



AUGUST, 2025

**COUNTY PUBLIC SERVICE
STAFF ESTABLISHMENT**



EMBU COUNTY GOVERNMENT

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LIST OF ACRONYMS/ABBREVIATIONS

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

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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.

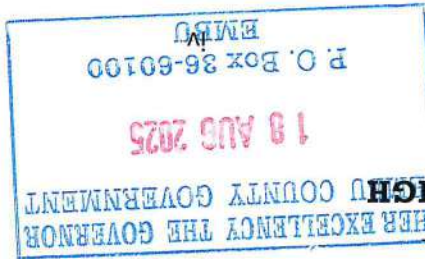
The County recognizes the need to provide equal opportunities and seeks to undertake human resource management in the most transparent and efficient way, provide all necessary and accurate information and timely feedback to enable stakeholders to make informed decisions.

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.

Governor, Embu County

H.E. Hon. Cecily Mbarire MICH
HER EXCELLENCY THE GOVERNOR
EMBU COUNTY GOVERNMENT



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.



Army Ruria, RCrin

**COUNTY SECRETARY &
HEAD OF PUBLIC SERVICE**



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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

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**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 2025-2030.

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 review of the existing county Organogram & staff establishment.

1.3 GUIDING REGULATIONS

The Following guiding regulations were used in this report.

- a. County Government Act, 2012
- b. Employment Act, 2007
- c. Human Resource policies and procedures Manual 2016
- d. The Existing County staff establishment which was approved in July, 2023
- e. Circulars from the Salaries & Remuneration Commission & Transition Authority
- f. 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.
- ❖ Twenty (20) day Committee Meetings at the IFAD Hall in Kangaru.
- ❖ 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.

