer support services to the staff at the County Public Service Board
27.	Driver III/ Driver II/Driver I/Senior Driver/Chief Driver	D/E/F/ G/H	3	1	2	
CLEANING STAFF/SUPPORT STAFF						
28.	Cleaning Supervisor III/Senior Support Staff/ Cleaning Supervisor IIB/Support Staff Supervisor/ Cleaning Supervisor IIA/ Cleaning Supervisor I	D/ E/F/G	3	2	1	To offer support services at the CPSB
SUPPLY CHAIN MANAGEMENT PERSONNEL-CERTIFICATE& DIPLOMA HOLDERS						
29.	Senior Supply Chain Management Assistant/ Chief Supply Chain Management Assistant/ Principal Supply Chain Management Assistant	L/M/N	1	0	1	Principal Supply chain Management Assistant to head the procurement section
30.	Supply Chain Management Assistant IV/ Supply Chain	G/H/J/ K	1	0	1	To perform all procurement

	Management Assistant III/ Supply Chain Management Assistant II/ Supply Chain Management Assistant I					functions in the County Public Service Board.
SUPPLY CHAIN MANAGEMENT PERSONNEL-DEGREE HOLDERS						
31.	Assistant Director-Supply Chain Management Services/ Deputy Director-Supply Chain Management Services	P/Q	1	0	1	To Head the supply chain management section
32.	Senior Supply Chain Management Officer /Chief Supply Chain Management Officer/ Principal Supply Chain Management Officer	L/M/N	1	0	1	To perform all procurement functions in the County Public Service Board.
33.	Supply Chain Management Officer II/ Supply Chain Management Officer I/	J/K	1	0	1	
INFORMATION COMMUNICATION TECHNOLOGY (ICT) PERSONNEL						
34.	Assistant Director-ICT/Deputy Director-ICT	P/Q	1	0	1	To Head the ICT Unit
35.	Senior Information Communication Technology Officer/ Chief Information Communication Technology Officer/ Principal Information Communication Technology Officer	L/M/N	1	0	1	To perform ICT related services, maintenance and software development.
36.	Information Communication Technology Officer III/ Information Communication Technology Officer II/ Information Communication Technology Officer I	H/J/K	1	0	1	
LEGAL PERSONNEL						
37.	Principal Legal Officer/Deputy Chief Legal Officer	P/Q	1	0	1	To Head the Legal Section
38.	Legal Officer II/Legal Officer I/Senior Legal Officer /Chief Legal Officer	L/M/N	1	0	1	To perform legal issues
INTERNAL AUDITOR						
39.	Assistant Director/Deputy Director-Internal Audit	P/Q	1	0	1	Head the Internal Audit Section.

						Analyze risk management, governance and internal control processes.
40.	Senior Internal Auditor/Chief /Principal Internal Auditor	L/M/N	1	0	1	To analyze the risk management issues and any audit queries.
41.	Internal Auditor III/Internal Auditor II/Internal Auditor I	H/J/K	1	0	1	
CIVILIAN/SECURITY PERSONNEL						
42.	Assistant Security Officer/Security Officer II/I	H/J/K	2	0	2	To offer security services in the CPSB.
43.	Security Warden III/II/I	E/F/G	2	0	2	
PUBLIC COMMUNICATION OFFICERS						
44.	Assistant Director / Deputy Director-Public Communication	P/Q	1	0	1	Head the Communication unit
45.	Senior Public Communications Officer / Chief Public Communications Officer/ Principal Public Communications Officer	L/M/N	1	0	1	-Disseminating information to the media and the general public -Preparing & organizing media/press briefs on weekly or monthly basis
46.	Public Communication Officer III/ Public Communication Officer II/ Public Communication Officer I	H/J/K	1	0	1	

6.0 DEPARTMENT OF ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, GOVERNANCE & ICT

6.1 Organogram



6.2 Staff Establishment

Designation	Job Group	Number Required	In-post	Variance	Justification
CECM	T	1	1	0	To provide strategic direction
Chief Officer	S	2	2	0	To head the department
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - DEGREE HOLDERS					
Assistant Director/ Deputy Director/ Director Human Resource Management and Development	P/Q/R	16	4	12	To head the Divisions & Directorates as per organogram: 2-Lands 2-Municipal 1-Trade 3-Youth 8 PSA
Senior/Chief/Principal Human Resource Management and Development Officer,	L/M/N	20	1	19	To undertake Training and development functions: 3 Lands 3 Municipal Board 2 Trade 3 Youth 9 PSA
Human Resource Management and Development Officer II/I	J/K	16	2	11	To undertake Training and development functions: 1 Education 2 Lands 2 Municipal Board 2 Trade 2 Youth 7 PSA
DIPLOMA HOLDERS-HUMAN RESOURCE ASSISTANTS					
Designation	Job Group	Number Required	In-post	Variance	Justification
Senior/ Chief / Principal Human Resource Assistant,	L/M/N	21	3	18	To undertake HR functions as follows: 3 ECRA 3 Trade 3 Youth 2 Agriculture 10 PSA

Human Resource Assistant III/II/I	H/J/K	25	7	18	To undertake HR functions as follows in the following departments: 15 PSA 2 Agriculture 3 Youth 3 Trade 1 Education 1 ECRA
ACCOUNTANTS					
Assistant Director/Deputy Director-Accounting Services	P/Q	2	0	2	To Head the Payroll Section
Chief /Principal Accountant	M/N/P	2	0	2	To perform accounting duties in the Human Resource and Payroll Section
Accountant II/I/Senior	J/K/L	3	0	3	
RECORDS MANAGEMENT OFFICERS					
Assistant Director, Records Management	P	5	0	5	1 PSA 1Trade 1Municipal Board 1Youth 1County Secretary
Senior/Chief/Principal Records Management Officer	L/M/N	28	3	25	To be deployed in confidential and main registries 3 Trade 3 Municipal 2 Lands 3 Youth 3 Finance 1 Agriculture 3 ECRA 1 County Secretary 9 PSA
Records Management Officer II/II/I	H/J/K	31	8	23	To be deployed in confidential and main registries 3 Trade 3 Municipal 2 Lands 6 Youth 3 Education 2 Agriculture 1 County Secretary 11 PSA
RECORDS MANAGEMENT ASSISTANT					

Principal/Chief/Senior Records Management Assistant	L/M/N	6	0	6	To undertake records management functions at the Headquarters/ Departments
Records Management Assistant III/II/I	H/J/K	7	0	7	
OFFICE ADMINISTRATORS					
Designation	Job Group	Number Required	In-post	Variance	Justification
Assistant/Deputy Director Office Administrative Services	P/Q	7	0	7	To perform Administrative duties as follows: 1 Trade 1 Municipal 3 Youth 1 County Secretary 1 PSA
Senior, Chief, Principal Office Administrator	L/M/N	19	0	19	3 Trade 2 Municipal 3 Youth 3 ECRA 2 Finance 3 Resource mobilization 1 Finance 1 PSA 1 County Secretary
Office Administrator II/I	J/K	11	2	8	2 Trade 2 Finance 2 Resource Mobilization 2 ECRA 1 County Secretary 2 PSA
ASSISTANT OFFICE ADMINISTRATORS					
Senior/Chief/Principal Assistant Office Administrator	L/M/N	24	5	19	To perform Administrative duties as follows: 3 Youth 4 Trade 3 Municipal Board 2 Lands 1 County Attorney 3 Planning 3 Finance 3 Procurement 1 Agriculture 2 Roads 2 PSA

Assistant Office Administrator III/II/I	H/J/K	48	13	35	To perform Administrative duties as follows: 3 Youth 8 Trade
					4 Lands 3 Education 1 County Attorney 1 Planning 1 Finance 2 ECRA 1 Resource Mobilization 1 Procurement 13 Agriculture 2 Roads 3 Municipal 10 PSA
OFFICE ADMINISTRATIVE ASSISTANTS					
Office Administrative Assistant III/II/I/Senior	G/H/J/K	8	1	7	To perform Administrative duties as follows: 1 Economic Planning 2 Agriculture 5 Youth
CLERICAL OFFICERS					
Designation	Job Group	Number Required	In-post	Variance	Justification
Clerical Officer II/Clerical Officer I/ Senior/ Chief/Principal	F/G/H/J/K	92	35	57 There is a negative -10 ECRA Department	To Perform Clerical duties as follows; 3 Education 3 Resource Mobilization 5 Finance 5 Procurement 8 ECRA 12 Lands 6 Municipal 17 Trade 7 Youth 6 Roads 2 County Secretary 2 Agriculture 16 PSA
CLEANING SUPERVISORS/SUPPORT STAFF					
Designation	Job Group	Number Required	In-post	Variance	Justification
Cleaning Supervisor I/ Cleaning Supervisor IIA/ Cleaning Supervisor	D/E/F/G	357	132	225	To perform cleaning and mesengerial duties in the departments as follows:

IIB/Support Staff Supervisor/ Cleaning Supervisor III					118 PSA 150 Environment 8 Roads 2 County Secretary 5 Agriculture 4 Finance 3Procurement 3 Resource Mobilization 2 Planning 2 County Attorney 3 Education 4 Lands 20 Municipal 11 Trade 20 Youth 2 ICT
Driver III/II/I/Senior /Chief /Principal	D/E/F/ G/H/J	99	72	27	To perform driving services at the headquarters and Sub counties. 20 Agriculture 2 County Secretary 6 Youth 12 Trade 8 Municipal Board 6 lands 3 Finance 3 Resource Mobilization 8 ECRA 3 Education 1 County Secretary 2 ICT 25 PSA
ADMINISTRATION AND PUBLIC SERVICE PERSONNEL					
Designation	Job Group	Number Required	In-pos t	Variance	Justification
Director Administration	R	1	1	0	To head the unit
Deputy Director Administration	Q	2	1	1	To assist the Director Administration.
Assistant Director Administration	P	2	1	1	
ADMINISTRATIVE PERSONNEL					
Designation	Job Group	Number Required	In-pos t	Variance	Justification
Director Administrative Services	R	6	0	6	To head the unit

Deputy Director Administrative Services	Q	6	3	3	1 Developing and reviewing administrative policies, procedures
Assistant Director Administrative Services	P	15	0	15	and strategies; 2. fleet management; coordinating identification of obsolete assets and manage the disposal process; 3. planning and coordinating office accommodation; 4. preparing briefs and memos; ensuring provision of adequate office equipment and supplies; keeping and updating tools and equipment register; 5. coordinating renewal of insurance policies and transport licenses; 6 making proposals for rental management; managing telephone, registry and security services; and disseminating administrative policies, procedures and strategies.
Principal Administration Officer	N	20	19	1	1. Implementing administrative policies, procedures and strategies;
Chief Administration Officer	M	10	0	10	2. preparing briefs and memos; compiling monthly utilization and expenditure data of all
Senior Administration Officer	L	10	0	10	vehicles; preparing reports on motor vehicles;
Administration Officer 1	K	20	0	20	3. ensuring provision of office equipment and materials; 4. maintaining and

					updating furniture and office equipment inventory; overseeing telephone and registry services; 5.maintenance of buildings and equipment; ensuring cleaning of offices; and coordinating security services
Administration Officer II	J	40	0	40	monitoring motor vehicle movement; assigning vehicles to drivers on daily basis; organizing replacement and maintenance of office equipment; ensuring general cleanliness; supervising security activities; and processing and follow-up of payments of all bills for common services
PUBLIC COMMUNICATION					
Assistant/Deputy Director Public Communication	P/Q	2	0	2	To Deputize/head the Public Communication Unit.
Senior/Chief/Principal Public Communication Officer	L/M/N	3	1	2	To assist in Coordination of information services including collection of data.
Public Communication Officer I/II/III	H/J/K	7	2	5	Coordination of information services, including collection, analysis and dissemination of information.
ENFORCEMENT OFFICERS					
Director Enforcement	R	1	0	1	To head the Department
Deputy Director Enforcement	Q	1	1	0	To assist the Director enforcement.
Assistant Director Enforcement	P	1	1	0	

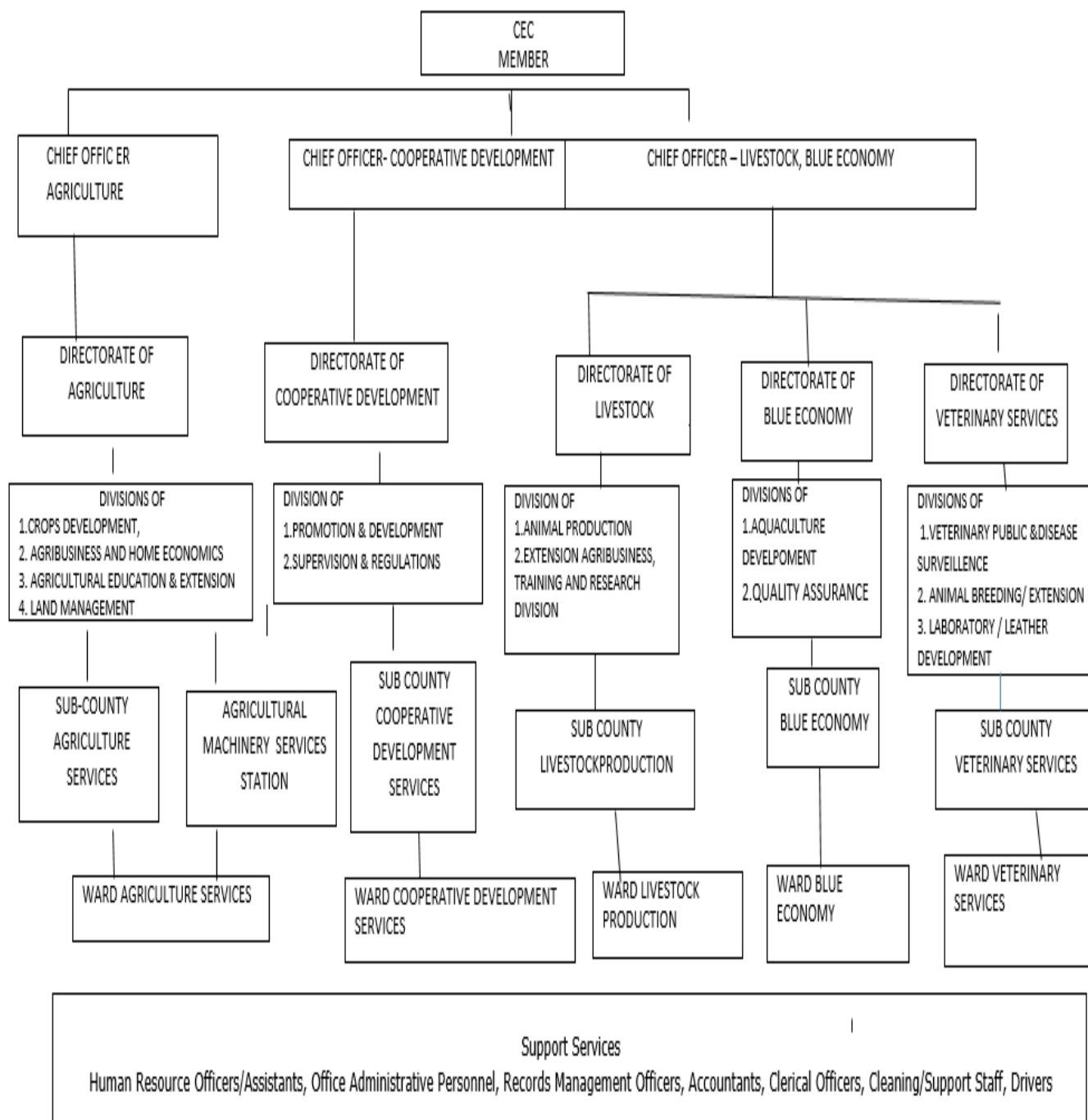
Deputy Chief Security Officer (Chief Inspectors Sub County Commanders)	M	5	0	5	To ensure Compliance of County and National laws. 4 Enforcement 1 Youth
Senior Security Officers (Inspectors)	L	5	0	5	4 Enforcement 1 Youth
Security Officers I (Sergeants I/II)	K	5	0	5	4 Enforcement 1 Youth
Security Officer II	J	11	0	11	To enforce County and National laws. 10 Enforcement 1 Youth
Assistant Security officer (Corporals)	H	15	0	15	12 Enforcement 3 Youth
Security Wardens (Senior Support Staff/Enforcement Officers)	D/E/F/G	370	149	221	159 Enforcement Department 2 County Secretary 5 Agriculture 17 Youth
Security Wardens (Watchmen)	D/E/F/G	42	0	42	
ICT AND GOVERNOR'S DELIVERY UNIT					
Chief Officer ICT & Governors Delivery Unit	S	1	1	0	Head of sub-department
Director ICT & Governors Delivery Unit)	R	1	0	1	Monitoring and Evaluation and Division Head
Assistant Director/Deputy Director ICT and Governor's Delivery Unit	P/Q	11	1	10	Section Head - Nwk and DC Section Head - Sys and Apps Admin 2 Lands 1 ECRA 2 Municipal Board 3 Youth 3 ICT
Senior/Chief/Principal Information Communication Technology Officer	L/M/N	30	1	29	3 ECRA 6 Lands 3 Procurement 3 Municipal Board 4 Trade 3 Youth 1 CPSB 7 ICT

Information Communication Technology Officer I	H/J/K	39	7	32	End User support and Hardware maintance 1 ECRA 2 Lands 3 Education 2 Procurement 2 Municipal 3 Trade 3 Youth 1 CPSB 22 ICT
Administrative Officer III/II/I/Senior/Chief/Principal	H/J/K/L/M/N	6	0	6	Project Management and Internal Liaison officers
Driver III/II/I/Senior /Chief /Principal	D/E/F/G/H/J	2	0	2	
Cleaning Supervisor I/ Cleaning Supervisor IIA/ Cleaning Supervisor IIB/Support Staff Supervisor/ Cleaning Supervisor III	D/E/F/G	2	0	2	
DIRECTORATE OF EMERGENCY AND DISASTER MANAGEMENT					
Director Administration (Emergency and Disaster Management)	R	1	0	1	Head of directorate
Deputy Director Administration (Emergency and Disaster Management)	Q	1	0	1	To deputize the head of the directorate
Assistant Director Administration (Fire Services)	P	1	0	1	Coordinate operational duties
Principal Superintendent (Fire Services)	N	2	0	2	
Chief Superintendent (Fire Services)	M	2	0	2	Carry out operational duties
Senior Superintendent (Fire Services)	L	2	0	2	
Superintendent (Fire Services)	K	2	0	2	
Senior Inspector (Fire Services)	J	2	0	2	
Inspector (Fire Services)	H	2	0	2	
Fireman III/II/I/Senior/Chief	E/F/G/H/J	68	7	61	

Drivers (Fire Engine Operators) Drivers III/II/I/Senior/Chief/Principal	D/E/F/ G/H/J	12	2	10	
Security Warden/Officer	F/G/H/J /K	12	0	12	
Cleaning Supervisor I/ Cleaning Supervisor IIA/ Cleaning Supervisor IIB/Support Staff Supervisor/ Cleaning Supervisor III	D/E/F/ G	12	2	10	
Assistant Director Administration Rescue Services)	P	1	0	1	
Principal Information Officer	N	1	0	1	
Information Assistant III/II/I/Senior/Chief	H/J/K/L /M	4	0	4	
Assistant Director Administration (Inspection, Compliance and Training)	P	1	0	1	
GOVERNANCE					
Director Governance	R	1	1	0	To head the unit
Deputy Director Governance	Q	1	0	1	To deputize the director
Assistant Director Governance	P	1	0	1	To Coordinate the activities of the directorate.