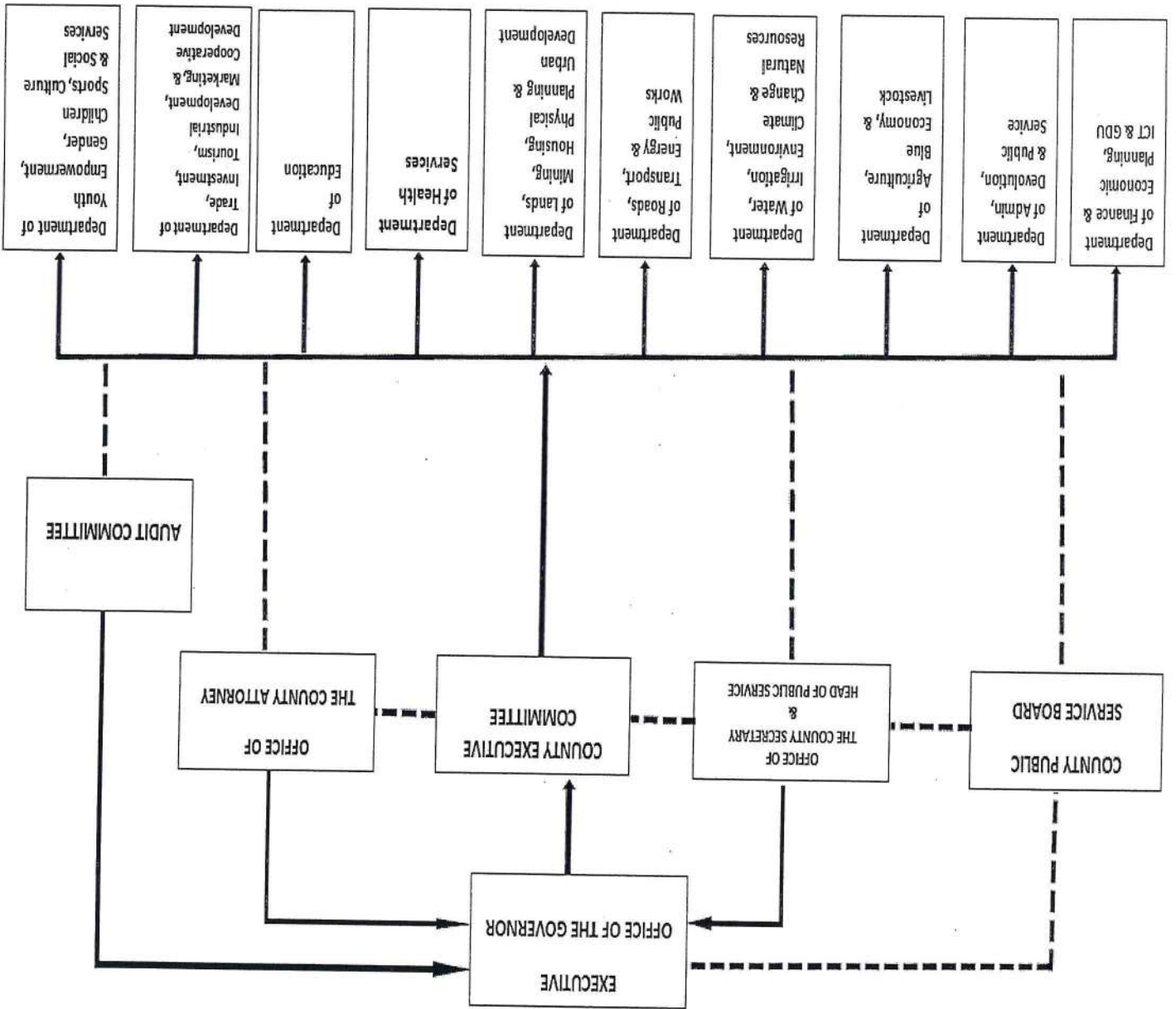
1.5.3 The County Government of Embu

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 OVERALL COUNTY ORGANOGRAM

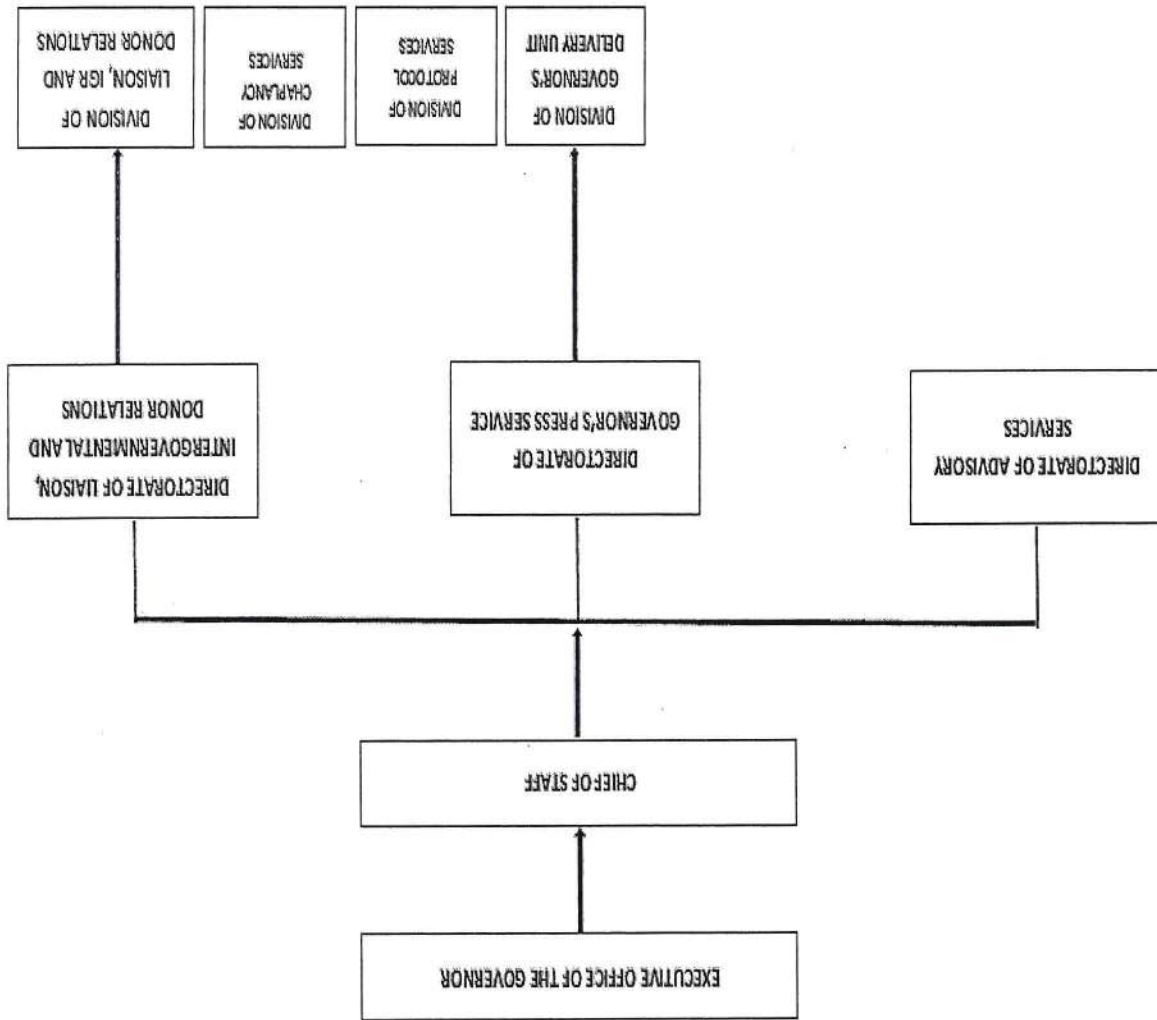
EMBU COUNTY GOVERNMENT (EXECUTIVE) OVERALL ORGANOGRAM