7.0 DEPARTMENT OF AGRICULTURE, BLUE ECONOMY, LIVESTOCK & COOPERATIVE DEVELOPMENT

7.1 Organogram



7.2 Staff Establishment

Designation	Job Group	No. Required	In Post	Variance	Justification
AGRICULTURE (CROPS)					
C.E.C	T	1	1	0	
Chief Officer	S	1	1	0	
DEGREE CADRE					
Director of Agriculture	R	1	0	1	To head the directorate
Assistant /Deputy Director Of Agriculture	P/Q	16	2	14	To head and coordinate the following divisions 1. Crop Development 2. Agribusiness and Home Economics 3. Agricultural education and extension 4. Land development
Chief/ Principal Agricultural Officers	M/N	35	21	14	4 to head the 4 sub counties 27 to serve in project coordinating units
Agricultural Officer/Senior Agricultural Officer	K/L	24	0	24	To undertake crop development, agribusiness, home economics, land development/soil conservation and agricultural extension services provision in the 4 sub counties
DIPLOMA CADRE					
Chief/Senior/Principal Assistant Agricultural Officer	L/M/N	38	21	17	To head Wards as Ward Agricultural Officer
Assistant Agricultural Officer III/II/I	H/J/K	24	5	19	Frontline Agricultural extension services as FEOs in the locations. Coffee extension services
CERTIFICATE CADRE					

Agricultural Assistant II/I/Senior/Chief	G/H/J/K	40	26	14	Frontline extension officers Coffee extension service providers Soil conservation officers
Junior Agricultural Assistant	F	3	3	0	
AMS STATION					
Chief/ Principal Superintending Engineer (Agriculture)	P/Q	2	0	2	To head land management Division. The officer will be at the level of Deputy Director Based at land development service division to coordinate and supervise processing plants such as coffee factories
Chief Superintending Engineer (Agriculture)	L/M/N	4	1	3	AMS Management
Inspector –Agriculture/ Senior Inspector Agriculture/Engineer II	H /J/K	7	3	4	4 to offer land and farm structures development services at Sub Counties 1 to be attached to the AMS station coordinate running of the agricultural machineries
Senior Plant Operator	D/E/F/G	10	6	4	To operate farm machineries
AGRICULTURAL TRAINING CENTRE					
Senior Principal Lecturer	P	2	0	2	Trainers and head of sections in: 1 Agribusiness development, business incubation 1 Crops development in charge of commercial crops, crops trials and demonstrations 1 Livestock development
Chief/ Principal Lecturer	M/N	3	0	3	
Lecturer/ Senior Lecturer	K/L	4	0	4	Trainers in the following units; 1 Agro-processing/value addition 1 Business incubation 1 crops husbandry 1 animal husbandry
Head House Keeper	J/K	2	1	1	
Artisan III/II/I	D/E/F/ G	3	1	2	

ADMINISTRATIVE/SUPPORT STAFF					
Telephone Supervisor (II)	J	1	1	1	
Accountant II/I	J/K	2	0	2	
Senior/Chief/ Senior Accountant	L/M/N	2	0	2	
Assistant Director Accounting Services / Deputy Director Accounting Services	P/Q	1	0	1	
Human Resource Management Assistant III/II/I	H/J/K	2	0	2	
Senior/ Chief/ Principal Human Resource Management Assistant	L/M/N	2	0	2	
Assistant/Senior Assistant Director Human Resource Management	P/Q	2	0	2	
Senior/Chief Human Resource Management Officer II/I	L/M/N	2	0	2	
Human Resource Management Officer II/I	J/K	2	0	2	
Assistant/Senior Assistant Director Office Administrative Services	P/Q	2	0	2	
Senior/Chief/Principal Office Administrator	L/M/N	2	0	2	
Office Administrator II/I	J/K	9	0	0	
Assistant Office Administrator III/II/I/Senior/Chief/Principal	H /J/K/L/ M/N	9	5	4	
Assistant/Senior Assistant Director Records Management	P/Q	2	0	2	
Records Management Officer II/I/Senior /Chief/Principal	H/J/K/L/ M/N	3	0	3	
Clerical Officer II/I/Senior/Chief/Principal	F/G/H/J/ K	9	3	6	
Hospitality Officer I	J/K/L	3	1	2	
Senior Support Staff	D/E/F/G	18	11	7	
Security wardens	E/F/G	5	0	5	
Driver III/II/I/Senior/Chief/Principal	D/E/F/G/ H/J	15	6	9	
COOPERATIVE DEVELOPMENT-COOPERATIVE OFFICERS					
Chief Officer -Cooperatives Development	S	1	1	0	
	R	1	1	0	

Director Co-Operatives					
Deputy Director Of Co-Operatives	P/Q	2	0	2	To Head the following divisions 1.Cooperative Development 2 Cooperatives Advisory Services
Chief/Principal Co-Operative Officer	M/N	4	3	1	To head and coordinate Cooperatives function in sub counties
Cooperative officer I / Senior	K/L	5	3	2	
Senior/Chief /Principal Assistant Co-Operative Officer	L/M/N	4	2	2	
Assistant Co-operative Officer III/II/I	H/J/K	7	3	4	
Office Administrative Assistant III/II/I/Senior/	H/J/K/L	6	2	4	
Clerical Officer II/I/Senior/chief/principal	F/G/H/J/K	4	0	4	
Driver III/II/I/senior/chief/principal	D/E/F/G/H/J	5	3	2	
Support Staff	D/E/F/G	6	4	2	
Security Warden		3	0	3	
COOPERATIVE DEVELOPMENT – COOPERATIVE AUDIT					
Assistant /Deputy Director Of Audit	P/Q	1	0	1	To Head the following Division 1.Cooperatives Audit 2 Cooperatives Audit Certifications
Senior/Chief/Principal Co-operatives Auditor	L/M/N	4	2	2	Undertake cooperative Functions in in sub counties
Co-Operatives Auditor II/I	J/K	4	0	4	Undertake cooperative Functions in in sub counties
Office Administrative Assistant 111/II/I/Senior	G/H/J/K	2	0	2	
Chief Clerical Officer	F/G/H/J/K	2	0	2	
Driver 1	D/E/F/G/H/J	1	0	1	
Cleaning Supervisor 111	D/E/F/G	1	0	1	
BLUE ECONOMY AND FISHERIES					

Director Blue economy/Fisheries	R	1	1	0	To head the directorate
Assistant / Deputy Director Blue economy/ Fisheries	P/Q	4	1	3	To head the following Divisions 1 – Aquaculture development 1 – Quality Assurance To coordinate fisheries functions in the county 1– Aquaculture development 1- Quality Assurance
Chief /Principal Fisheries Officer	M/N	8	3	5	To coordinate fisheries functions in the sub county 4 – Aquaculture development 4 - Quality Assurance
Fisheries Officer 11/1	K /L	8	5	3	To perform fisheries development functions 4 – Aquaculture development 4 – Quality assurance
Senior/Chief/ Principal assistant fisheries officer	L/M/N	4	0	4	To carry out fisheries extension services at sub county level
Assistant fisheries III/II/I	H/J/K	17	1	16	To carry out fisheries extension services at ward level
fisheries assistant III/II/I Senior/Chief	F/G/H/J/ K	8	8	0	The recruitment of this cadre of officers is obsolete and there will be no recruitment for this cadre in the future. The officers in this cadre will move on as the career progress till they exit.
Coxswain /Ship Crew	D/E/F/G	5	5	0	The recruitment of this cadre of officers is obsolete and there will be no recruitment for this cadre in the future. The officers in this cadre will move on as the career progress till they exit

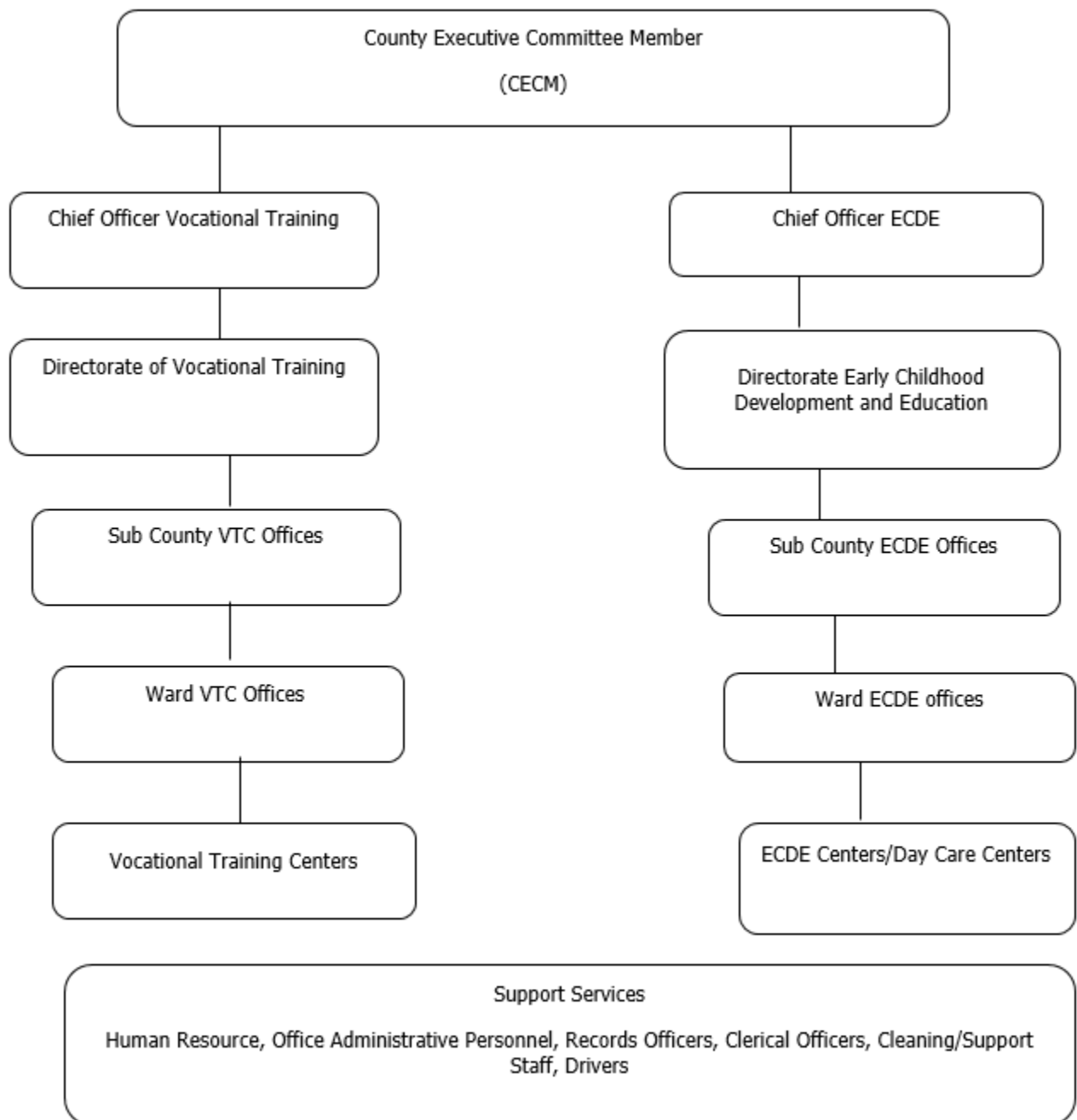
Office Administrative Assistant III/II/I Senior/ Chief	G/H/J/K/ L	4	0	4	At least one per sub county
Cleaning Supervisor IIB/IIA/I	E/F/G	4	2	2	
Record Management Officer	H/J/K	2	0	2	
Clerical Officer II/I Senior/ Chief/ Principal	F/G/H/J/ K	4	2	2	
Driver III/II/I/ Senior/ Chief/ Principal	F/G/H/J/ K	4	1	3	
LIVESTOCK PRODUCTION					
Degree					
Chief officer – Livestock and blue economy	S	1	1	0	
Director of livestock production	R	1	0	1	To head the directorate
Assistant Director/Deputy Director/of Livestock Production	P/Q	6	2	4	1.Head Animal production division Division 1.Head, Extension, Agribusiness, Training and Research division 1 HeadValue Addition and Market Development Section 1 HeadMarket information and data management Section 1 HeadSmall Ruminants & Non Ruminants Section 1 HeadApiculture & Emerging Livestock Section
Principal/chief/senior/ Livestock Production Officer	K/L/M/N	20	11	9	4 Head sub counties 1 Undertake M& E function 4 Desk officers for projects 3 Undertake livestock production functions at county Subject matter specialist (2 per sub county)
Diploma					
Principal/ Chief/Senior Assistant Livestock Production Officer	L/M/N	10	8	2	Offer extension services at least one per wards officer per ward

Assistant Livestock Production Officer I/ II/III	H/J/K	20	5	15	
Certificate					
Chief/ Senior livestock production assistant I/II	G/H/J/K	9	6	3	Offer extension services in the wards(2 – 3 officers per ward)
Support staff					
Chief/Senior Office administrative assistant I/II/III	G/H/J/K/ L	5	1	4	At least one per sub county
Cleaning Supervisor IIB/IIA/I	E/F/G	4	1	3	
Record Management Officer	H/J/K	2	1	1	
Principal/Chief/Senior clerical officer I/II	F/G/H/J/ K	6	4	2	
Principal, Chief/Senior driver I/II/III	F/G/H/J/ K	4	0	4	
VETERINARY SERVICES - DEGREE					
Director of Veterinary Services	R	1	0	1	To the head directorate
Assistant /Deputy Director of Veterinary Services	P/Q	4	0	4	
Veterinary Officer/ Senior/Chief	L/M/N	5	4	1	
ANIMAL HEALTH OFFICERS -DIPLOMA					
Animal Health Officer III/II/I	H/J/K/L/ M/N	5	0	5	-deputy to the veterinary officers -To perform animal health functions
ANIMAL HEALTH ASSISTANTS- CERTIFICATE					
Senior Animal Health Assistant	J	4	0	4	To be perform animal health and meat inspection functions at the ward level
-Animal Health Assistant II/I	G/H	40	33	7	To be perform animal health and meat inspection functions at the ward level
LABORATORY PERSONNEL-DIPLOMA					
Senior/Chief /Principal Laboratory Technologist	L/M/N	2	0	2	Coordinate the lab technologists Cadre To perform Laboratory services function

Laboratory Technologist III/II/I	H/J/K	2	0	2	To perform Laboratory services function
Senior/ Laboratory Technician III/II/I	G/H/J/K	2	1	1	To perform Laboratory services function
ASSISTANT LEATHER DEVELOPMENT OFFICER					
Senior / Chief / Principal Assistant Leather Development Officer	L/M/N	3	0	3	To perform leather development functions
Assistant Leather Development Officer III/II/I	H/J/K	4	1	3	To perform leather development functions
HIDES AND SKINS INSPECTOR					
Senior/ Chief Hides and Skins Inspector	J/K	1		0	
Hides and Skins Inspector I/II	G/H	0	0	0	
SUPPORT SERVICES					
Clerical Officer II/I/ Senior/ Chief/ Principal	F/G/H/J/ K	4	3	3	Compile revenue in the sub counties
Driver III/II/I/ Senior/ Chief/ Principal	F/G/H/J/ K	4	0	4	logistics in the county HQS
Cleaning supervisor IIB/IIA/1	E/F/G	4	1	3	Office keeping in the county and sub county offices
Store Keeper	F/G/H/J/ K	4	0	4	Store keeping for AI services, vaccines and equipment
Security Wardens	F/G/H/J/ K	4	0	4	Security in the 4 county slaughter slabs

8.0 DEPARTMENT OF EDUCATION

8.1 Organogram



8.2 Staff Establishment

S/No	Designation	Job Group	No. Required	In-Post	Variance	Justification
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1.	CECM	T	1	1	0	- Head the department, policy formulation and oversees implementation
ECDE DIRECTORATE						
2.	Chief Officer (ECDE)	S	1	1	0	The accounting officer of the department and reporting to CECM
3.	Director ECDE	R	1	1	0	Administration & Management of ECDE Directorate
4.	Deputy Director ECDE	Q	5	1	4	To deputize director and coordinate ECDE functions. -One at the Headquarters and the rest in the four sub counties: - 1-. Manyatta 1- Runyenjes 1- Mbeere North 1- Mbeere South
5.	Assistant Directors ECDE	P	6	0	6	-Two at the Headquarters and the rest in the four sub counties -To coordinate ECDE functions at the sub counties - Not in Place
6.	Principal Graduate ECDE Teacher II	N	10	4	6	Curriculum delivery in ECDE & can be deployed as an ECDE Officer in charge of a Sub-county Can be deployed to be in charge of ECDE Programmes at the sub-counties to coordinate ECDE Teachers.
7.	Graduate ECDE Teacher I/II/III	M/L/K	46	13	33	Curriculum delivery in ECDE At job group M the officer can be deployed as an ECDE Officer in charge of a Sub County At job group K the officer can be deployed as ECDE Programmes officer at the Ward Level.
ECDE TEACHERS DIPLOMA						

8.	Senior ECDE Teachers I/II/III	N/M/L	450	0	450	Classroom teaching and being in charge of ECDE Centres
9.	ECDE Teacher I/II/III	K/J/H	595	295	300	Classroom teaching and being in charge of ECDE Centres
ECDE TEACHERS CERTIFICATE						
10.	Senior Assistant ECDE Teacher I/II/III	L/K/J	229	0	229	Classroom teaching and being in charge of ECDE Centres
11.	Assistant ECDE Teacher I/II/III	H/G/F	495	299	196	Classroom teaching and being Assistant teachers in the ECDE Centres
12.	Care Givers	F/G	45	00	45	To be in charge of the proposed 15 day-care centers. -In each centre three care givers to be deployed
VOCATIONAL TRAINING DIRECTORATE						
13.	Chief Officer (VTC)	S	1	1	0	The accounting officer of the department and reporting to CECM
14.	Director (VTC)	R	1	1	0	Administration & Management of VTC Directorate
15.	Deputy Director VTC Assistant Director (VTC)	Q/P	11	0	11	To deputize director and coordinate VTC functions. -One at the Headquarters and the rest to coordinate the VTC functions in the sub counties: 1- Manyatta 1-Runyenjes 1-Mbeere North 1-Mbeere South Assistant director to Coordinate Sections in the respective directorates. -Two at the Headquarters and the rest in the four sub counties

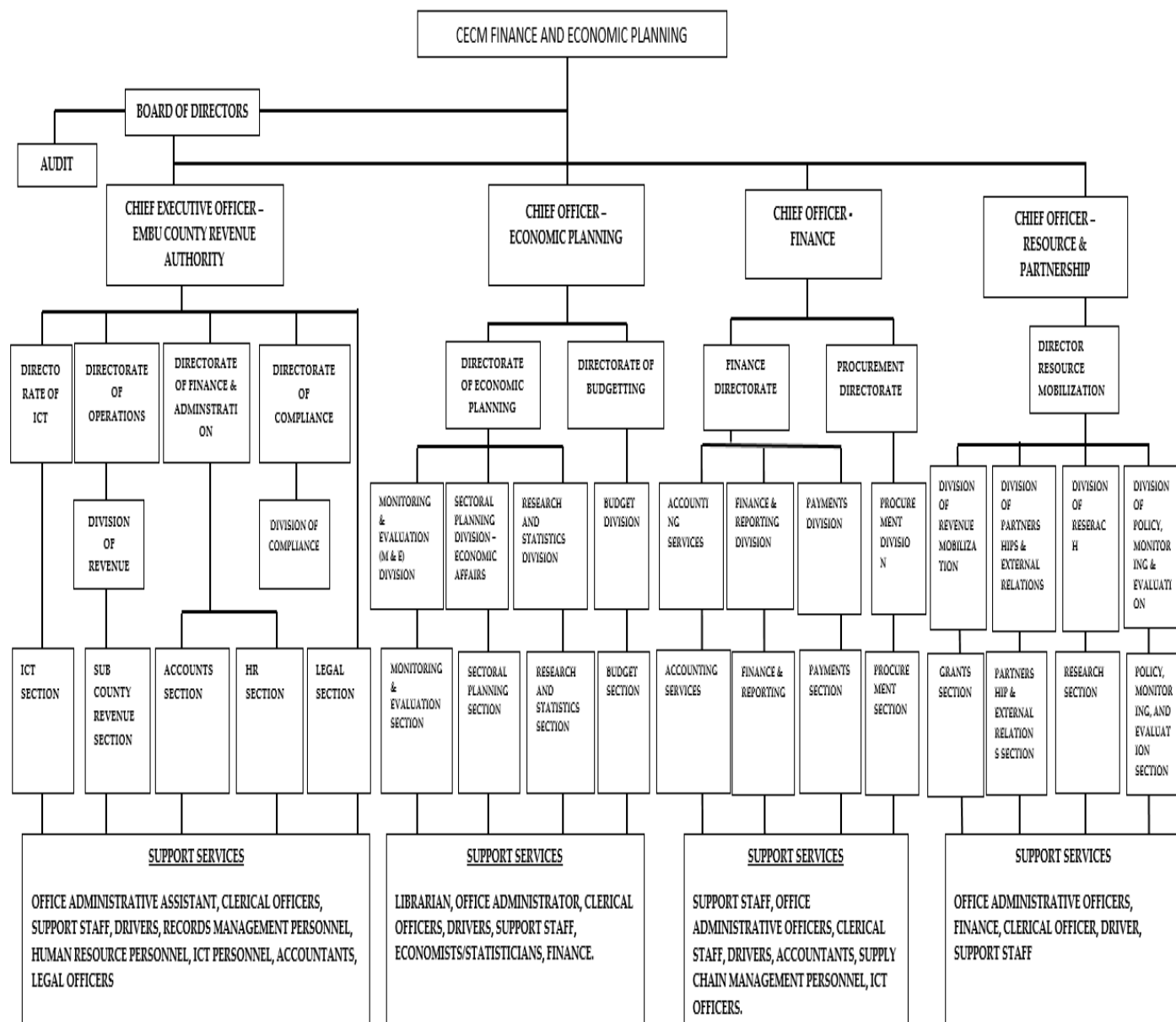
16.	Principal Graduates Vocational Training Instructor Senior Graduate Vocational Training Instructor	P/N	27	0	27	In charge of curriculum implementation in the Centres To be in charge of VTCs in the 4 Sub-counties. For efficient supervision of all the 4 sub-counties.
17.	Graduate Vocational Training Instructor I/II/III	M/L/K	60	0	60	- To be in charge of VTC Programmes at the 4 sub-counties. -Deployed as Vocational Training officers -Training in Vocational Training Centers and deployed as H.O.D.s
VOCATIONAL TRAINERS DIPLOMA HOLDERS						
18.	Principal Vocational Training Instructor	P	32	0	32	-Training in Vocational Training Centers & can be deployed as an Assistant Director Vocational Training
19.	Chief Vocational Training Instructor	N	55	0	55	- Managers of institutions
20.	Senior Vocational Training Instructor / Vocational Training Instructor I/ Vocational Training Instructor II	M/L/K	180	11	169	- Training in VTCs and can be deployed as a Manager - To manage the VTCs - To deputize the VTC Manager
21.	Assistant Vocational Training Instructor I/II	J	200	59	141	To train in VTCs/HODs
VOCATIONAL TRAINERS CERTIFICATE HOLDERS						
22.	Assistant Vocational Training Instructor II/III	H/G	55	37	18	To train in VTCs
SUPPORT SERVICES						
23.	Human Resource Management and Development Officer II/I Senior Human Resource Management	J/K/L/ M/N/P /Q/R	2	1	1	Perform HR functions in the 2 Directorates. Over 700 staff handled by one Person. -One more required

	and development Officer, Chief Human Resource Management and development Officer, Principal Human Resource Management and development Officer , Assistant Director Human Resource Management and development ,Deputy Director Human Resource Management and development					
24.	Human Resource Assistant III/II/I, Senior Human Resource Assistant, Chief Human Resource Assistant, Principal Human Resource Assistant	H/J/K/ L/M/N	4	1	3	Perform HR functions in the 2 Directorates.
25.	ICT Officer III/II/I, Senior ICT Officer, Chief ICT Officer, Principal ICT Officer. Assistant Director ICT , Senior Assistant ICT ,Deputy Director	H/J/K/ L/M/N /P/Q/ R	3	0	3	To help in maintenance of ICT equipment and software in the 2 Directorates -Two ICT officers required
26.	Records Management Officer III/II & I, Senior Records Management Officer , Chief Records Management Officer, Principal Records Management Officer, Ass Director Records Management Officer, Senior Assistant director Records Management Officer	H/J/K/ L/M/N /P/Q	3	0	3	To perform record Management Functions in each of the Directorates. -Two Record Management Officers required