3.0 EXECUTIVE OFFICE OF THE GOVERNOR – EMBU COUNTY GOVERNMENT

3.1 Organogram

ORGANOGRAM FOR THE EXECUTIVE OFFICE OF THE GOVERNOR



SUPPORT SERVICES

Records Management Personnel, Support Staff Personnel, Drivers, Clerical Officers, Office Administrative Personnel, ICT Officers, Cooks, Gardeners



3.2 Staff Establishment

S/NO.	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 Economic matters and Legal Matters
5.	Political Advisor	R	1	1	0	Advise the Governor on current Political trends within and without the county
6.	Youth Advisor	R	1	0	1	Advise the Governor on youth matters
7.	Director Administration (Liaison officer)	R	1	1	0	Coordinate the engagements, correspondence and joint activities between the county, national government and development partners
8.	Deputy Director Administration (Liaison officer)	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	0	1	Deputize the Director, Governor Press	
11.	Principal Chaplain	N	1	1	0		
12.	Principal Information Officer	N	1	1	0	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	
13.	Information Officer I (ICT Officer I)	K	1	1	0	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	
14.	Information Officer II (ICT Officer II)	J	1	0	1		
15.	Personal Assistant (County)	M	3	3	0	Managing Governor's daily, Handling correspondence and enquiries, Managing appointments for the Governor, Managing personal staff of the Governor's office	