27.	Support Staff III/Sanitary cleaner III, Support Staff II/Sanitary cleaner II, Support Staff I/Sanitary cleaner I, Cleaning supervisor III, Senior support staff, Senior sanitary cleaner, cleaning supervisor IIB, support staff supervisor, cleaning supervisor IIA, Cleaning supervisor I	A/B/C /D/E/ F/G	3	1	2	To offer Supports services in the 2 Directorates and the CECM 's Office -One Cleaning Supervisor required
28.	Assistant Office Administrator III/II/I/Senior Assistant Office Administrator, Chief Assistant Office Administrator, Principal Assistant Office Administrator	H/J/K/ L/M/N	5	1	4	To offer Administrative services to the office of the CECM and Chief officer. -Two Assistant Office Administrators required
29.	Clerical Officers II/I /Senior Clerical Officer/Chief/	F/G/H /J	3	2	1	To offer Clerical services
30.	Drivers III/II/I/Senior Driver/ Chief driver/Principal driver	D/E/F /G/H/ J	5	1	4	-To offer Services in the two Directorates and the CEC's Office.
31.	Security Warden III/II/I, Assistant security officer, Assistant security II,I Security officer,	E/F/G /H/J/K /L	81	0	81	To offer Security Services to the (35x2) VTCs and 11 stand-alone ECDE Centers

9.0 DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

9.1 Organogram



9.2 Staff Establishment - Finance

(I) CECs and COs

S/N	DESIGNATION	Job Group	Number Required	In Post	Variance	Justifications
1.	CEC Finance	T	1	1	0	Head of Finance & Economic Planning
2.	Chief Officer, Finance	S	1	1	0	in charge of Finance

(II) ACCOUNTING SERVICES UNITS

(17) ACCOUNTING SERVICES UNIT						
S/ N	DESIGNATION	Job Group	Required	In Post	Variance	
1.	Director Accounting Services (Finance)	R	1	0	1	In charge of Finance and Payments
Accounting Services - Personnel						
2.	Assistant/Deputy Director Accounting Services	P/Q	8	4	4	In charge of Finance, Reporting and Payments
3.	Senior/Chief/Principal Accountant	L/M/N	11	6	5	
4.	Accountant II/I	J/K	10	5	5	
Office Administrative Services- Diploma Holders						
5.	Senior/Chief/Principal Office Administrative Assistant	L/M/N	3	1	2	To perform Office administrative duties in Finance Offices
6.	Office Administrative Assistant III/I/I	H/J/K	1	1	0	
Office Administrative Services- Degree Holders						
7.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
8.	Senior/Chief/Principal Office Administrator	L/M/N	3	0	3	To perform Office administrative duties in Finance Offices
9.	Office Administrator II/I	J/K	2	0	2	
Clerical Officers						
10.	Principal/Senior Principal Clerical Officer	J/K	3	1	2	To perform Clerical duties in Finance Department
11.	Clerical Officer II/I/Senior	F/G/H	4	1	3	
Drivers						

12.	Chief/Principal Driver	J/K	2	0	2	To Drive vehicles attached to Finance department
13.	Driver III/II/I/Senior/Chief	D/E/F/G/H	2	1	1	
Cleaning Staff/Support Staff						
14	Support Staff	D/E/F/G	4	4	0	To perform support staff duties in Finance Department

(III) **PROCUREMENT UNIT**

S/ N	DESIGNATION	Job Group	Number Required	In Post	Variance	Justifications
1.	Head of Procurement (Director Supply Chain Management)	R	1	0	1	To head Procurement Section
Supply Chain Management Personnel – Degree Holders						
2.	Assistant/Deputy Director Supply Chain Management	P/Q	2	0	2	To perform Key Supply Chain Management duties across the Departments
3.	Senior/Chief/Principal Supply Chain Management Officer	L/M/N	8	1	7	
4.	Supply Chain Management Officer II/I	J/K	3	3	0	
Supply Chain Management Personnel – Diploma Holders						
5.	Senior/Chief/Principal Supply Chain Management Assistant	L/M/N	7	0	7	To preform Supply Chain Management Services at Departmental levels
6.	Supply Chain Management Assistant IV/III/II/I	J/K	15	14	1	
7.	Supply Chain Management Assistant IV/III	G/H	2	2	0	
ICT Personnel						
8.	Assistant/Deputy Director ICT	P/Q	2	0	2	To perform key technical issues in the department
9.	Senior/Chief/Principal ICT Officer	L/M/N	3	0	3	
10.	ICT Officer III/II/I	H/J/K	3	2	1	
Office Administrative Personnel – Diploma Holders						

11.	Senior/Chief/Principal Office Administrative Assistant	L/M/N	3	1	2	To perform Administrative duties in the department
12.	Office Administrative Assistant III/I/I	H/J/K	1	0	1	
Office Administrative Personnel – Degree Holders						
13.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
14.	Senior/Chief/Principal Office Administrator	L/M/N	2	0	2	To perform Office administrative duties in Finance Offices
15.	Office Administrator II/I	J/K	2	0	2	
Clerical Officers						
16.	Chief/Principal Clerical Officer	J/K	3	1	2	To perform Clerical duties in the department
17.	Clerical Officer II/I/Senior	F/G/H	2	2	0	
Support Staff						
18.	Support Staff	D/E/F/G	3	0	3	To perform support services in the department

9.3 Staff Establishment - Economic Planning

S/N	DESIGNATION	Job Group	Number Required	In Post	Variance	Justification
1.	CECM – Finance & Economic Planning	T	1	1	0	In charge of the Department
2.	Chief Officer Economic Planning & Budgeting	S	1	1	0	To be the Head of the Department
3.	Director Administration (Budgeting)	R	1	0	1	To assist in the budget making process
4.	Director of Administration (Economic Planning)	R	1	1	0	To head the directorate
5.	Deputy Director Administration– (Economic Planning)	Q	3	0	3	To oversight the section heads
Economist/Statisticians						
6.	Deputy Chief Economist /Statistician	Q	1	0	1	To perform planning duties in the department

7.	Principal Economist /Statistician(Assistant Director – Economic Planning)	P	3	1	2	
8.	Economist I & Senior Economist II/I /Statistician II/1	L/M/N	6	3	3	
9.	Economist/Statistician II	K	6	0	6	
Office Administrative Services Personnel – Diploma Holders						
10.	Senior/Chief/Principal Office Administrative Assistant	L/M/N	2	1	1	To perform Office Administrative duties in the department
11.	Office Administrative Assistant II/I	J/K	1	1	0	
12.	Office Administrative Assistant III	H	1	0	1	
Office Administrative Services Personnel – Degree Holders						
13.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
14.	Senior/Chief/Principal Office Administrator	L/M/N	3	0	3	To perform Office Administrative duties in the department
15.	Office Administrator II/I	J/K	2	0	2	
Administrative Officers – Degree Holders						
16.	Assistant/Deputy Director Administration	P/Q	1	0	1	To perform Administrative duties in the department
17.	Senior/Chief/Principal Administrative Officer	M/N	2	0	2	
18.	Administrative Officer III/II/I	H/J/K/ L	3	1	2	
Librarians – Degree Holders						
19.	Senior/Chief/Principal Librarian	L/M/N	3	0	3	To be deployed in departmental records offices
20.	Librarian	K	1	0	1	
Librarians – Diploma Holders						
21.	Senior/Chief/Principal/Senior Principal Library Assistant	K/L/M /N	3	1	2	To be deployed in departmental records offices
22.	Library Assistant III/II/I	G/H/J	1	0	1	
Clerical Officers						

23.	Chief/Principal Clerical Officer	J/K	3	1	2	To perform clerical duties in the department
24.	Clerical Officer II/I/Senior	F/G/H	3	0	3	
Drivers						
25.	Chief/Principal Driver	H/J	2	0	2	To drive vehicles allocated in the department
26.	Driver III/II/I/Senior	D/E/F/G	2	0	2	
Support Staff						
27.	Support Staff	D/E/F/G	3	1	2	To perform support services in the department

9.4 Staff Establishment – Resource Mobilization

S/N	DESIGNATION	JG	Number Required	In Post	Variance	Justification
1.	CECM – Finance & Economic Planning	T	1	1	0	Head of the Department
2.	Chief Officer Resource Mobilization	S	1	1	0	Head of the Department
3.	Director Administration (Resource Mobilization)	R	1	0	1	To make key decision in the directorate
4.	Assistant & Deputy Director –Administration (Resource Mobilization)	P/Q	5	0	5	To offer oversight role to section heads
Administrative Officers (Section Heads)						
5.	Senior/Chief/Principal Administrative Officer	L/M/N	11	0	11	The senior and Chief to be deployed as 1.Grants 2.Program officers, 3.partnershi and external relations, 4.research officers The Principal to be deployed as head of 1. Resource Mobilization 2. Research Officer 3. Partnership & External Relations

6.	Administrative Officer I/II/III	H/J/K/L	15	0	15	To be deployed as 1. Grants Officer 2. Program Officer 3. Relationship Officers
Office Administrative Officers – Degree Holders						
7.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
8.	Senior/Chief/Principal Office Administrator	L/M/N	3	0	3	To perform Office Administrative Duties in the department
9.	Office Administrator II/I	J/K	2	0	2	
Office Administrative Officers – Diploma Holders						
10.	Senior/Chief/Principal Office Administrative Assistant	L/M/N	2	0	2	To perform Office Administrative Duties in the department
11.	Office Administrative Assistant III/I/I	J/K	1	0	1	
12.	Office Administrative Assistant III	H	1	0	1	
Clerical Officers						
13.	Clerical Officer II/I/Senior/Chief/Principal	J/k	3	0	3	To perform Clerical duties in the department
14.	Clerical Officer II/I/Senior	F-G-H	1	0	1	
Drivers						
15.	Senior/Senior Principal Driver	J/K	2	0	2	To Drive vehicles allocated in the Resource Mobilization Sub Department
16.	Driver III/II/I/Senior	D/E/F/G/H	2	0	2	
Support Staff						
17.	Support Staff	D/E/F/G	2	0	2	To perform support services in the sub department
	Total Staff		61	2	59	

9.5 Staff Establishment - Embu County Revenue Authority

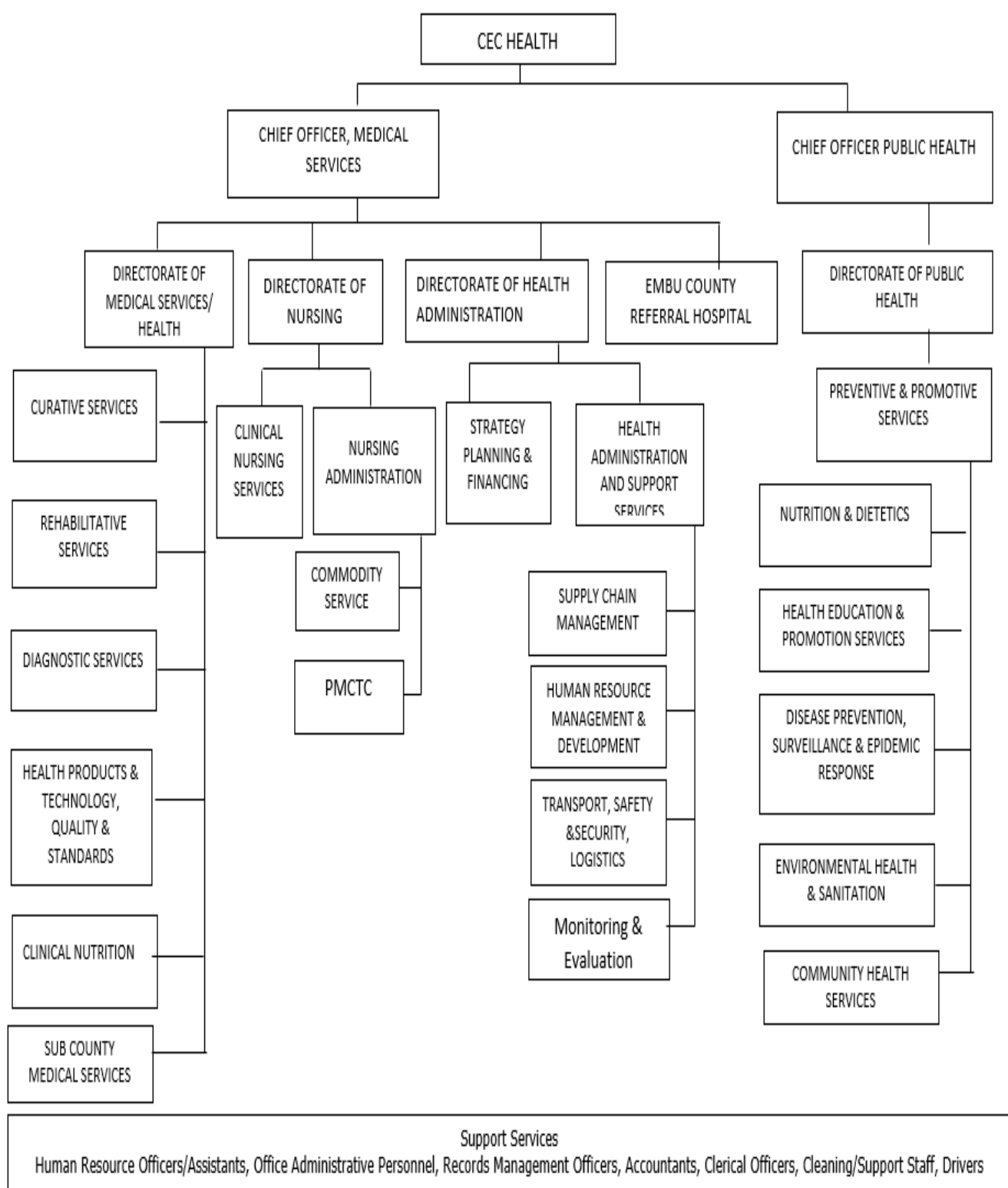
Staff Establishment - Limba County Revenue Authority						
S/N	Designation	JG	Number Required	In Post	Variance	Justification
1.	Chairman		1	0	1	
2.	Board of Directors		4	0	4	Members of ECRA Board
3.	Chief Executive Officer (C.E.O)	S	1	0	1	Responsible for day to day management of affairs of the authority
4.	Director Operations	R	1	0	1	
5.	Director Finance & Administration (Accounting Services)	R	1	0	1	
6.	Director ICT	R	1	0	1	
7.	Director Enforcement and Compliance	R	1	0	1	
8.	Deputy Director Operations	Q	1	0	1	In charge of ECRA operations
9.	Deputy Director Finance & Administration (Accounting Services)	Q	2	1	1	In charge of Finance & Administration
10.	Deputy Director ICT	Q	1	0	1	In charge of ICT Division
11.	Deputy Director Enforcement and Compliance	Q	1	0	1	Head of enforcement and compliance
12.	Assistant Deputy Director (Sub county revenue officers)	P	6	0	6	Sub-County Revenue Officers
ENFORCEMENT/COMPLIANCE OFFICERS						
13.	Assistant/Deputy Director Administration (Enforcement & Compliance)	P/Q	10	0	10	To enforce and ensure compliance of the existing revenue laws
14.	Senior/Chief/Principal Administration Officer (Enforcement Officers)	L/M/N	15	0	15	To undertake enforcement duties at various revenue points
15.	Administration Officer III/II/I(Enforcement Officers)	H/J/K	20	0	20	
ACCOUNTANTS						
16.	Assistant/ Deputy Director Accounting Services	P/Q	4	0	4	To perform Accounting duties in the authority

17.	Senior/Chief/Principal Accountant	L/M/N	3	2	1	
18.	Accountant II/I	J/K	2	0	2	
ICT OFFICERS						
19.	Senior/Chief/Principal ICT Officers	L/M/N	2	1	1	To perform ICT duties in the Authority
20.	ICT Officers III/II/1	H/J/K	1	0	1	
21.	Internal Auditor III/II/I	J/K/L	2	0	2	To perform internal audit duties
LEGAL OFFICERS						
22.	Legal Officer II/I	K/L	2	0	2	To provide legal assistance in the Authority
23.	Senior/Principal Legal Officer	M/N	1	0	1	
24.	Assistant/Deputy Director Legal Officers	P/Q	1	0	1	
ADMINISTRATIVE OFFICERS (REVENUE SUPERVISORS/CASHIER/BILLERS)						
25.	Chief/Principal Administrative Officers (Revenue Supervisors (Cashiers/ Billers)	M/N	2	0	2	To perform revenue supervisors/cashier/ biller duties in the cash offices
26.	Administrative Officers III/II/I (Revenue Supervisors (Cashiers/ Billers)	H/J/K/ L	20	15	5	To perform revenue supervisors/cashier/ biller duties in the cash offices
REVENUE COLLECTORS/ASSISTANTS						
27.	Clerical Officers (Revenue Collectors/ Assistants	F/G/H /J/K	100	41	59	To perform Revenue collection duties in the Authority
28.	Support staff (Revenue Collectors/ Assistants III/II/I)	D/E/F/ G	175	115	60	To perform Revenue collection duties in the Authority
HUMAN RESOURCE PERSONNEL – DIPLOMA HOLDERS						
29.	Senior/Chief/Principal Human Resource Management Assistant	L/M/N	1	1	0	To perform HR duties in the Authority
30.	Human Resource Management Assistant I/II/III	H/J/K	1	0	1	

HUMAN RESOURCE PERSONNEL – DEGREE HOLDERS						
31.	Assistant/Deputy Director of Human Resource Management	P/Q	1	0	1	To perform HR duties in the Authority
32.	Senior/Chief/Principal Human Resource Management Officer	L/M/N	1	0	1	
33.	Human Resource Management Officer II/I	J/K	1	0	1	
RECORDS MANAGEMENT OFFICERS						
34.	Assistant/Deputy Director Records Management	P/Q	1	0	1	To perform records duties in the Authority
35.	Senior/Chief/Principal Records Management Officer	L/M/N	1	0	1	
36.	Records Management Officer III/II/I	H/J/K	1	0	1	
CLERICAL OFFICERS						
37.	Clerical Officer II/I/Senior/Principal	F/G/H /J/K	22	16	6	To perform clerical duties in the dept.
DRIVERS						
38.	Senior/Chief/Principal Driver	G/H/J	5	1	4	To be allocated revenue vehicles
39.	Driver III/II/I	D/E/F	15	6	9	
SUPPORT STAFF OFFICERS						
40.	Support Staff	D/E/F/ G	6	0	6	To offer support services in the offices

10.0 DEPARTMENT OF HEALTH

10.1 Organogram



10.2 Staff Establishment

DEPARTMENT OF HEALTH PROPOSED STAFF ESTABLISHMENT -

SERVICES	CADRE	DESIGNATION	JG	Required	In post	Variance
Top Management		CEC Member	T	1	1	0
		Chief Officer-Medical Services	S	1	1	0
		Chief Officer-Public Health	S	1	1	0
		Director Medical Services/ Health	R	1	0	1
		Director-Public Health	R	1	1	0
		Director Nursing Services	R	1	0	1
		Director-health administration	R	1	1	0
Medical Services	General Medical Officers	Medical Officer I	M	69	40	29
		Senior Medical Officer	N	69	10	59
		Medical Specialist I I	P/Q/R	28	2	26
		Senior Medical Specialist	R	7	6	1
		Chief Medical Specialist	S	4	1	3
	Specialists	Medical Specialist I (General Physician)	Q/R/S	11	2	9
		Medical specialist I(Paediatrician)	Q/R/S	8	0	8
		Medical specialist II(Neonatology, Paediatric Nephrology	Q/R/S	8	0	8
		Medical Specialist I (Critical care physician)	Q/R/S	7	0	7
		Medical specialist I(Anaesthiologist)	Q/R/S	2	1	1
		Medical specialist II(Neurologist)	Q/R/S	1	0	1
		Medical Specialist I (Nephrologist)	Q/R/S	1	0	1
		Medical Specialist I (Urologist)	Q/R/S	1	0	1
		Medical Specialist I(Gynecology and Obstetrics)	Q/R/S	9	2	7
		Medical Specialist I(Ophthalmologist)	Q/R/S	7	0	7
		Medical Specialist I(Oncologist)	Q/R/S	7	0	7
		Medical Specialist I (Radiation Oncologist)	Q/R/S	1	0	1
		Medical Specialist I(Pulmonologist)	Q/R/S	1	0	1
		Medical Specialist I(Cardio)	Q/R/S	1	0	1

		Medical Specialist I(Gastroenterologist & Hepatologist))	Q/R/S	1	0	1
		Medical Specialist I(Endocrinology & Diabetes)	Q/R/S	1	0	1
		Medical Specialist II(Malaria,STI's,TB,HIV,Fungal Infections, Hepatitis B	Q/R/S	1	0	1
		Medical Specialist I(Maxillofacial surgeon)	Q/R/S	1	0	1
		Medical Specialist I (Orthopaedic Surgeon)	Q/R/S	7	1	6
		Medical Specialist I ENT Surgeon)	Q/R/S	7	1	6
		Medical Specialist I (General Surgeon)	Q/R/S	7	3	4
		Medical Specialist I (Pathologist)	Q/R/S	7	1	6
		Medical Specialist I (Radiologist)	Q/R/S	7	1	6
		Medical Specialist I(Psychiatrist	Q/R/S	1	1	0
		Senior Medical Specialist (General Surgeon)	Q/R/S	1	0	1
		Senior Medical Specialist (Neurosurgeon)	Q/R/S	1	0	1
Clinical Services	Diploma clinical officers	Registered Clinical Officer III	H	159	61	98
		Registered Clinical Officer II	J	159	19	140
		Registered Clinical Officer I	K	159	11	148
		Senior Registered Clinical Officer	L	38	17	21
		Registered Chief Clinical Officer	M	38	3	35
		Principal Registered Clinical Officer 11	N/P	6	3	3
	Specialized	SRCO -Anaesthesia	L/M/N	12	11	1
		SRCO -ENT	L/M/N	15	2	13
		SRCO -Opthamology	L/M/N	16	5	11
		SRCO - Child Health	L/M/N	12	4	8
		SRCO - Reproductive health	L/M/N	15	4	11
		SRCO - Orthopadic Trauma	L/M/N	15	1	14
		SRCO - Pyschology	L/M/N	12	0	12
		SRCO - Lung & Skin	L/M/N	12	9	3
		SRCO - Dermato venorology	L/M/N	12	2	10
	Graduate Clinical Officers	Clinical Officer	K	24	5	19
		Senior Clinical Officer	L	24	4	20
		Chief Clinical Officer	M	24	0	24

		Principal Clinical Officer	N	24	0	24
		Assistant Director Clinical Services	P	24	0	24
		Senior Assistant Director Clinical Services	Q	1	0	1
		Deputy Director Clinical Services	R	1	0	1
	Specialized	Asst / Senior Asst/ Deputy Director - Oncology	P/Q/R	10	0	10
		Asst / Senior Asst/ Deputy Director - Forensic Medicine	P/Q/R	10	0	10
		Asst / Senior Asst/ Deputy Director - Accident & Emergency	P/Q/R	10	0	10
		Asst / Senior Asst/ Deputy Director - Family Health	P/Q/R	10	0	10
Nursing Services	Certificate - Nurses	Enrolled Nurse 111	G	338	97	241
		Enrolled Nurse 11	H	338	69	269
		Enrolled Nurse 1	J	338	78	260
		Senior Enrolled Nurse 11	K	338	45	293
		Senior Enrolled Nurse 1	L	163	35	128
	Diploma - Nurses	Registered Nurse 111	H	455	56	399
		Registered Nurse 11	J	455	40	415
		Registered Nurse 1	K	455	86	369
		Senior Registered Nurse	L	241	35	206
		Chief registered Nurse	M	241	6	235
		Principal Registered Nurse	N	29	1	28
		Senior Principal Registered Nurse	P	29	0	29
	Specialized Nurses	Senior Registered Nurse (ICU)	L/M/N	46	16	30
		Senior Registered Nurse(Oncology)	L/M/N	10	3	7
		Senior Registered Nurse(Nephrology)	L/M/N	11	10	1
		Senior Registered Nurse(Psychiatry)	L/M/N	42	4	38
		Senior Registered Nurse(Accidents and Emergency)	L/M/N	40	0	40
		Senior Registered Nurse(Anesthesia)	L/M/N	14	0	14
		Senior Registered Nurse(Theatre)	L/M/N	90	2	88
		Senior Registered Nurse(Sign language)	L/M/N	10	0	10

		Senior Registered Nurse(Pediatric and Neonatal)	L/M/N	25	2	23
		Senior Registered Nurse(Ophthalmic)	L/M/N	15	1	14
		Senior Registered Nurse(Palliative care)	L/M/N	10	1	9
	Degree Nurses	Nursing Officer	K	113	8	105
		Senior Nursing Officer	L	113	0	113
		Chief Nursing Officer	M	113	9	104
		principal nursing officer	N	15	1	14
		Assistant Director, Nursing Services	P	8	0	8
		Senior Assistant Director, Nursing Services	Q	3	0	3
		Director, Nursing Services	R	1	0	1
Pharmaceutical Services	Pharmacist	Pharmacist	M/N/P	44	8	36
		Senior Pharmacist	N	44	6	38
		Pharmaceutical Specialist 11	P	9	3	6
		Pharmaceutical Specialist 1	Q	1	2	-1
		Senior Pharmaceutical Specialist	R	1	0	1
	Pharmaceutical Technologist	Pharmaceutical Technologist III	H	80	10	70
		Pharmaceutical Technologist II	J	80	0	80
		Pharmaceutical Technologist I	K	80	0	80
		Senior Pharmaceutical Technologist	L	13	0	13
		Chief Pharmaceutical Technologist	M	13	0	13
		Principal Pharmaceutical Technologist	N	13	0	13
		Senior Principal Pharmaceutical Technologist	p	13	0	13
Rehabilitative Services	Certificate Orthopaedic Trauma	Orthopaedic Trauma technician 111	G	17	17	0
		Orthopaedic Trauma technician 11	H	17	1	16
		Orthopaedic Trauma technician 1	J	17	0	17
		Senior Orthopaedic Trauma technician	K	17	0	17
	Diploma Orthopaedic Trauma	Orthopaedic Trauma Technologist 111	H	19	2	17
		Orthopaedic Trauma Technologist 11	J	19	0	19

		Orthopaedic Trauma Technologist 1	K	19	1	18
		Senior Orthopaedic Trauma Technologist	L	8	0	8
		Chief Orthopaedic Trauma Technologist	M	8	0	8
		Principal Orthopaedic Trauma Technologist	N	1	0	1
	Orthopaedic Technologist	Orthopaedic Technologist 111	H	17	17	0
		Orthopaedic Technologist 11	J	17	0	17
		Orthopaedic Technologist 1	K	17	1	16
		Senior Orthopaedic Technologist	L	7	0	7
		Deputy Chief Orthopaedic Technologist	M	7	1	6
		Chief Orthopaedic Technologist	N	1	0	1
	Occupational Therapist-Diplo ma	Assistant Occupational Therapist 111	H	18	3	15
		Assistant Occupational Therapist 11	J	18	1	17
		Assistant Occupational Therapist 1	K	18	0	18
		Senior Assistant Occupational Therapist	L	7	5	2
		Chief Assistant Occupational Therapist	M	7	1	6
		Principal Assistant Occupational Therapist	N	1	0	1
		Senior Principal Assistant Occupational Therapist	P	1	0	1
	Occupational Therapist-Degr ee	Occupational Therapist	K	5	0	5
		Senior Occupational Therapist	L	5	0	5
		Chief Occupational Therapist	M	5	1	4
		Principal Occupational Therapist	N	5	0	5
		Assistant Director ,Occupational Therapy	P	1	0	1
		Senior Assistant Director ,Occupational Therapy	Q	5	0	5
		Deputy Assistant Director ,Occupational Therapy	R	1	0	1
	Diploma Physiotherapist	Registered Physiotherapist 111	H	28	10	18
		Registered Physiotherapist 11	J	28	1	27

		Registered Physiotherapist 1	K	28	0	28
		Senior Registered Physiotherapist	L	9	7	2
		Chief Registered Physiotherapist	M	9	1	8
		Principal Registered Physiotherapist	N	9	0	9
		Senior Principal Registered Physiotherapist	P	9	0	9
	Degreee Physiotherapist	Physiotherapist	K	5	0	5
		Senior Physiotherapist	L	5	0	5
		Chief Physiotherapist	M	5	1	4
		Principal Physiotherapist	N	5	0	5
		Assistant Director ,Physiotherapy Services	P	1	0	1
		Senior Assistant Director ,Physiotherapy Services	Q	1	0	1
		Deputy Director ,Physiotherapy Services	R	1	0	1
Dental& Oral Services	Dental Officers	Dental Officer	M	7	6	1
		Senior Dental Officer	N	7	1	6
		Dental Specialist 11	P	7	1	6
		Dental Specialist 1	Q	7	0	7
		Senior Dental Specialist	R	7	0	7
	Dental Technologists	Dental Technologist 111	H	21	0	21
		Dental Technologist 11	J	21	0	21
		Dental Technologist 1	K	21	1	20
		Senior Dental Technologist	L	7	0	7
		Deputy Chief Dental Technologist	M	7	0	7
		Chief Dental Technologist	N	7	0	7
	COHO	Communiity Oral Health Officer 111	H	118	0	118
		Communiity Oral Health Officer 11	J	118	1	117
		Communiity Oral Health Officer 1	K	118	0	118
		Senior Communiity Oral Health Officer	L	118	0	118
		Deputy Chief Communiity Oral Health Officer	M	118	0	118
		Chief Communiity Oral Health Officer	N	118	0	118
Diagnostics & Imaging Services	Diploma Radiographer	Radiographer 111	H	31	4	27
		Radiographer 11	J	31	3	28
		Radiographer 1	K	31	0	31
		Senior Radiographer	L	6	3	3
		Chief Radiographer	M	6	0	6

		Principal Radiographer	N	1	0	1
		Assistant Director Radiography Services	P	1	0	1
		Senior Assistant Director Radiography Services	Q	1	0	1
		Deputy Director Radiography Services	R	1	0	1
	specialized Radiographer	Senior Radiographer (Sonographer)	L/M/N	2	0	2
		Senior Radiographer(Mammography)	L/M/N	2	0	2
		Senior Radiographer(CT Scan/MRI)	L/M/N	2	0	2
		Chief Radiographer(Radiation Monitoring & Safety)	M/N	1	0	1
	Medical Social work services	Medical Social Worker 111	H	20	9	11
		Medical Social Worker 11	J	20	4	16
		Medical Social Worker 1	K	20	1	19
		Senior Medical Social Worker	L	7	0	7
		Chief Medical Social Worker	M	7	0	7
		Assistant Principal Medical Social Worker	N	1	0	1
		Senior Assistant Principal Medical Social Worker	P	1	0	1
		Deputy Principal Medical Social Worker	Q	1	0	1
		Senior Deputy Principal Medical Social Worker	R	1	0	1
Health Administration Services	Human Resource Management Officer-Diploma Holders	Human Resource Management Assistant 111	H	2	2	0
		Human Resource Management Assistant 11	J	2	0	2
		Human Resource Management Assistant 1	K	2	0	2
		Senior Human Resource Management Assistant	L	2	0	2
		Chief Human Resource Management Assistant	M	2	0	2
	Human Resource Management Officer-Degree Holders	Human Resource Management Officer 11	J	2	1	1
		Human Resource Management Officer 1	K	2	0	2
		Senior Human Resource Management Officer	L	2	0	2
		Chief Human Resource Management Officer 11	M	2	0	2

		Chief Human Resource Management Officer 1	N	2	0	2
		Assistant Director Human Resource Management	P	2	0	2
		Senior Assistant Director Human Resource Management	Q	2	1	1
		Deputy Director Human Resource Management	R	2	0	2
	Accountants	Accountant 11	J	10	0	10
		Accountant 1	K	10	1	9
		Senior Accountant	L	2	0	2
		Chief Accountant	M	2	0	2
		Principal Accountant	N	2	0	2
		Assistant Accountant General	P	2	0	2
		Senior Assistant Accountant General	Q	2	0	2
		Deputy Accountant General	R	2	0	2
	Supply Chain Management Personnel-Diploma	Supply Chain Management officer 111	H	8	0	8
	Supply Chain Management Personnel-Degree	Supply Chain Management Officer 11	J	8	2	6
		Supply Chain Management Officer 1	K	8	0	8
		Senior Supply Chain Management Officer	L	2	0	2
		Chief Supply Chain Management Officer	M	2	0	2
		Principal Supply Chain Management Officer	N	2	0	2
		Assistant Director, Supply Chain Management Services	P	2	0	2
		Senior Assistant Director, Supply Chain Management Services	Q	2	0	2
	Health Administrative Officers	Health Administrative Officer 111	H	94	2	92
		Health Administrative Officer 11	J	94	3	91
		Health Administrative Officer 1	K	94	1	93
		Senior Health Administrative Officer	L	12	0	12
		Assistant Chief Health Administrative Officer	M	12	1	11

		Deputy Chief Health Administrative Officer	N	2	1	1
		Senior Deputy Chief Health Administrative Officer	P	2	0	2
		Chief Health Administrative Officer	Q	2	0	2
Support staff		Senior Support Staff	D	61	15	46
		Support Staff Supervisor	E	61	8	53
		Cleaning Supervisor 11A	F	61	7	54
		Cleaning Supervisor 11	G	61	6	55
Mortuary Attendant(use scheme for support staff)		Senior Support Staff	D	40	1	39
		Support Staff Supervisor	E	40	3	37
		Cleaning Supervisor 11A	F	40	1	39
		Cleaning Supervisor 11	G	40	0	40
Clerical officers		Clerical officer 11	F	47	5	42
		Clerical officer 1	G	47	6	41
		Senior Clerical officer	H	47	7	40
		Chief Clerical officer	J	47	0	47
Cooks		Cook 111	E	139	4	135
		Cook 11	F	139	5	134
		Cook 1	G	139	0	139
		Assistant Chef	H	139	0	139
		Chef	J	139	1	138
Drivers		Driver 111	D	36	7	29
		Driver 11	E	36	7	29
		Driver 1	F	36	2	34
		Senior Driver	G	36	1	35
		Chief Driver	H	36	1	35
		Principal Driver	J	36	0	36
Artisan		Artisan 111 (Tailor)	E	10	0	10
		Artisan (Tailor)	F	10	0	10
		Artisan 1 (Tailor)	G	10	1	9
		Artisan 111 (Plumber, Mechanic)	E	16	0	16
		Artisan 11(Plumber, Mechanic)	F	16	0	16
		Artisan 1(Plumber, Mechanic)	G	16	1	15
		Charge hand	H	16	0	16
		Senior Charge hand	J	16	0	16
Telephone Operator		Telephone Operator 11	F	10	0	10
		Telephone Operator 1	G	10	0	10
		Senior Telephone Operator	H	10	3	7
		Telephone Supervisor 11	J	10	2	8
		Telephone Supervisor 1	K	10	0	10
		Senior Telephone Supervisor	L	10	0	10
		Chief Telephone Supervisor	M	10	0	10

		Principal Telephone Supervisor	N	10	0	10
		Assistant Director, Telephone Services	P	10	0	10
		Senior Assistant Director, Telephone Services	Q	10	0	10
	Secretaries-Certificate	Office Administrative Assistant 111	G	8	0	8
		Office Administrative Assistant 11	H	8	5	3
		Office Administrative Assistant 1	J	8	3	5
		Senior Office Administrative Assistant	K	8	0	8
	Secretaries-Diploma	Assistant Senior Office Administrator 111	H	2	0	2
		Assistant Senior Office Administrator 11	J	2	0	2
		Assistant Senior Office Administrator 1	K	2	0	2
		Senior Assistant Senior Office Administrator	L	2	2	0
		Chief Assistant Senior Office Administrator	M	2	0	2
		Principal Assistant Senior Office Administrator	N	2	0	2
	Secretaries-Degree	Officer Administrator 11	J	2	0	2
		Officer Administrator 1	K	2	0	2
		Senior Officer Administrator	L	3	0	3
		Chief Officer Administrator	M	3	0	3
		Principal Officer Administrator	N	1	0	1
		Assistant Director, Office Administrative services	P	1	0	1
	Records Management Officers	Records Management Officer 111	H	5	0	5
		Records Management Officer 11	J	5	1	4
		Records Management Officer 1	K	5	0	5
		Senior Records Management Officer	L	1	0	1
		Chief Records Management Officer	M	1	1	0
		Principal Records Management Officer	N	1	0	1
		Assistant Director of Records Management	P	1	0	1

		Director of Records Management	Q	1	0	1
Health Records Management Services	Health Records & Information Diploma Holders	Health Records and Information Management Assistant 111/11/1	G/H/J	93		93
		Assistant Health Records and Information Management Officer 111	H	42	0	42
		Assistant Health Records and Information Management Officer 11	J	42	1	41
		Assistant Health Records and Information Management Officer 1	K	42	0	42
		Assistant Senior Health Records and Information Management Officer	L	6	0	6
		Assistant Chief Health Records and Information Management Officer	M	6	1	5
		Assistant Principal Health Records and Information Management Officer	N	6	0	6
	Health Records & Information Degree Holders	Health Records and Information Management Officer	K	2	0	2
		Senior Health Records and Information Management Officer	L	2	0	2
		Chief Health Records and Information Management Officer	M	2	1	1
		Principal Health Records and Information Management Officer	N	6	0	6
		Assistant Director Health Records and Information Management Services	P	1	0	1
		Senior Assistant Director Health Records and Information Management Services	Q	1	0	1
		Deputy Director Health Records and Information Management Services	R	1	0	1
	ICT Officer-Diploma	ICT Officer 111	H	9	0	9
		ICT Officer 11	J	9	0	9
		ICT Officer 1	K	9	0	9
		Senior ICT Officer	L	2	0	2

		Chief ICT Officer	M	2	0	2
		Principal ICT Officer	N	2	0	2
		Assistant Director ICT	P	1	0	1
		Senior Assistant Director ICT	Q	1	0	1
		Deputy Director ICT	R	1	0	1
Nutrition & Dietetics Services	Diploma	Nutrition and dietetics Technician 111/11/1/Senior	G/H/J/K	1	1	0
		Nutrition and dietetics Technologist 111	H	111	14	97
		Nutrition and dietetics Technologist 11	J	111	4	107
		Nutrition and dietetics Technologist 1	K	111	2	109
		Senior Nutrition and dietetics Technologist	L	17	1	16
		Chief Nutrition and dietetics Technologist	M	17	0	17
		Principal Nutrition and dietetics Technologist	N	17	0	17
	Degree	Nutrition and dietetics Officer	K	8	2	6
		Senior Nutrition and dietetics	L	8	0	8
		Chief Nutrition and dietetics	M	8	1	7
		Principal Nutrition and dietetics	N	6	0	6
		Assistant Director, Nutrition and dietetics	P	1	0	1
		Senior Assistant Director, Nutrition and dietetics	Q	1	0	1
		Deputy Director, Nutrition and dietetics	R	1	0	1
Hospitality Services	House keepers	Housekeeping Assistant III/II/I	E/F/G	5	0	5
		Assitant Housekeeper / Head Housekeeper	H/J	5	0	5
	Hospitality Degree	Hospitality Officer 11	J	1	0	1
		Hospitality Officer 1	K	1	0	1
		Senior Hospitality Officer	L	1	0	1
		Chief Hospitality Officer	M	1	0	1
		Principal Hospitality Officer	N	1	0	1
		Assistant Director Hospitality Services	P	1	0	1
Public Health Services	Public health Officers-Certificate	Public Health Assistant 111	G	20	0	20
		Public Health Assistant 11	H	20	0	20
		Public Health Assistant 1	J	20	0	20
		Senior Public Health Assistant	K	20	5	15

	Public health Officers-Diploma	Assistant Public Health Officer 111	H	40	18	22
		Assistant Public Health Officer 11	J	40	4	36
		Assistant Public Health Officer 1	K	40	15	25
		Senior Assistant Public Health Officer	L	25	21	4
		Chief Assistant Public Health Officer	M	25	3	22
		Principal Assistant Public Health Officer	N	25	15	10
	Public health Officers-Degree	Public Health Officer	K	20	0	20
		Senior Public Health Officer	L	20	0	20
		Chief Public Health Officer	M	20	3	17
		Principal Public Health Officer	N	6	1	5
		Assistant Director Public Health	P	6	0	6
		Senior Assistant Director Public Health	Q	6	1	5
		Deputy Director Public Health	R	6	0	6
Community Health Service Services	health Promotin officer-Diploma	Assistant health Promotin officer 111	H	87	0	87
		Assistant health Promotin officer 11	J	87	0	87
		Assistant health Promotin officer 1	K	87	0	87
		Senior Assistant health Promotin officer	L	87	0	87
		Chief Assistant health Promotin officer	M	87	0	87
		Principal Assistant health Promotin officer	N	87	0	87
	health Promotin officer-Degree	Health Promotion Officer 1	K	5	0	5
		Senior Health Promotion Officer	L	5	0	5
		Chief Health Promotion Officer	M	5	0	5
		Principal Health Promotion Officer	N	5	0	5
		Assistant Director,Health Promotion	P	1	0	1
		Senior Assistant Director,Health Promotion	Q	5	0	5
		Deputy Director,Health Promotion	R	5	0	5

	CHA - Certificate	Community Health Assistant 111	G	81	1	80
		Community Health Assistant 11	H	81	0	81
		Community Health Assistant 1	J	81	0	81
		Senior Community Health Assistant	K	81	0	81
	Assistant Community Health Officer -Diploma	Assistant Community Health Officer 111	H	20	1	19
		Assistant Community Health Officer 11	J	20	0	20
		Assistant Community Health Officer 1	K	20	0	20
		Senior Assistant Community Health Officer	L	5	0	5
		Chief Assistant Community Health Officer	M	5	0	5
		Principal Assistant Community Health Officer	N	5	0	5
	Community Health Officers	Community Health Officer 11	J	10	0	10
		Community Health Officer 1	K	10	0	10
		Senior Community Health Officer	L	5	0	5
		Chief Community Health Officer	M	5	0	5
		Principal Community Health Officer	N	5	0	5
		Assistant Director , Community Health Services	P	1	0	1
		Senior Assistant Director , Community Health Services	Q	1	0	1
		Deputy Director , Community Health Services	R	1	0	1
Medical Laboratory Services	Medical Laboratory -Certificate	Medical Laboratory Technician 111	G	5	5	0
		Medical Laboratory Technician 11	H	4	4	0
		Medical Laboratory Technician 1	J	4	4	0
		Senior Medical Laboratory Technician 11	K	7	7	0
		Senior Medical Laboratory Technician 1	L	2	2	0
	Medical Laboratory -Diploma	Medical Laboratory Technologist 111	H	195	27	168
		Medical Laboratory Technologist 11	J	195	10	185

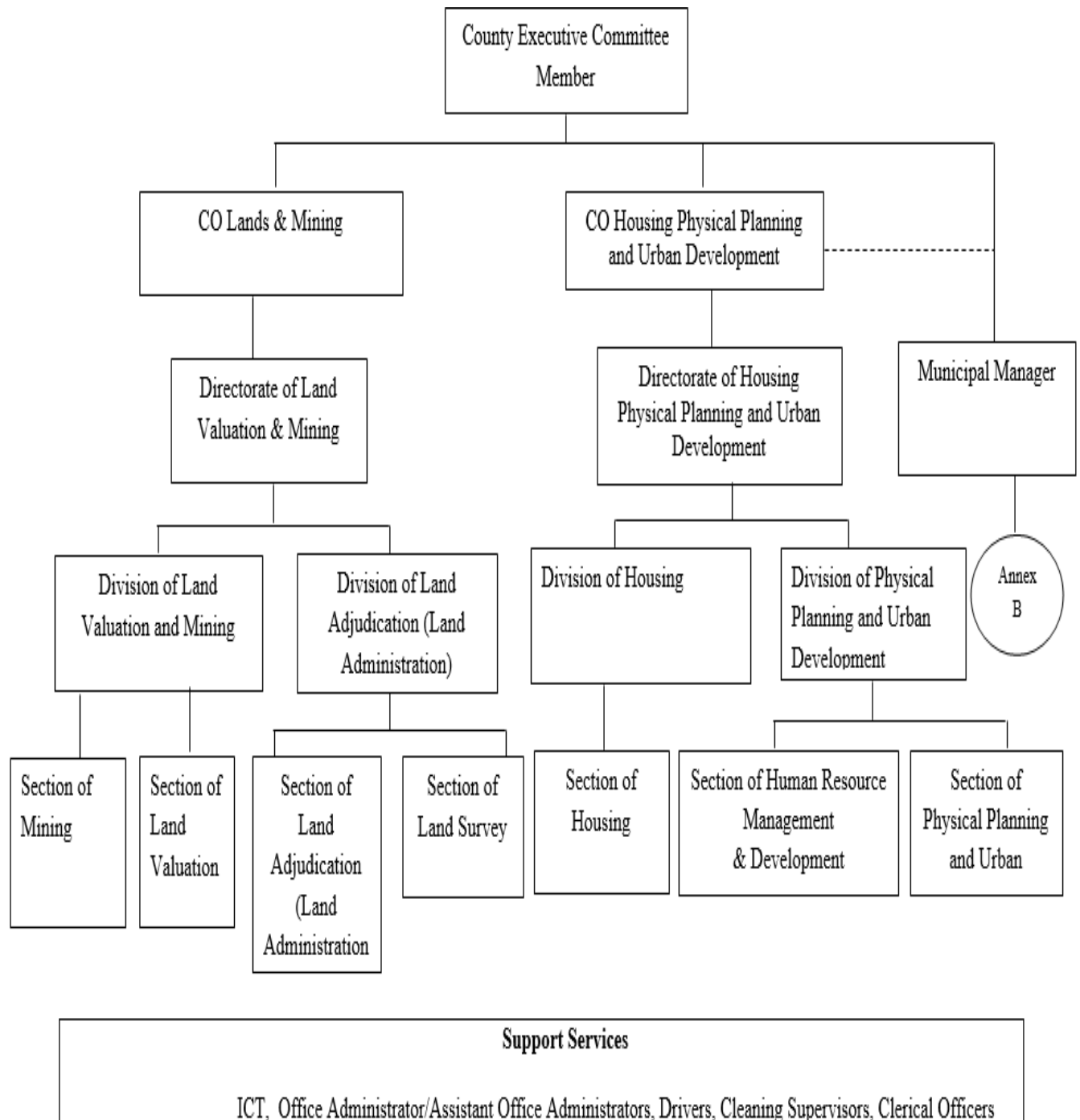
		Medical Laboratory Technologist 1	K	195	10	185
		Senior Medical Laboratory Technologist	L	39	7	32
		Chief Medical Laboratory Technologist	M	39	1	38
		Principal Medical Laboratory Technologist 11	N	7	0	7
		Principal Medical Laboratory Technologist 1	P	7	0	7
	Specialized	Senior /Chief/ Principal Medical Laboratory Technologist(Microbiology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Haematology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Virology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Histopathology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Parasitology/ Entomology)	L/M/N	4	0	4
		Senior /Chief/ Principal Medical Laboratory Technologist (Cytology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Mycology)	L/M/N	1	0	1
		Senior /Chief/ Principal Medical Laboratory Technologist (Clinical Chemistry/ Biochemistry)	L/M/N	2	0	2
		Senior /Chief/ Principal Medical Laboratory Technologist (Blood Transfusion Science)	L/M/N	2	0	2
		Senior /Chief/ Principal Medical Laboratory Technologist (Histology)	L/M/N	2	0	2
		Senior /Chief/ Principal Medical Laboratory Technologist (Immunology)	L/M/N			

	Medical Laboratory -Degree	Medical Laboratory Officer	K	10	2	8
		Senior Medical Laboratory Officer	L	10	1	9
		Chief Medical Laboratory Officer	M	10	0	10
		Principal Medical Laboratory Officer	N	6	0	6
		Assistant Director Medical Laboratory Services	P	2	0	2
		Senior Assistant Director Medical Laboratory Services	Q	1	0	1
		Deputy Director Medical Laboratory Services	R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Epidemiology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Parasitology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Cytology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Clinical Chemistry)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Immunology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Histopathology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Molecular Biology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Mycology)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Virology)	P/Q/R	1	0	1

		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer (Microbiologist)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer (Infectious Disease Diagnosis)	P/Q/R	1	0	1
		Assistant/ Senior Asst/ Deputy Director Medical Laboratory Officer(Virology)	P/Q/R	2	0	2
Medical Engineering Services	Medical Engineering Personnel-Certi ficate	Medical Engineering Technician 111	G	33	2	31
		Medical Engineering Technician 11	H	33	0	33
		Senior Medical Engineering Technician	J	33	1	32
		Senior Medical Engineering Technician	K	33	0	33
	Medical Engineering Personnel-Dipl oma	Medical Engineering Technologist 111	H	56	5	51
		Medical Engineering Technologist 11	J	56	1	55
		Medical Engineering Technologist 1	K	56	2	54
		Senior Medical Engineering Technologist	L	10	1	9
		Chief Medical Engineering Technologist	M	10	0	10
		Principal Medical Engineering Technologist	N	10	0	10
		Senior Principal Medical Engineering Technologist	P	10	0	10
	Medical Engineering Personnel-Deg ree	Medical Engineer	K	5	0	5
		Senior Medical Engineer	L	5	0	5
		Chief Medical Engineer	M	5	0	5
		Principal Medical Engineer	N	5	1	4
		Assistant Director,Medical Engineering Services	P	1	0	1
		Senior Assistant Director,Medical Engineering Services	Q	1	0	1
		Deputy Director,Medical Engineering Services	R	1	0	1
Theatre Services		Theatre Technicians	G/H/J/ K	30	0	30

11.0 DEPARTMENT OF LANDS, MINING, HOUSING AND URBAN DEVELOPMENT

11.1 Organogram



11.2 Staff Establishment - Lands And Physical Planning

Designation	Job Group	Number Required	In post	Variance	Justification
CECM	T	1	1	0	Lands, Mining ,Housing and Urban Development
Chief Officer	S	2	2	0	1 in charge of Land and Mining, 1 Housing and Urban development
Director, Lands Valuation & Mining	R	1	1	0	To head the Directorate

LAND SURVEYORS

Assistant Director, Land Survey/ Deputy Director Land Survey	P/Q	2	1	1	To head Land Administration, Survey and Valuation Division
Chief Land Surveyor /Principal Land Surveyor	M/N	6	0	6	To undertake land survey functions as follows: 5-at the headquarters10- at the sub counties (2 per sub county)
Land Surveyor (GIS)/Senior Land Surveyor	K/L	7	6	1	

LAND SURVEY ASSISTANTS

Chief Land Survey Assistant/ /Principal Land Survey Assistant	M/N	3	0	3	To undertake land survey functions as follows: 6-at the headquarters5- at the sub counties (1 per sub county)
Senior Land Survey Assistant/ Land Survey Assistant I	K/L	4	0	4	
Land Survey Assistant/III /II	H/J	4	1	3	

VALUERS

Assistant Director Valuation /Director	P/Q	2	0	2	To coordinate valuation functions
Chief Valuer /Principal Valuer	M/N	2	1	1	To undertake valuation functions as follows: 2-at the headquarters 4- at the sub-counties (1per sub-county)
Valuer / Senior Land Valuer	K/L	2	0	2	

LAND ADMINISTRATION(ADJUDICATION))

Assistant Director Lands Administration /Deputy Director Land Administration	P/Q	2	0	2	To coordinate Land Administration Functions
Chief Lands Administration Officer (adjudication) /Principal Lands Administration Officer (adjudication)	M/N	4	0	4	To perform functions of land Administration as follows: 5- at the headquarters 5 at the sub-counties (1 per sub county)
Land Administration (adjudication)/Senior Land Administration (adjudication)	K/L	4	0	4	

MINING PERSONNEL

Chief Superintending Inspector of Mines /Principal Superintending Inspector of Mines	P/Q	2	0	2	To coordinate Land Mining Functions
Superintending Inspector of Mines /Senior Superintending Inspector of Mines	M/N	2	0	2	To perform functions in Land Mining. Entails 2 at the headquarters 4-at the sub counties
Inspector of Mines /II /I	K/L	2	0	2	

RECORDS & INFORMATION MANAGEMENT OFFICER

Chief Records Management Officer /Principal Records Management Officer	M/N	2	0	2	To perform functions in the general registry 1 at the headquarters
Record Management Officer I /Senior Records Management Officer	K/ L	2	1	1	5 at the sub counties (1 per sub county)
Records Management Officer /III/ II	H/J	2	0	2	

Designation	Job Group	No. required	In post	Variance	Justification
Director, Housing and Urban Development	R	1	1	0	To head the Directorate

Assistant Director, Housing /Deputy Director Housing	P/Q	2	0	2	To coordinate the Housing and Urban development Division
Senior Housing Officer / Chief Housing /Principal Housing	L /M/N	5	0	5	To perform housing and Urban development functions as follows: 2 at the headquarters 10-at the sub-counties (2 per sub county)
Housing Officer I /II	J/K	2	1	1	

PHYSICAL PLANNING OFFICERS

Director-Physical Planning	R	1	0	1	To head the Division
Assistant Director /Deputy Director, Physical Planning	P/Q	2	1	1	To coordinate the Physical Planning Division
Senior Physical Planner/Chief Physical Planner/Principal Physical Planner	L /M/N	5	2	3	To undertake physical planning functions as follows: 3-at the headquarters 5- at the sub counties (1 per sub county)
Physical Planner I	K	2	1	1	

PHYSICAL PLANNING ASSISTANTS

Senior Physical Planning Assistant/ Chief/ Principal	L/M/N	4	0	4	To undertake physical planning functions as follows: 5-at the headquarters 5- at the sub counties (1 per sub county)
Physical Planning Assistant III/II/I	H/J/K	6	1	5	

HUMAN RESOURCE OFFICERS

Assistant Director -Human Resource Management & Development /Deputy Director	P/Q	2	1	1	To Coordinate the function in the Division
Senior Human Resource & Development Officer/ Chief Human Resource & Development Officer /Principal	L/M/N	3	0	3	To perform the functions of HR in the dept. entail 3-at the headquarters
Human Resource & Development Officer II/I	J/K	2	0	2	

DIPLOMA

Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	3	0	3	
Assistant Human Resource Office III/II/I	H/J/K	3	0	3	
ICT OFFICERS					
Assistant Director ICT /Deputy Director ICT	P/Q	2	0	2	To Coordinate the function in the Division.
Senior Information Communication Technology Officer/Chief Information Communication Technology Officer /Principal ICT	L /M/N	6	0	6	To perform the functions of ICT entail 1-at the headquarters 5- at the sub county (1 per sub county)
Information Communication Technology Officer II/I	J/K	2	1	1	

OFFICE ADMINISTRATORS -DEGREE

Assistant Director, Office Administrative Services/Senior Assistant Director Office Administrative Services	P/Q	2	0	2	To Coordinate the function in the Division
Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	3	0	3	1 per sub county
Office Administrator I1/I	J/K	2	0	2	

DIPLOMA

Senior Assistant Office Administrator/ Chief Assistant Office Administrator /Principal Assistant Office Administrator	L /M /N	3	1	2	To perform Secretarial duties. entails; 1 at the headquarters 5 at the sub counties (1 per sub county)
Assistant Office Administrator III/II/I	H /J/K	3	1	2	

CLERICAL OFFICER

Senior Clerical Officer/ Chief Clerical Officer/ Principal	H/J/K	5	1	4	The function entails Clerical duties;6 at the headquarters 5 at the sub counties (1 per sub county
Clerical Officer III/II/I	E/F/G	7	4	3	

CLEANING SUPERVISOR/SUPPORT STAFF

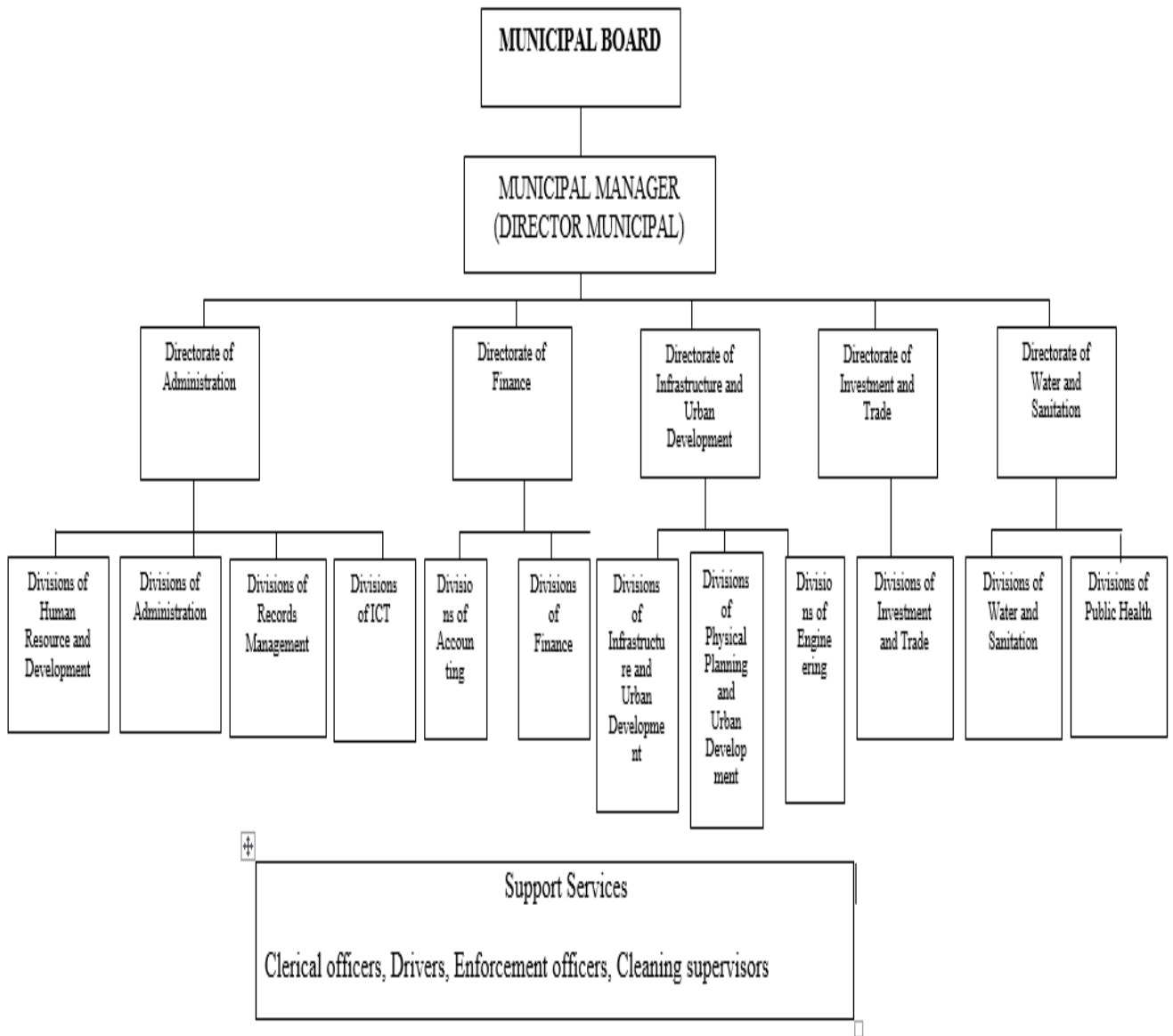
Senior Support Staff /Cleaning Supervisor III	D/E/F/G	4	2	2	It entails 4 at the headquarters
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DRIVERS

Principal Driver	J	2	0	2	It Entails 4 at the headquarters
Driver III/II/I//Senior/Chief	D/E/F/G/H	4	3	1	

11.3 EMBU MUNICIPAL BOARD

11.4 Organogram



11.5. Staff Establishment

S/NO.	Designation	Job Group	Number Required	In post	Variance	Justification
1.	Municipal Board Members		8	8	0	Municipality Of Embu
2.	CECM	T	1	1	0	Lands, Mining, Housing and Urban Development
3.	Chief Officer	S	1	1	0	Housing and Urban Development
4.	Municipal Manager	R	1	1	0	To head the Municipality

ADMINISTRATION SECTION

S/N O	Designation	Job Group	Number Required	In post	Variance	Justification
	ADMINISTRATION SECTION					
	Administration officers					
1.	Director Administration	R	1	1	0	To head administration Directorate
2.	Assistant Director Administration /Deputy Director Administration	P/Q	2	1	1	To coordinate the division
3.	Senior Administration Officer/ Chief/Principal	L/M/N	3	0	3	To undertake administration functions: 2-At Administrative Division 4-One for each section
4.	Administration officer III/II/I	H/J/K	6	1	5	

Human Resource Officers

5	Assistant Director Human Resource Management /Deputy Director Human Resource Management and Development	P/Q	2	0	2	Coordinate the Division
6	Senior Human Resource Officer/ Chief/Principal Human Resource & Development Officer	L/N/M	3	0	3	To undertake HR functions: 4-Head office for the municipality
7	Human Resource Officer II/I	J/K	2	1	1	

DIPLOMA

8	Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	3	0	3	3 at the head office
9	Assistant Human Resource Office III/II/I	H/J/K	3	0	3	3 at the head office

	Office Administrators- Degree					
10	Assistant Director Office Administrative Services/Senior Assistant Director Office Administrative Services	P/Q	2	0	2	To coordinate the Division
11	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	3	0	3	
12	Office Administrator I1/I	J/K	2	0	2	
DIPLOMA						
13	Senior Assistant office administrator /Chief Assistant Office Administrator /Principal Assistant Office Administrator	L/M/N	3	0	3	To undertake office administration functions: 2- At the head office municipality 4-One for each section
14	Assistant Office Administrator III/II/I	H/J/K	3	0	3	

	Clerical Officers					
15	Senior Clerical Officer /Chief Clerical Officer /Principal	H/J/K	3	0	3	To undertake Clerical functions: 2- At the head office Municipality 4-One for each section
16	Clerical Officer II /Clerical Officer I	F/G	4	0	4	
	Record Officers					
17	Assistant Director of Records Management /Deputy Director of Records Management	P/Q	2	0	2	To coordinate the Division
18	Senior Records Management Officer /Chief Records Management Officer /Principal Records Management Officer	L/M/N	3	0	3	To undertake record management functions: 2- At the Head quarter 4-One for each of the other units

19	Records Management Officer III / Records Management Officer II /Records Management Officer I	H/J/K	3	0	3	
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	ICT Officers					
20	Assistant director ICT /Deputy Director ICT	P/Q	2	0	2	To coordinate the section.
21	Senior ICT Officer / Chief ICT Officer /Principal ICT officer	L/M/N	3	0	3	To undertake ICT functions:
22	ICT Officer II / ICT Officer I	J/K	2	1	1	2- At the head office 3-One for each section

	Drivers					
23	Principal Driver	J	3	0	3	To undertake transport services:
24	/Driver III/II/I /Senior Driver / Chief Driver	D/E/F /G/H	5	1	4	1- For Board Vehicle 1- For Administration Vehicle 6-One for each section
25	Enforcement Officers /Support Staff	D/E/F /G/H	20	2	18	To undertake enforcement and supportive functions

FINANCE

S/NO	Designation	Job Group	Number Required	In post	Variance	Justification
	FINANCE					
1	Assistant Director Accounting Services /Deputy Director Accounting Services	P/Q	2	0	2	To coordinate the section
2	Finance Officer I/ Senior Finance Officer/ Principal Finance Officer	L/M/N	3	0	3	To undertake accounting functions as follows
3	Finance Officer III / II/I	H/J/K	3	0	3	2- At the head office Municipality. 3-for finance section
4	Assistant Director Supply Chain Management Services /Deputy Director Supply Chain Management Services	P/Q	2	0	2	To coordinate the section

5	Principal Supply Chain Management Officer /Chief Supply Chain Management Officer	L/M/N	3	0	3	To undertake supply chain management functions as follows 2-At the Head Quarter 3-for Finance Section
6	Senior Supply Chain Management Officer / Supply Chain Management Officer I / Supply Chain Management Officer II	H/J/K	3	0	3	
DIPLOMA						
7	Senior Supply Management Assistant/Chief Supply Management Assistant/ Principal Supply Management Assistant	L/M/N	3	0	3	
8	Supply Management Assistant III/II/I	H/J/K	3	0	3	
9	Senior Principal Finance Officer/Assistant Director Budget /Deputy Chief Finance Officer/Senior Assistant Director of Budget	P/Q	2	0	2	To coordinate the section
10	Finance officer I/Senior Finance Officer/Senior Budget Officer /Principal Finance Officer/Principal Budget Officer	L/M/N	3	0	3	To undertake Finance functions as follows 2- At the Head Quarter 3-for finance section
11	Finance Officer III/II	J/K	4	1	3	

INFRASTRUCTURE AND URBAN DEVELOPMENT SECTION

S/NO.	Designation	Job Group	Number Required	In post	Variance	Justification
1.	Assistant Director Infrastructure and Urban Development /Deputy Director Infrastructure and Urban Development	P/Q	2	0	2	To coordinate Infrastructure and Urban Development Section
2.	Senior Officer Infrastructure and Urban Development /Chief Officer Infrastructure and Urban Development /Principal Infrastructure and Urban Development	L/M/N	3	0	3	To undertake Infrastructure and Urban Development functions as follows 2- At the Head Quarter 3- for infrastructure section
3.	Infrastructure and Urban Development Officer II /I	J/K	2	0	2	
4.	Assistant Director Structural Engineer /Deputy Director Structural Engineer	P/Q	2	0	2	It is a requirement by the World Bank

						To coordinate the section
5.	Senior Structural Engineer Officer/ Chief Structural Engineer Officer /Principal Structural Engineer	L/M/N	6	0	6	To undertake Infrastructure and Urban Development functions as follows 2-At the Head Quarter 3-1 for infrastructure section
6.	Structural Engineer II /Structural Engineer I	J/K	4	0	4	

PHYSICAL PLANNING OFFICERS

Director-Physical Planning	R	1	0	1	It is a requirement by World bank. To coordinate the Physical Planning Division
Assistant Director /Deputy Director, Physical Planning	P/Q	2	0	2	It is a requirement by World bank. To coordinate the Physical Planning Division
Senor Physical Planner/Chief Physical Planner/Principal Physical Planner	L /M/N	3	0	3	To undertake physical planning functions as follows: 3-at the headquarters
Physical Planner I	K	2	0	2	

PHYSICAL PLANNING ASSISTANTS

Senior Physical Planning Assistant/ Chief/ Principal	L/M/N	3	0	3	To undertake physical planning functions as follows: 3-at the headquarters
Physical Planning Assistant III/II/I	H/J/K	3	0	3	

DIRECTORATE OF INVESTMENT AND TRADE

S/NO.	Designation	Job Group	Number Required	In post	Variance	Justification
1.	Assistant Director Investment and Trade /Deputy Director Investment and Trade	P/Q	2	0	2	Coordinate the Investment and trade functions

2.	Senior Investment and Trade Officer /Chief Investment and Trade Officer /Principal officer Investment and Trade	L/M/N	6	0	6	To undertake Investment and Trade functions as follows 2-At the Head Quarter 6-for investment and trade section
3.	Investment and Trade Officer II / Investment and Trade officer I	J/K	4	0	4	

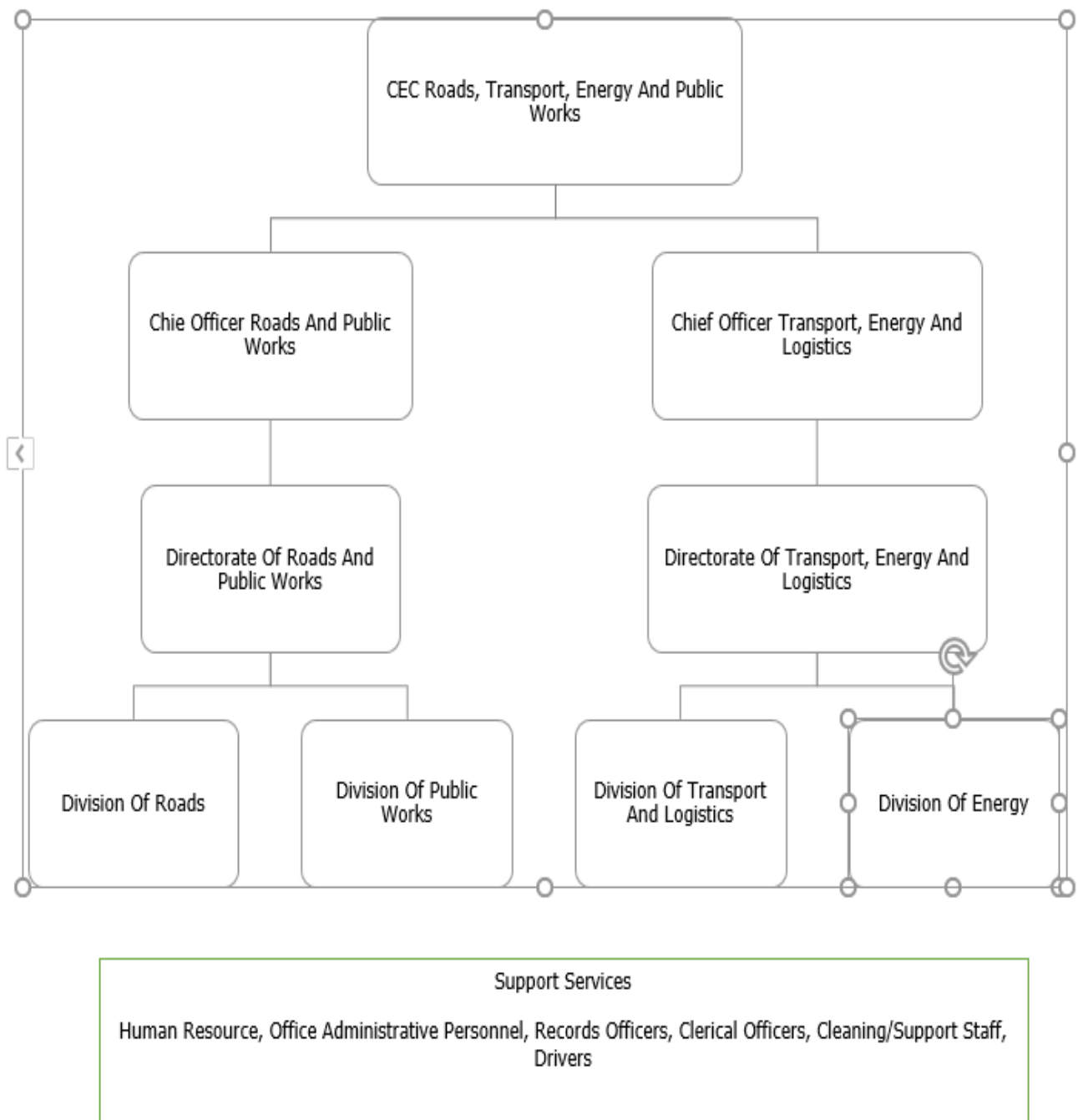
DIRECTORATE OF WATER AND SANITATION

S/N O.	Designation	Job Group	Number Required	In post	Variance	Justification
WATER AND ENVIRONMRNT						
1.	Senior Superintending Engineer (Water and Sewerage)/Chief Superintending Engineer (Water and Sewerage) /Principal Superintending Engineer (Water and Sewerage)	L/M/N	3	0	3	To coordinate the section
2.	Superintending Engineer (Water and Sewerage)/ Senior Superintending Engineer (Water and Sewerage)	K/L	4	0	4	To undertake water and environment functions as follows 2-At the water and environment section 2- for water and environment section
3.	Inspector water Engineer/ Senior Inspector Engineer (Water and Sewerage)/	H/J	4	0	4	

4.	Assistant Director Public Health /Deputy Director Public Health	P/Q	2	0	2	To coordinate the section
5.	Senior Public Health Officer /Chief Public Health officer /Principal Public Health Officer	L/M/N	6	0	6	To undertake Public health and environment functions as follows 2-At the Public health and environment section 2-1 for Public health and environment section
6.	Public Health Officer II/I	J/K	4	0	4	

12.0 DEPARTMENT OF ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS

12.1 Organogram



12.2 Staff Establishment

Designation	Job Group	Number Required	In-po st	Variance	Justification
CECM	T	1	1	0	To provide strategic direction
Chief Officers	S	2	2	0	To head the department
ENERGY DIVISION					
Electrical/Mechanical Engineers (Energy Services) –Degree Holders					
Director	R	1	1	0	To head Energy Division
Deputy Director	Q	1	0	1	To coordinate energy Division functions
Chief Superintendent Engineer/Senior Principal	P/Q	1	0	1	To undertake energy functions in the division and the sub counties
Engineer II/I/ Superintending Engineer/Senior Superintending Engineer (Electrical/Mechanical)	K/L/M/N	15	0	15	
Inspectors (Electrical And Mechanical) –Diploma Holders					
Chief superintendent	P	1	0	1	To coordinate energy functions
Senior Superintendent / Chief Superintendent /Principal Superintendent	L/M/N	2	1	1	To coordinate and undertake energy functions
Electrical/Mechanical Inspectors/Superintendent Inspector/Senior Inspector	H/J K	10	1	9	To undertake energy functions in the division and the sub counties

TRANSPORT & LOGISTICS DIVISION					
Designation	Job Group	No Required	In Post	Variance	Justification
Director	R	1	0	1	To head Transport Division
Deputy Director	Q	1	1	1	To coordinate transport Division functions
Chief/Principal/Senior Principal Superintending, Electrical/Mechanical Engineer (Fleet Manager)	P/Q/R	1	0	1	

Senior Superintending Electrical Engineer (Motor Vehicle)	L/M/N	2	0	2	To undertake electrical and mechanical functions (motor vehicle)
Senior Superintending Mechanical Engineer (Motor Vehicle)		2	0	2	
Assistant Engineer I&II(Mechanical)- Motor vehicle		4	0	4	
Charge Hand II /I/Senior Charge Hand (motor vehicle)	H/J/K	8	0	8	To undertake electrical and mechanical functions (motor vehicle)
Artisan III/II/I	E/F/G	12	0	12	To co-ordinate and undertake transport/ fleet management and logistics functions
Plant Operators- certificate holders					
Senior Plant Operator/Chief Plant Operator/Principal Plant Operator	G/H/J	3	0	3	To operate heavy plants and machinery, assist in training junior plant operators
Plant Operator III/II/I	D/E/F	10	1	9	To operate heavy plants and machinery

Drivers					
Designation	Job Group	No Required	In Post	Variance	Justification
Chief Driver/Senior Driver / Principal	G/H/J	40	24	16	To drive and maintain county vehicles
Driver III, II, & I	D/E/F	60	48	12	To drive and maintain county vehicles

ROADS DIVISION					
Designation	Job Group	No Required	In Post	Variance	Justification
Deputy Director	Q	1	0	1	To head Roads Division
Civil / Road Engineers – Degree Holders					
Chief Superintending Engineer, Roads / Principal Superintending Engineer, Roads/ Senior Principal Superintending Engineer, Roads	P/Q/R	11	1	10	To head the following Divisions: 1-Roads 1- Public works 1- Public Works

Engineer I, Roads /Superintending Engineer, Roads / Senior Superintending Engineer, Roads	L/M/N	11	1	10	To coordinate roads functions
Assistant Engineer, Roads /Engineer II, Roads	J/K	15	1	14	To undertake roads functions
Inspectors (Civil) – Diploma Holders					
Designation	Job Group	No Required	In Post	Variance	Justification
Senior Principal Superintendent	P	1	0	1	To undertake supervision of civil works
Senior/Chief/Principal Superintendent	L/M/N	13	0	13	
Inspector/Senior Inspector/Superintendent	H/J/K	18	2	16	
Inspector Roads - Diploma Holders					
Senior/Chief/Principal/Senior Principal Superintendent	L/M/N/P	4	2	2	To undertake supervision of Road works
Inspector/Senior Inspector/Superintendent	H/J/K	6	0	6	

PUBLIC WORKS DIVISION					
Architects - Degree holders					
Designation	Job Group	Required	In-post	Variance	Justification
Deputy Director	Q	1	0	1	To head Public works Division
Chief/Principal Superintending Architect	P/Q	2	1	1	One to head Architectural Sub-Division One to head the Division
Architect II/I/Superintending Architect/Senior Superintending Architect	K/L/M /N	10	1	9	To coordinate and undertake architectural functions
Architectural Assistant - Diploma holders					
Senior Principal Architectural Assistant	P	2	0	2	To perform architectural functions
Senior/Chief/Principal/Senior Principal Architectural Assistant	L/M/N/P	6	1	5	
Architectural Assistant III/II/I	H/J/K	8	0	8	
Inspectors (Building) - Diploma holder					

Senior/Chief/Principal/Senior Principal Superintendent	L/M/N/P	11	0	11	To undertake supervision of building works
Inspector/Senior Inspector/Superintendent	H/J/K	8	0	8	
Quantity Surveyors - Degree holders					
Chief/Principal Superintending Quantity Surveyor	P/Q	3	0	3	To head Quantity Survey To coordinate and undertake quantity survey functions
Quantity Surveyor II/I/ Superintending Quantity Surveyor/ Senior Superintending Quantity Surveyor	K/L/M/N	10	2	8	To undertake quantity survey functions
Quantity Survey Assistants - Diploma					
Senior/Chief/Principal/Senior Principal Quantity Survey Assistant	L/M/N /P	7	0	7	To perform quantity survey functions
Quantity Survey Assistant III/II/ Quantity Survey Assistant I	H/J/K	12	0	12	
Structural/Civil Engineers - Degree holders					
Superintending/Senior/Chief Engineer	M/N/P	3	1	2	To, Head, Coordinate and undertake structural and civil engineering functions
Engineer II/I	K/L	4	0	4	
Structural Assistants - Diploma holders					
Senior/Chief/Principal/Senior Principal Structural Assistant	L/M/N/P	3	0	3	To perform structural and civil engineering function at sub-counties
Structural Assistant III/II/I	H/J/K	3	0	3	
Electrical/Mechanical Engineers(Building Services) - Degree holders					
Superintending Engineer	M/N/P	11	0	11	To coordinate and undertake electrical and mechanical functions 1-electrical 1-mechanical

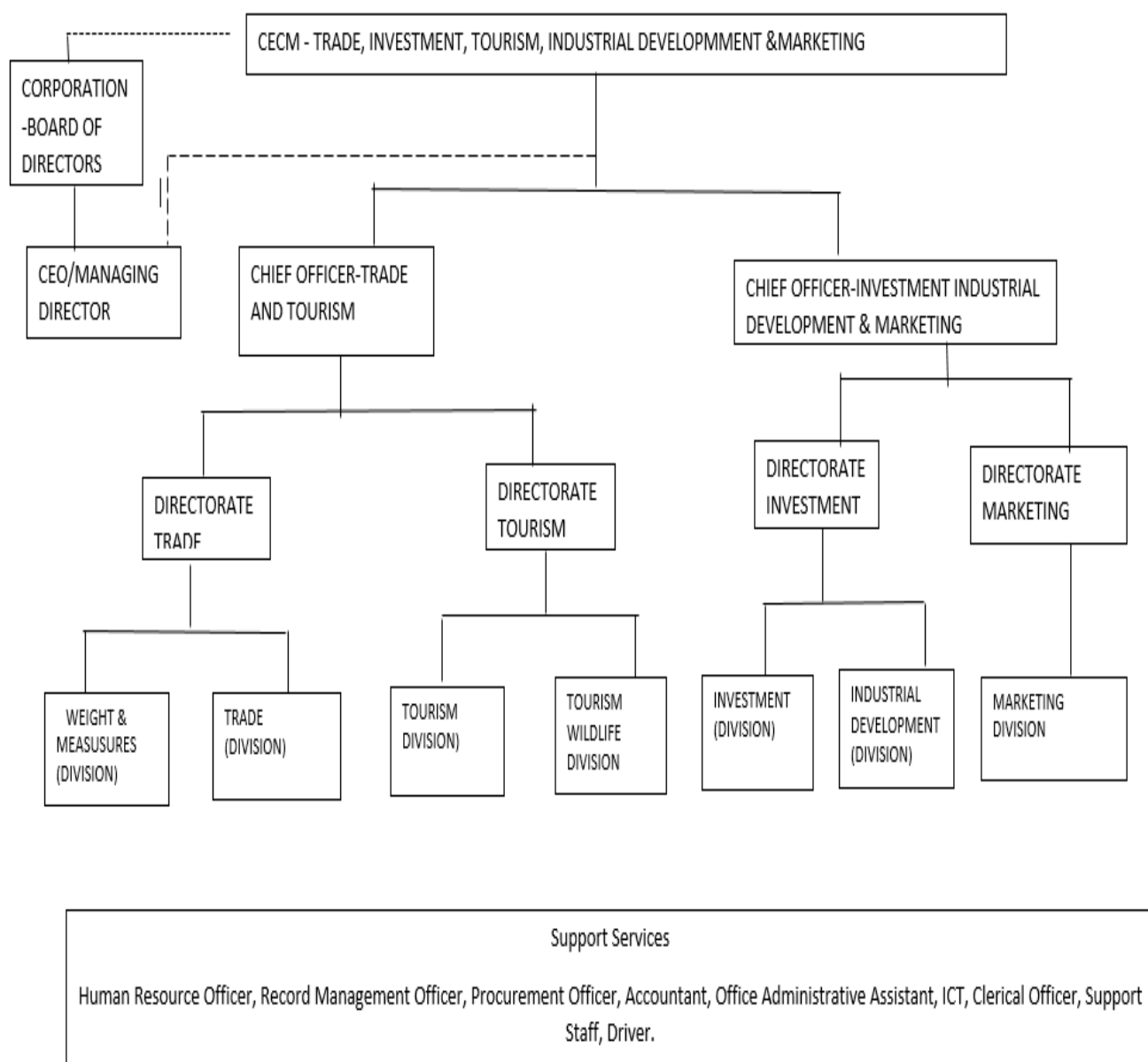
Engineer II/I	K/L	11	0	11	To undertake electrical and mechanical functions 4 -electrical 4-mechanical
Inspectors (Electrical and Mechanical) - Diploma holders					
Senior/Chief/Principal/Senior Principal Superintendent	L/M/N/P	4	0	4	To coordinate and undertake electrical and mechanical functions To undertake electrical and mechanical functions 6 Mechanical 6 Electrical
/Inspector/Senior Inspector	H/J/K	12	0	12	
Artisans - Certificate Holder					
Artisan III/II/I /Charge Hand/Senior Charge Hand	E/F/G/H/ J	20	2	18	

Support Services - Human Resource Diploma Holder					
Designation	Job Group	Required	In-Post	Variance	Function
Principal Human Resource Assistant	N	1	0	1	To undertake human resource services in the Department and sub- counties
Human Resource Assistant I /Senior Human Resource Assistant/ Chief Human Resource Assistant	K/L/M	1	0	1	
Human Resource Assistant III /II/I	H/J	1	0	1	
Office Administrative Services Personnel - Degree Holders					
Assistant Director-Office Administrative Services/ Deputy Director-Office Administrative Services	P/Q	1	0	1	Head the administrative services section
Chief Office Administrator/Principal Office Administrator	M/N	1	0	1	To perform office administrative duties at the County Public Service Board.
Office Administrative Services Personnel -Diploma Holders					

Senior Assistant Office Administrator / Chief Assistant Office Administrator / Principal Assistant Office Administrator	L/M/N	2	2	0	To coordinate and undertake office administrative support Services & supervise other office administrative services personnel
Assistant Office Administrator III/II/I	H/J /K	2	1	1	
Office Administrative Services Personnel –Certificate Holders					
Office Administrative Assistant III /Assistant Office Administrator III/II/I/ Senior Office Administrative Assistant	G/H/J /K	4	0	4	To coordinate and undertake office administrative support Services & supervise other office administrative services personnel
Clerical Staff- certificate holder					
Clerical Officer II /I/ Senior Clerical Officer/ Chief Clerical Officer/Principal Clerical Officer	F/G/H/J /K	8	3	5	To perform clerical activities in the department
Cleaning /Support Staff - Certificate holder					
Cleaning Supervisor III/ Senior Support Staff/ Cleaning Supervisor IIB/ Support Staff Supervisor/ Cleaning Supervisor IIA/Cleaning Supervisor I	D/E/F/ G	8	4	4	To coordinate and perform cleaning Services in the department

13.0 DEPARTMENT OF TRADE, INVESTMENT, TOURISM, INDUSTRIAL DEVELOPMENT & MARKETING

13.1 Organogram



13.2 Staff Establishment

PROPOSED STAFF ESTABLISHMENT OF TRADE, INVESTMENT, TOURISM, INDUSTRIAL DEVELOPMENT AND MARKETING						
S/N O	Designation	J/G	Number Required	In post	Variance	Justification
1.	County Executive Committee Member	T	1	1	0	Head Of Department
2.	Chief Officer Trade And Tourism	S	1	1	0	To Head Sub Departments
3.	Chief Officer Investment And Industrialization	S	1	1	0	
DEGREE HOLDERS						
1	Director Trade	R	1	1	0	To Head Directorate
2	Deputy/Assistant Director Trade	P/Q	7	2	5	Coordinate and Undertake Trade Functions
3	Senior/Chief/Principal Trade Development Officer,	L/M/N	27	0	27	To Perform Trade functions
4	Trade Development Officer II, I	J/ K	26	3	23	
	Total		64	9	55	
DIPLOMA HOLDERS						
5	Trade Development Officer III	H	10	0	10	
WEIGHT AND MEASURE DIVISIONS - DEGREE HOLDERS						
1	Weight And Measures Assistant II/I Senior, Chief, Principal	J/K/L/M/ N	36	0	36	To Perform Weight and Measures functions In the four Sub Counties.
	Total		36	0	36	
2	Weight and Measures Officer II, I, Senior, Chief, Principal Ass Director	J/K/L/M/ N/P	16	2	14	To perform Weight and Measures functions In the four Sub Counties.
DIPLOMA HOLDERS						
3	Weight and Measures Assistant III	H	10	0	10	
TOURISM DIRECTORATE - DEGREE HOLDERS						
	Designation	J/G	Number Required	In post	Variance	Justification
1	Director Tourism	R	1	1	0	Head of Directorate

2	Deputy/Assistant Director Tourism	P/Q	3	0	3	To Coordinate and undertake Tourism functions
3	Senior/Chief/Principal Tourism Officer	L/M/N	10	0	10	
4	Tourism Officer II/I	J/K	20	2	18	
DIPLOMA HOLDERS						
3	Tourism Officer III	H	10	0	10	
WILDLIFE DIVISION						
	Designation	J/G	Number Required	In post	Variance	Justification
1	Deputy Director/Assistant Director Wildlife	P/Q	2	0	2	No scheme of service available
2	Senior/Chief/Principal Wildlife Officer	L/M/N	6	0	6	No scheme of service available
3	Wildlife Officer II/1	J/K	6	0	6	
	DIPLOMA HOLDERS					
4	Wildlife Officer III	H	10	0	10	
INVESTMENT & INDUSTRIAL DIRECTORATE - DEGREE HOLDERS						
	Designation	J/G	Number Required	In post	Variance	
1	Director Enterprise Development	R	1	0	1	Head of Directorate
2	Deputy/Assistant Director Enterprise Development	P/Q	3	1	2	To Coordinate and undertake Enterprises Development functions In four Sub counties
3	Senior /Chief/Principal Enterprise Development Officer	L/M/N	10	0	10	
4	Enterprise Development Officer II/I	J,K	20	2	18	
	DIPLOMA					
5	Enterprise Development	H	10	0	10	
MARKETING DIRECTORATE - DEGREE HOLDERS						
	DESIGNATION	J/G	Number Required	In post	Variance	
1	Director Marketing	R	1	0	1	Head of Directorate
2	Deputy/Assistant Director Marketing	P/Q	2	0	2	To Coordinate Marketing functions

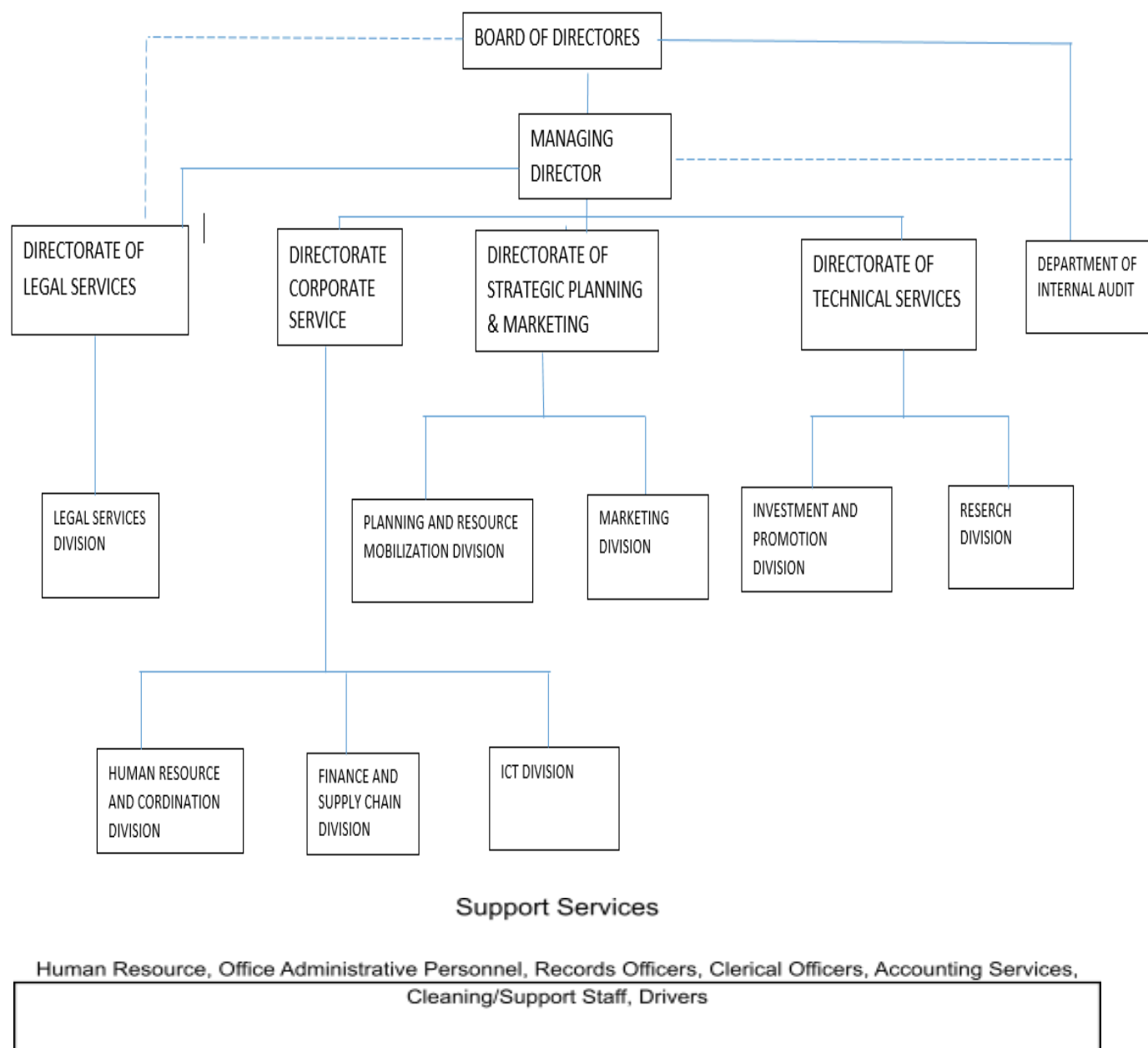
3	Senior /Chief/Principal Trade Development (Marketing) Officer)	L/M/N	10	0	10	
4	Trade Development (Marketing) Officer II/I	K	20	0	20	
	DIPLOMA					
5	Trade Development (Marking) Officer III	H	10	0	10	
SUPPORT SERVICES						
S/N o	Designation	J/G	Number Required	In post	Variance	Justification
HUMAN RESOURCE PERSONNEL – DEGREE HOLDERS						
1	Director Human Resource	R	1	0	1	To Head the Directorate To Perform and Coordinate HR functions in the Department
2	Assistant Director /Deputy Director Human Resource	P/Q	2	0	2	
3	Senior/Chief / Principal Human Resource	L/M/N	3	0	3	
4	Human Resource Management & Development Officer II/I	J/K	4	0	4	
HUMAN RESOURCE DIPLOMA HOLDERS						
5	Human Resource Assistant Senior, Chief, Principal	L/M/N	2	0	2	
6	Human Resource Assistant III/II/I	H/J/K	5	0	5	
RECORD MANAGEMENT OFFICERS DEGREE HOLDERS.						
1	Assistant Director/Deputy Director Record Management	P/Q	2	0	2	To perform, Co-ordinate and Manage Records
2	Senior/Chief/Principal Record Management Officer	J/K/L/M/ N	4	0	4	
	TOTAL		6	0	6	
DIPLOMA HOLDERS RECORD MANAGEMENT OFFICERS						
1	Record Management Officers III/II/I	H/J/K	3	0	3	
	TOTAL		3	0	3	
SUPPLY CHAIN MANAGEMENT PERSONNEL DEGREE HOLDERS						

1	Assistant Deputy. Director, Deputy Director Supply Chain	P/Q	4	0	4	To perform procurement functions
2	Supply Chain Management Officer II, I/ Senior/ Chief/ Principal	L/M/N	4	0	4	
3	Supply Chain Management Officer II/I	J/K	2	0	2	
SUPPLY CHAIN MANAGEMENT PERSONNEL DIPLOMA HOLDERS						
1	Senior/Chief/Principal Supply Chain Management Assistant	L/M/N	4	0	4	
2	Supply Chain Management Assistant IV/II/II/I	G/H/J/K	4	0	4	
INFORMATION COMMUNICATION TECHNOLOGY PERSONNEL DEGREE HOLDERS						
1	Information, Communication Tech' Snr, Chief, Principal, Assistant Director(	L/M/N/P	4	0	4	To be deployed from IICT Department when required
INFORMATION COMMUNICATION TECHNOLOGY DIPLOMA HOLDERS						
3	Information, Communication Technology III, II, I	H/J/K	3	0	3	
ADMINISTRATIVE SERVICES PERSONNEL DEGREE HOLDERS						
1	Assistant Director/Deputy Director Office Administrative Services	P/Q	2	0	2	
2	Chief/Principal Office Administrator	M/N	2	0	2	
ADMINISTRATIVE SERVICES DIPLOMA HOLDERS						
2	Office Administrator II/I Senior Office Administrator	J/K/L	2	0	2	To perform Administrative functions In Headquarters and in the four Sub-Counties
ADMINISTRATIVE SERVICES CERTIFICATE HOLDERS						
3	Office Administrative Assistant III/II/I SENIOR	G/H/J/K	5	2	3	To perform Administrative functions In Headquarters and in the four Sub-Counties
	TOTAL		7	0	7	

ACCOUNTANT SERVICES						
1	Assistant Director/Deputy	P/Q	2	0	2	To perform Accounting Service
2	Chief/Principal Accountant	M/N	2	0	2	
3	Accountant II/I Senior	J/K/L	3	1	2	
	TOTAL		7	0	7	
1	Clerical Officer III, II, I Snr, Chief, Principal	F/G/H/J	17	2	15	To perform Clerical work
2	Cleaning Supervisor/Support Staff III, II,B, IIA, I	D/E/F/G	11	3	8	To perform cleansing services
3	DRIVER, III, II,I SNR, CHIEF, PRINCIPAL	D/E/F/G /H/J	12	0	12	2-CECM 2- DIRECTORATE 8- DIRECTORATE DIVISION

13.3 EMBU COUNTY INVESTMENT AND DEVELOPMENT CORPORATION

13.4 Organogram



13.5 Staff Establishment

EMBU COUNTY INVESTMENT DEVELOPMENT CORPORATION –DEGREE HOLDERS						
S/NO	Designation	J/G	Required	In post	Variance	Justification
	Board of Directors		5	0	5	
1	Managing Director(CEO)	S	1	0	1	Head Of Directorate
2	Director Legal Services	R	1	0	1	To Head Directorate
3	Director Corporate Services	R	1	0	1	To Head Directorate
4	Director Strategic Planning & Marketing	R	1	0	1	To Head Directorate
5	Director Technical Services	R	1	0	1	To Head Directorate
6	Director Audit Services	R	1	0	1	To Head Directorate

DIRECTORATE OF LEGAL SERVICES-DEGREE HOLDERS						
	Designation	J/G	Required	In post	Variance	Justification
1.	Deputy Director Legal Services	Q	1	0	1	To head the legal the division
2.	Assistant Director Legal Services	P	2	0	2	To perform legal functions
3.	Legal Officer I	J/K/L/ M/N	5	0	5	To perform legal services

DIRECTORATE OF STRATEGIC PLANNING & MARKETING –DEGREE HOLDERS						
	Designation	J/G	Required	In post	Variance	Justification
1.	Deputy Director Planning & Resource Mobilization	Q	1	0	1	To head planning and resource mobilization
2.	Deputy Director Marketing	Q	1	0	1	To head the marketing
3.	Assistant Director Planning & Resource Mobilization	P	2	0	2	To perform the following functions -planning -Resource mobilization
4.	Assistant Director Marketing	P	2	0	2	To perform the marketing functions

5.	Trade Development Officer (Mobilization & Marketing)II,I Senior, Chief, Principal	J/K/L/M/N	10	0	10	To perform the services of resource mobilization and marketing
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DIRECTORATE OF CORPORATE SERVICES

DEGREE HOLDERS HUMAN RESOURCES PERSONNEL

		J/G	Required	In post	Variance	Justification
6	Deputy Director Human Resource & Coordination	Q	1	0	1	To head human resource division
7	Assistant Director Human Resource	P	2	0	2	To perform the functions of human resource
8	Human Resource Management Officer II, I Senior Chief, Principal	J/K//L/M/N	5	0	5	To perform human resource duties

DIPLOMA HOLDERS HUMAN RESOURCE PERSONNEL

9	Human Resource Management Assistant III, II, I Senior Chief, Principal	H/J/K/L/M/N	4	0	4	To perform human resource duties
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DEGREE HOLDERS -OFFICE ADMINISTRATIVE SERVICES PERSONNEL

10	Assistant Director Office Administrative/ Deputy Director Office Of Administrative Services Office	P\Q	2	0	2	To perform secretarial duties
11	Chief Office Administrator /Principal Office Administrator	M/N	3	0	3	To perform secretarial duties
12	Office Administrative Assistant III, II Senior	J/K/L	4	0	4	To perform secretarial duties

ACCOUNTANTS SERVICES

13	Assistant Deputy Director –Accounting Services/ Deputy Director Accounting Service	P/Q	2	0	2	To perform accountant duties
14	Chief Accountant/Principal Accountant	M/N	2	0	2	
15	Accountant 1/Accountant II/Senior	J/K/L	3	0	3	

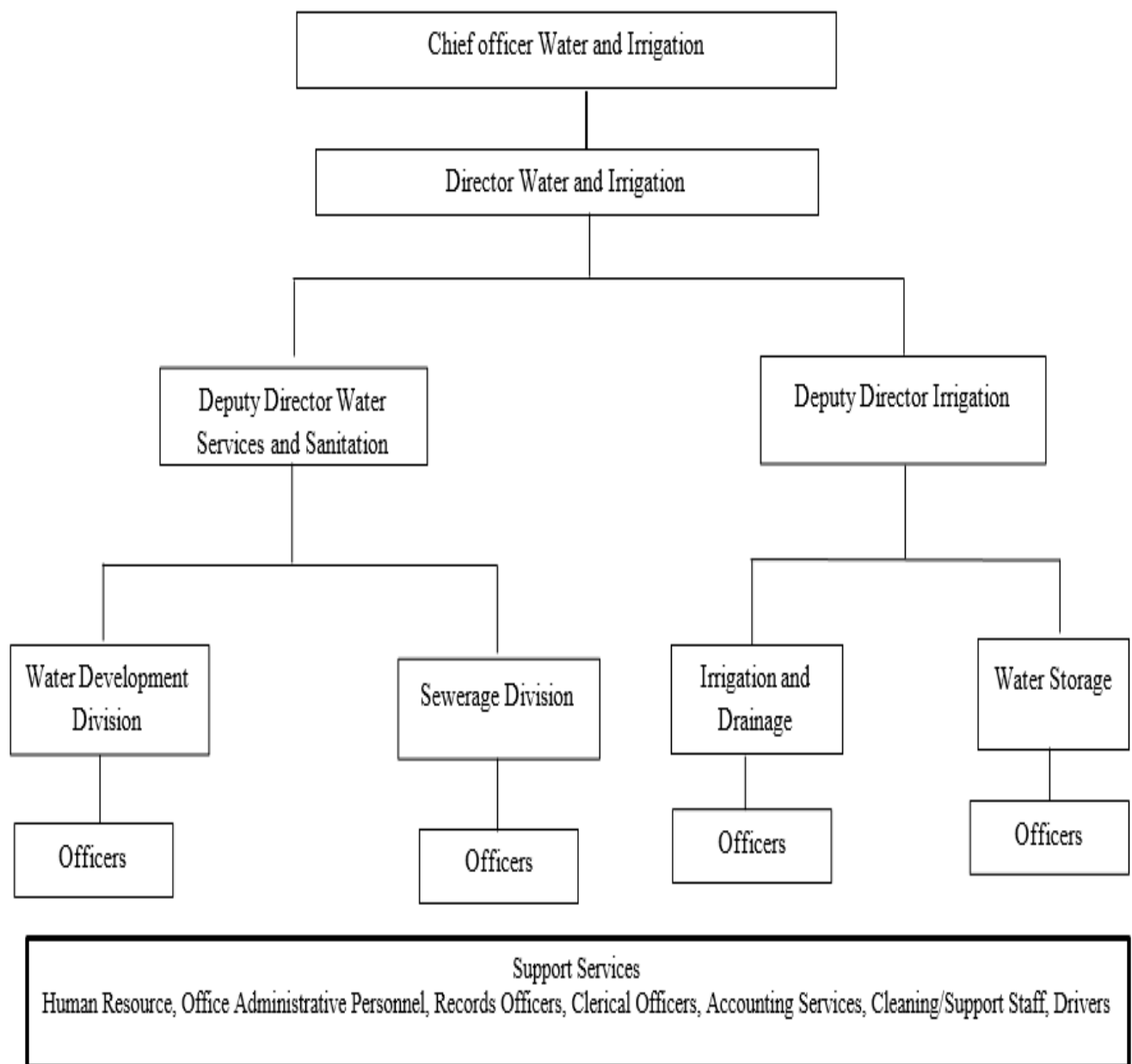
SUPPLY CHAIN MANAGEMENT PERSONNEL DEGREE HOLDERS

16	Deputy/Assistant Deputy Director Supply Chain Management	P/Q	1	0	1	To head supply chain division
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17	Supply Chain Management Officer II, I Senior/Chief	J/K/L/M	2	0	2	To perform supply chain duties
18	Supply chain management officer II, Supply Chain Management Officer I	J/K	2	0	2	
PUBLIC COMMUNICATION PERSONNEL,						
19	Assistant Deputy Director (Public Communication)	P/Q	1	0	1	To head public communication division
20	Public Communication Officer II, I /Senior/Chief/Principal	L/M/N	2	0	2	To perform public communication duties
21	Public Communication Officer III,II,IH	H/J/K	4	0	4	
INFORMATION COMMUNICATION TECNOLOGY PERSONNEL						
22	Deputy/Assistant Deputy Director ICT	P/Q	1	0	1	To head ICT division
23	ICT Officer, Senior, Chief/Principal	L/M/N	5	0	5	To perform ICT duties
24	ICT Officer III,II,I	H/J/K	6		6	
	TOTAL		12	0	12	
25	Clerical Officer III, II, I Senior, Chief,	F/G/H/J /	3	0	3	To perform clerical duties
26	Cleaning Supervisor/ Support Staff III, II,B, IIA, I	D/E/F/ G	4	0	4	To perform cleaning services
27	Driver, III, II,I Senior, Chief, Principal	D/E/F/ G/H/J	5	0	5	To perform support services to the staff at the corporation
DIRECTORATE OF TECHNICAL SERVICES DEGREE HOLDERS						
	Designation	J/G	Required	In post	Variance	Justification
28	Deputy Director Investment & Promotion	Q	1	0	1	To head the investment and promotion division
29	Deputy Director Research	Q	2	0	2	To head research division
30	Assistant Deputy Director Investment & Promotion	P	2	0	2	To perform the functions of investment and promotion
31	Assistant Deputy Director Research	P	2	0	2	To perform research function

14.0 DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, CLIMATE CHANGE AND NATURAL RESOURCES

14.1 Organogram



14.2 Staff Establishment - Water and Irrigation

Designation	Job Group	Required	In-po st	Valiance	Justification
Water Engineers					
CECM	T		1	0	To provide
Chief Officer	S	1	1	0	To head the department
Director/Senior Principal Superintending Engineer (Water Services and Sanitation)	R	1	1	0	To head the Directorate
Deputy Director/Principal Superintending Engineer (Water Services and Sanitation)	Q	2	0	2	To head the following Divisions: 1- Water Development 1- Sanitation
Chief Superintending Engineer (Water Services and Sanitation)	P	6	0	6	5- To head water development and sewerage functions in the five (5) Sub-counties 1- To be deployed at the headquarters
Senior Superintending Engineer (Water Services and Sanitation)	N	6	0	6	
Superintending Engineer (Water Services and Sanitation)	M	6	0	6	5 - To undertake water development and sewerage functions in the five (5) Sub-counties 1- To be deployed at the headquarters
Assistant Engineer II/I (Water Services and Sanitation)	K/L	6	0	6	
Inspectors (Water And Sewerage)					
Senior Principal Superintendent (Water Services and Sanitation)	P	3	0	3	To coordinate and undertake water development, sewerage and water resources functions in the five (5) Sub-counties
Principal Superintendent (Water Services and Sanitation)	N	5	0	5	To perform the functions of water development, sewerage and water resources in the Sub-

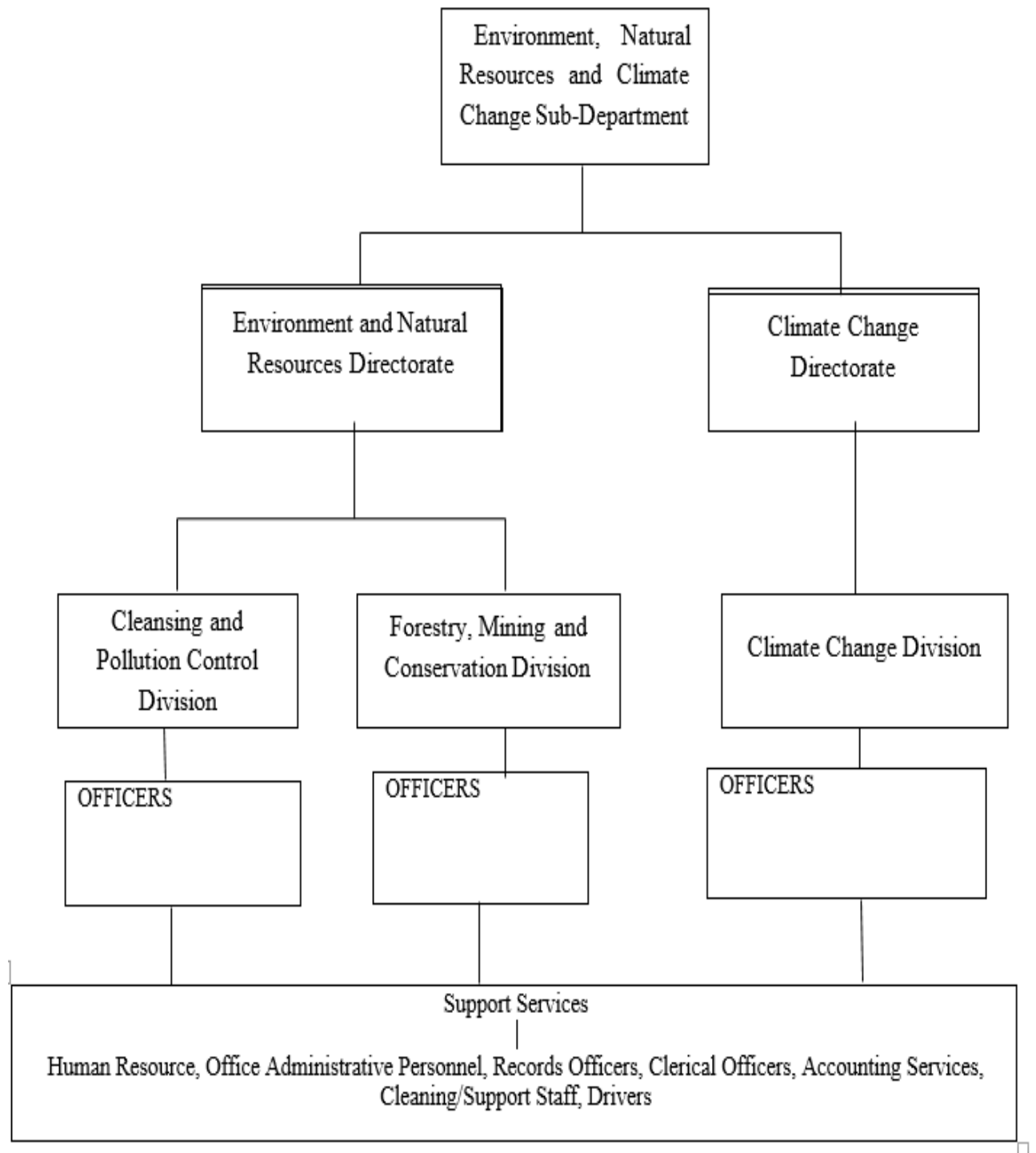
					counties
Chief Superintendent (Water Services and Sanitation)	M	5	1	4	To perform the functions of water development, sewerage and water resources in the Sub-counties
Senior Superintendent (Water Services and Sanitation)	L	5	4	1	To perform the functions of water development, sewerage and water resources in the Sub-counties
Superintendent (Water Services and Sanitation)	K	5	1	4	To perform the functions of water development, sewerage and water resources in the Sub-counties
Inspector/ Senior Inspector (Water Services and Sanitation)	H/J	5	0	5	To perform the functions of water development, sewerage and water resources in the Sub-counties
Drilling Assistant 111/ Drilling Assistant 11/ Drilling Assistant 1/ Senior Drilling rig Assistant	E/F/G/H	2	0	2	To operate the drilling rig
Drilling superintendent/drilling rig operator/ Drilling superintendent/ Senior Drilling superintendent	J/K/L/M	2	0	2	To operate the drilling rig
Geologist	K/L/	1	0	1	Ground water prospecting
Laboratory Technologists					
Principal Laboratory Technologist	N	1	0	1	To oversee the collection and analysis of water samples collected from the 5 sub-counties
Chief Laboratory Technologist	M	1	0	1	To test and analyse water samples collected from the 5 sub-counties

Senior Laboratory Technologist	L	1	0	1	To test and analyse water samples collected from the 5 sub-counties
Laboratory Technologist 1	K	1	0	1	To test and analyse water samples collected from the 5 sub-counties
Laboratory Technologist/Technician 11/111	J/H/G	3	0	3	Collection of water samples for analysis from the 5 sub-counties
Records Management Officers					
Assistant Director/deputy director – Records management	P/Q	1	0	1	To head the records section
Senior Records Management Officer/Chief Records Management Officer/ Principal Records Management Officer	L/M/N	1	0	1	To manage the section registry
Records Management Officer111/ Record Management Officer 11/ Record Management Officer 1	H/J/K	1	0	1	To manage the section registry
Accountants					
Chief Accountants /Principal Accountants	M/N	1	0	1	To perform accounting and finance duties in the section
Accountant 11/ Accountant 1/ Senior Accountant	J/K/L	1	0	1	To perform accounting and finance duties in the section
Human Resource Personnel					
Human Resource Management Assistant 111/11/1	H/J/K	2	0	2	To perform Human Resource duties in the section
Senior Human Resource Management Assistant	K	1	0	1	To perform Human Resource duties in the section

Chief Human Resource Management Assistant	M	1	0	1	To perform Human Resource duties in the section
Human Resource Management Officer11/1	J/K	1	0	1	To perform Human Resource duties in the section
Senior Human Resource Management Officer	L	1	0	1	To perform Human Resource duties in the section
Chief Human Resource Management Officer 11/1	M/N	1	0	1	To perform Human Resource duties in the section
Asst. Director Human Resource Management	P	1	0	1	To perform Human Resource duties in the section
Senior Asst. Director Of Human Resource Management	Q	1	0	1	To perform Human Resource duties in the section
Deputy Director Human Resource Management	R	1	0	1	To perform Human Resource duties in the section
<u>Support Staff</u> Clerical Officers					
Chief Clerical Officer/ Principal Clerical Officer	J/k	3	0	3	To work at County Headquarters
Clerical officer 11/ clerical officer1/ Senior Clerical Officer	G	6	5	1	1 for County Headquarters and 1 for each of the 5 sub-counties
Supply Chain Management Personnel					
Senior supply chain management assistant / chief supply chain management assistant/ principal supply chain management assistant	L/M/N	2	0	0	To work at County Headquarters
Supply Chain Management assistant 1v/ Supply Chain Management Assistant 111/ Supply Chain Management Assistant 11/ Supply Chain Management Assistant 1	G/H/J/K	2	1	1	To perform all procuremet functions in the department

Cleaning Staff/Support Staff					
Cleaning Supervisor 1	G	6	4	2	1 for County Headquarters and 1 for each of the 5 sub-counties
Cleaning Supervisor 11A	F	7	2	4	2 for County Headquarters and 1 for each of the 5 sub-counties
Cleaning Supervisor 11B	E	7	1	5	2 for County Headquarters and 1 for each of the 5 sub-counties
Office Administrative Officers					
Senior Assistant Office Administrator	L	1	1	0	To work at County Headquarters
Senior Office Administrative Assistant	K	1	0	1	To work at County Headquarters
Office Administrative Assistant 111/11/1	G/H/J	2	1	1	To work at County Headquarters
Drivers					
Principal Driver	J	1	0	1	To work at County Headquarters
Chief Driver	H	1	0	1	To work at County Headquarters
Senior Driver	G	1	0	1	To work at County Headquarters
Driver 111/11/1	D/E/F	3	2	1	To work at County Headquarters

14.3 Organogram – Environment and Natural Resources



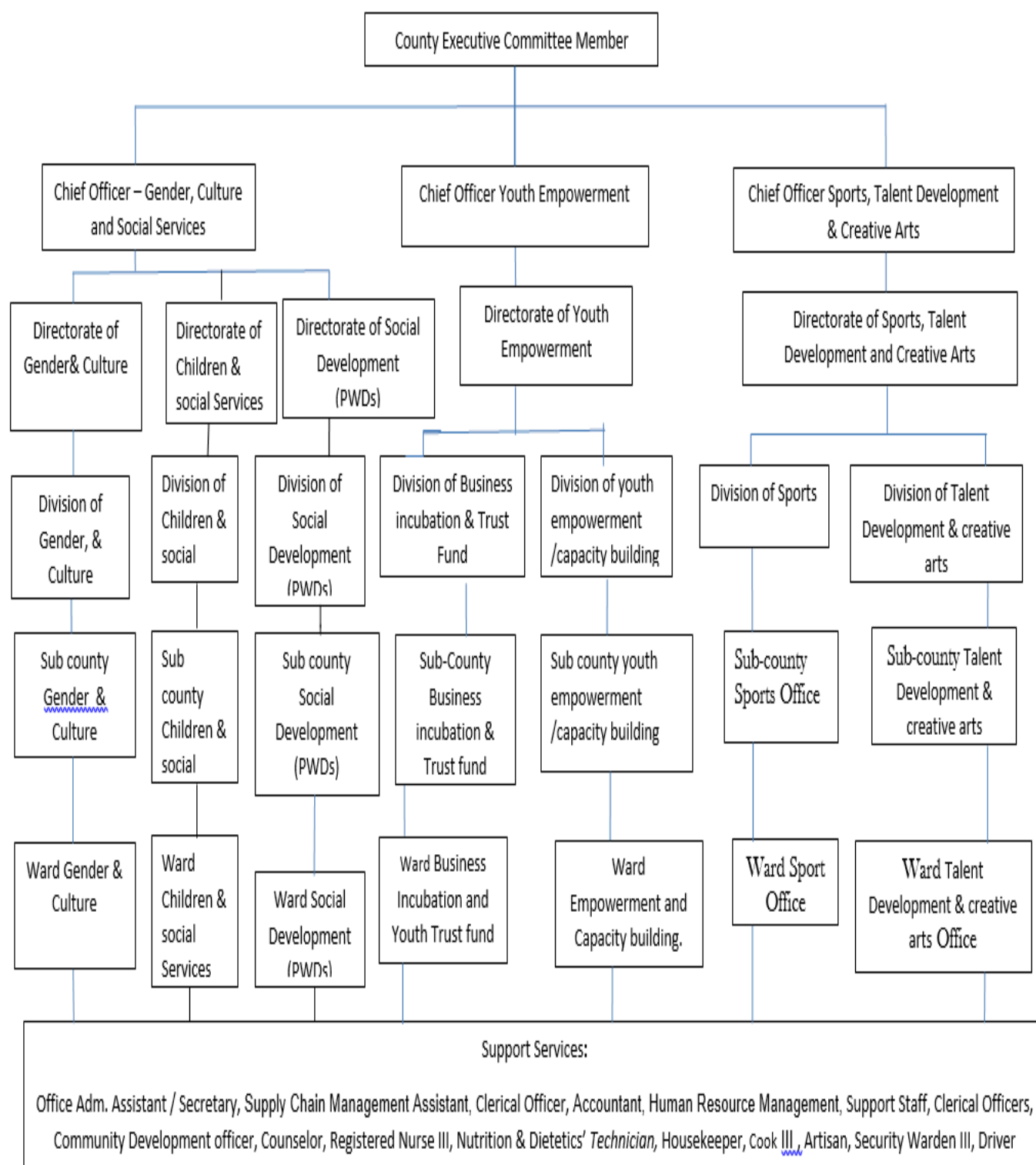
14.4 Staff Establishment

No	Designation	Job Group	Required	In post	Variance	Justification
1.	County Executive Committee Member	T	1	1	0	To provide strategic direction
2.	Chief Officer	S	1	1	0	To head department
3.	Director, Environment and Natural Resources	R	2	1	1	1 to head Environment and Natural Resources Directorate 1 to head Climate Change Directorate
4.	Deputy Director, Environment and Natural Resources	Q	3	0	3	To head the following divisions: 1 Cleansing and Pollution Control Division 1 Forestry, mining and conservation 1 climate change functions
	Environment and Natural Resources Officers					
5.	Assistant Director, Environment and Natural Resources	P	3	0	3	To coordinate and undertake the following functions: 1-Climate Change 1- Cleansing and Pollution Control 1-Natural Resources, Forestry and Mining
6.	Principal Environment and Natural Resources	N	7	0	7	To perform cleansing, pollution control and climate functions as follows: 1 at headquarters 6 at Sub-Counties (1 per sub-county)
7.	Chief Environment and Natural Resources	M	7	0	7	
8.	Environment and Natural Resources/Senior	K/L	7	4	3	
9.	Environment and Natural Resource Assistants	H/J	7	4	3	

	Forestry Officers					
10.	Assistant Director, Forestry Services	P	1	0	1	To coordinate forestry and conservation functions
11.	Principal Forestry Officer	N	7	0	7	To perform forestry and conservation functions as follows: 6 at Sub-Counties 1 at headquarters
12.	Chief Forestry Officer	M	7	0	7	
13.	Forestry Officer/Senior	K/L	7	5	2	
14.	Forestry Assistants	H/J	13	8	5	To perform forestry and conservation functions as follows: 12 at Sub-Counties 1 at headquarters
	Geologists					
15.	Assistant Director, Mining	P	1	0	1	To coordinate mining functions
16.	Principal Geologist	N	1	0	1	To undertake mining functions
17.	Chief Geologist	M	1	0	1	
18.	Geologist/Senior	K/L	1	0	1	
	Market Cleaners					
19.	Support Staff Supervisor/ Cleaning Supervisor III/Cleaning Supervisor IIB/IIA/ I	D/E/F/G	150	150	0	To perform cleansing and waste management duties

15.0 DEPARTMENT OF YOUTH EMPOWERMENT, GENDER, CHILDREN, SPORTS, CULTURE AND SOCIAL SERVICES

151 Organogram



15.2 Staff Establishment

Designation	JG	Required	In post	Variance	Remarks
CEC Member	T	1	1	0	
COUNTY CHIEF OFFICERS					
Chief Officer-Sports, Talent Development and Creative Arts	S	1	1	0	
Chief Officer-Youth Empowerment	S	1	1	0	
Chief Officer-Gender , Culture , Children and social services	S	1	1	0	
COUNTY DIRECTORS					
Director Sports	R	1	0	1	
Director youth Empowerment	R	1	1	0	
Director children and social services	R	1	1	0	
Director Gender and Culture	R	1	1	0	
Director social development (PWD)	R	1	0	1	
Assistant Director sport/Deputy Director-Sport	P/Q	2	0	2	To coordinate Sports and talent development functions in the six sub-counties
Senior Sport Officer/Chief Sport Officer/Principal Sport Officer	L/M/N	4	1	3	
sport officer III/II/I	H/J/K	8	0	8	
YOUTH EMPOWERMENT					
Youth officers					
Assistant Director /Deputy Director- youth	P/Q	2	0	2	To coordinate Youth empowerment functions in the six sub- counties
Senior/Chief/Principal Youth Officer	L/M/N	3	0	3	
Youth Officer III/II/I	H/J/K	8	0	8	
Persons With Disability(PWD'S)					
Principal Social development officer PWD), Assistant Director social development PWD)	P/Q	2	0	2	To head the division of Persons With Disability (PWD'S)

Senior social development Officer (PWD') Chief social development officer, Chief Principal Social development officer (PWD)	L/M/N	3	0	3	
social development officer II (PWD officer) Social development officer I I(PWD officer)	J/K	3	0	3	
Gender officers - degree holders					
Senior assistant director, social development, Assistant Director social development.	P/Q	3	0	3	To head the Division of Gender, children, culture and social Services
Principal Social development officer, Chief social development officer, Senior social development Officer,	L/M/N	11	0	11	-For job progression
Social development officer I, social development officer 11	J/K	14	0	14	
Diploma holders					
Senior social development assistant, social development assistant 1	J/K	11	0	11	
Social Development Assistant 11, Social development assistant 111	G/H	11	0	11	
Culture officers degree holders					
Senior assistant director, social development, Assistant Director social development.	P/Q	3	0	3	
Culture Officers					
Principal Social development officer, Chief social development officer, Senior social development Officer,	L/M/N	7	0	7	To coordinate culture functions in the 20 wards -1 per sub county 1 per ward
Social development officer I, social development officer 11	J/K	14	0	14	
Culture officers Diploma holders					

Senior social development assistant, social development assistant 1	J/K	11	0	11	
Social Development Assistant 11, Social development assistant 111	G/H	11	0	11	
Children and social Services Officers					
Degree holders					
Senior assistant director, social development, Assistant Director social development.	P/Q	3	0	3	To coordinate Children and social Services Officers functions in the 20 wards -1 per sub county - 1 per ward
Principal Social development officer, Chief social development officer, Senior social development Officer,	L/M/N	4	0	4	
Social development officer I, social development officer 11	J/K	8	0	8	
DIPLOMA HOLDERS FOR CHILDREN AND SOCIAL SERVICES OFFICERS					
Senior social development assistant, social development assistant 1	J/K	11	0	11	
Social Development Assistant 11, Social development assistant 111	G/H	6	0	6	
Enrolled Nurse II/I/Senior Enrolled Nurse II/Senior Enrolled Nurse I	H/J/K/L	3	0	3	-1 requiredat entry level -deployed/employed to the children rescue centre
Senior Assistant Principal Medical Social Worker/ Deputy Principal Medical Social Worker	P/Q	2	0	2	
Medical social worker					
Senior Medical Social Worker/ Chief Medical Social Worker/Principal Medical Social Worker	L/M/N	3	0	3	
Medical Social Worker III/II/I	H/J/K	3	0	3	
Human Resource Management Officer-Diploma Holders					

Senior Human Resource Management Assistant/Chief Human Resource Management Assistant/Principal Human Resource Management Assistant	L/M/N	1	0	1	
Human Resource Management Assistant III/II/1	H/J/K	1	1	0	Require 2 to support the 3 sectors in the department
Human Resource Development Officers-Degree Holders					
Assistant Director Human Resource Development/Deputy Director Human Resource Development	P/Q	1	0	1	
Senior Human Resource Development Officer/Chief Human Resource Development Officer/Principal Human Resource Management Officer	L/M/N	1	0	1	
Human Resource Management Officer 11/1	J/K	1	0	1	
Accountants					
Assistant Director Accounting services/Deputy Director-Accounting Services	P/Q	1	0	1	1Required to be employed/deployed to support the department -job progression
Chief/Principal Accountant	M/N	1	0	1	
Accountant 11/I/Senior Accountant	J/K/L	1	0	1	
Supply Chain Management Personnel-Diploma					
Supply Chain Management Assistant IV/III/II/I	G/H/J/ K	1	0	1	1Required to be employed/deployed to support the department -job progression
Supply Chain Management Personnel-Degree					
Assistant Director, Supply Chain Management Services/ Deputy Director, Supply Chain Management Services	P/Q	1	0	1	

Chief Supply Chain Management Officer/ Principal Supply Chain Management Officer	M/N	1	0	1	
Supply Chain Management Officer 11/I/ Senior Supply Chain Management Officer	J/K/L	1	0	1	
Clerical officers					
Chief Clerical Officer/Principal Clerical Officer	J/K	1	0	1	
Clerical officer 11/I/Senior Clerical Officer	F/G/H	2	0	2	
Cooks					-4 required 1Required to be employed/deployed to support the department
Assistant Chef/Chef	H/J	2	0	2	-job progression
Cook 111/II/I	E/F/G	3	0	3	-4 required to work at the children rescue centre -For job progression
Drivers					
Driver 111/II/I/Senior Driver/Chief Driver/Principal Driver	D/E/F/ G/H/J	5	1	4	-2 required to support the department -For job progression
Artisan					
Artisan 111/II/I/Charge Hand/Senior Charge Hand	E/F/G/ H/J	1	0	1	-2 required for rescue centre -For job progression
Secretaries-Certificate					
Office Administrative Assistant 111/II/I	G/H/J/ K	2	1	1	-3 required -For job progression
Senior Assistant Office Administrator/ Chief Assistant Office Administrator/ Principal Assistant Office Administrator	L/M/N	1	0	1	
Secretaries-Diploma					
Assistant Office Administrator 111/II/I	H/J/K	1	0	1	

Assistant Director, Office Administrative services/ Deputy Director, Office Administrative services	P/Q	1	0	1	
Chief Office Administrator/ Principal Office Administrator	M/N	1	0	1	
Secretaries-Degree					
Officer Administrator 11/I/ Senior Officer Administrator	J/K/L	1	0	1	
Assistant Director of Records Management/Deputy Director-Records Management	P/Q	0	0	0	
Senior Records Management Officer/Chief Records Management Officer//Principal Records Management Officer	L/M/N	1	0	1	
Records Management Officers					
Records Management Officer 111/II/I	H/J/K	2	0	2	-2 required -For job progression
Assistant Director ICT/Deputy Director-ICT	P/Q	1	0	1	
Senior ICT Officer/Chief ICT officer/Principal ICT Officer	L/M/N	1	0	1	
ICT Officer 111/II/I	H/J/K	1	0	1	
Nutrition and Dietetic Technician					
Nutrition and dietetics Technician III/II/I/Senior Nutrition & Dietetics Technician	G/H/J/K	1	0	1	-1 required -For job progression
Community health Assistant					
Community health Assistant 111/II/I/Senior Community Health Assistant	G/H/J/K	1	0	1	-1 required for rescue centre -For job progression
Assistant Director/Deputy Director- Social welfare	P/Q	0	0	0	

Senior Social welfare Officer/ Chief Social welfare Officer/Principal Social Welfare Officer	L/M/N	1	0	1	
Social welfare Officer					
Social welfare Officer III/II/I	H/J/K	1	0	1	-2 required -For job progression
Security Warden					
Security Warden II/Security Warden/Security Officer III/Security Officer II/Security Officer I	F/G/H/J/K	20	0	20	-20 required to be employed for security in all our key facilities & for job progression
Cleaning officers/support staff					
Cleaning Supervisor III/Senior support staff/Cleaning Supervisor IIB/Support Staff Supervisor/Cleaning Supervisor IIA/Cleaning Supervisor I	D/E/F/G	20	0	20	-20 required to be employed for security in all our key facilities & for job progression
Housekeeping					
Housekeeping Assistant III/II/I	E/F/G	2	0	2	-2 required to support the rescue centre -For job progression
Assistant Housekeeper/Head Housekeeper	H/J	2	0	2	
Chief Counsellor/Principal Counsellor/Assistant Director-Counselling Services	M/N/P	1	0	1	For job progression
Counseling					
Counselor II/I/Senior Counsellor	J/K/L	2	0	2	-3 required -For job progression
Script writers					
Senior Assistant, director of public communication, Asst. Director of public communication(Script Writer)	P/Q	4	1	3	For job progression

principal public communication officer, Chief Public Communication Officer, senior public communication officer(script writer)	L/M/N	2	1	1	Contract Renewal ASAP
Public communication officer 1,public communication officer 11, public communication officer 111 (script writer)	H/J/K	1	0	1	Contract Renewal ASAP
Film officers					
Assistant director music officer, Senior assistant director music	P/Q	2	1	1	- For job progression
Senior music officer, Chief music officer, Principal music officer	L/M/N	1	1	0	- For job progression
Music officer 11, Music officer 1	J/K	1	1	0	-Contract Renewal ASAP -1 Filming Director to be employed
Photojournalist/Videographer					
Assistant director of photojournalist (Assistant director of film services), Deputy director of photojournalism(deputy director of film services)	P/Q	1	0	1	- For progression
Chief journalist(chief film officer)Principal film officer	M/N	1	0	1	
Photojournalist (Film officer 11), Photojournalist (film officer 1), Senior Photojournalist (senior film officer)	J/K/L	2	1	1	Contract Renewal ASAP

IMPLEMENTATION

Implementation of this document takes effect immediately and may be revised after three (3) years.