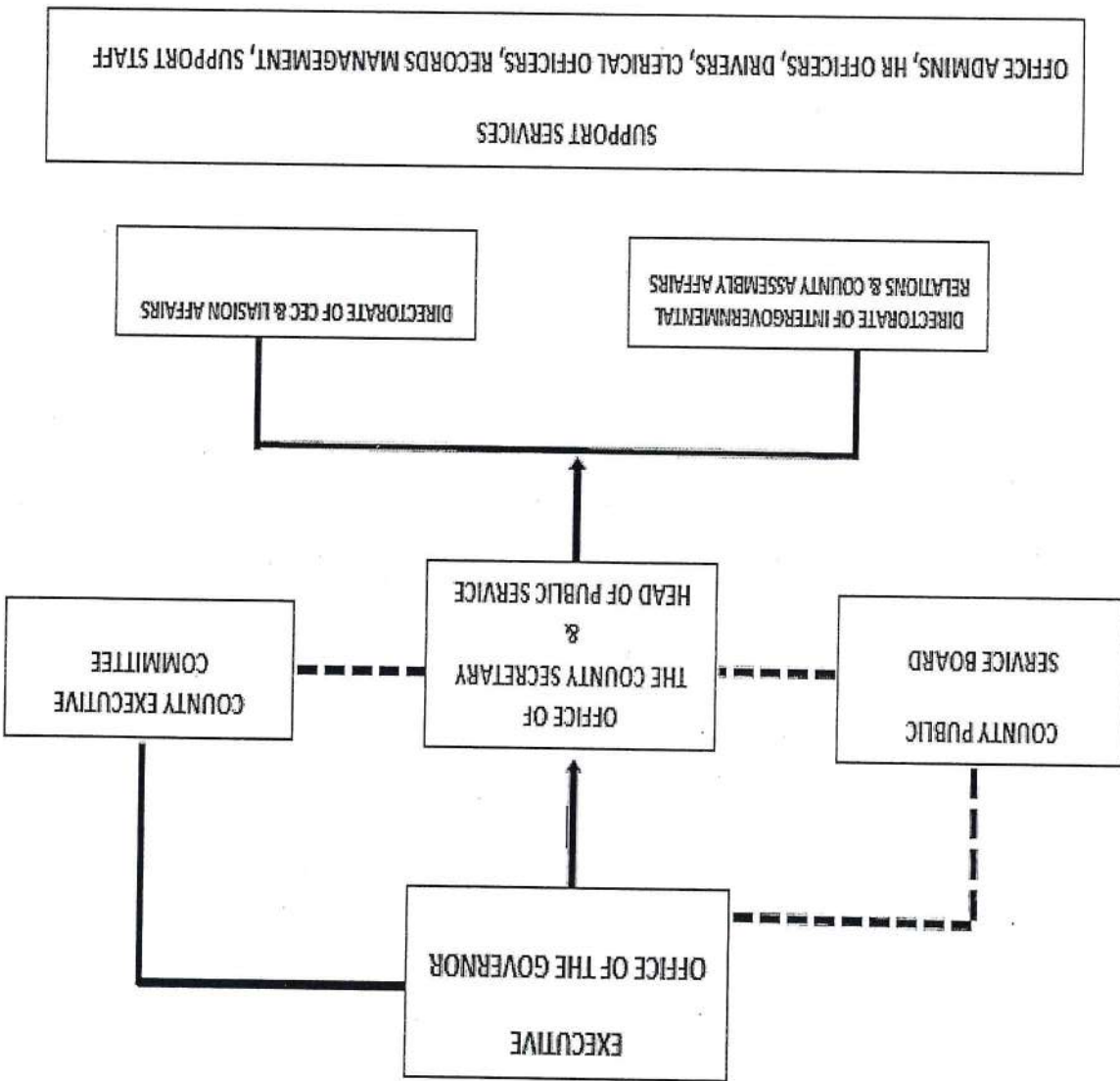


16.	Chief Administrative Officer (Chief of Protocol)		M/N	1	1	1	0	Heads the protocol department of a Governor, overseeing security, logistics and etiquette in the Governor's functions
17.	Senior Administrative Officer (Deputy Chief of Protocol)	L	1	1	1	0	Deputize the Chief of Protocol	
18.	Administrative officer III (Protocol Officers)	H,J,K	2	2	2	0	Managing logistics and arrangements in the Governor's functions and activities	
19.	Administrative officer III (Master of Ceremony)	H,J,K	2	2	2	0		
20.	Chief/Principal Assistant Office Administrator (Executive Secretary)	M,N	2	2	0	2	Recording dictation in shorthand and transcribing it in typewritten form, Typing from drafts, or manuscripts recording from dictation machines, Operating office equipment, Ensuring security of office records, equipment and documents, including classified materials	
21.	Senior Assistant Office Administrator (Secretary)	L	4	3	1		1 - Liaison office-Nairobi 1 - Governor 1 - Deputy Governor 2 - Shared services by other staff in the Office of the Governor	
22.	Film Officer/Photojournalist	H,J,K	4	2	2		Documenting Governor's events and	

[illegible]

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

4.1 Organogram



4.2 Staff Establishment

S/No	Designation	Job Group	No. Required	No. in place	Varia nce	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	1	1	-1 Director to be in charge of Cabinet affairs -1 Director to be in charge of Intergovernmental Relations/County Assembly Affairs)
3.	Assistant Director - Administration Head the following sections; -Cabinet affairs -Intergovernmental Relations/County Assembly Affairs)	P/Q	3	0	3	Director -1 To Deputyize the Administration (Cabinet Affairs) -1 To deputyize the Director Administration in charge of Intergovernmental Relations/County Assembly Affairs)
4.	Senior/Chief/Principal Administrative Officer	L/M/N	3	0	3	1 To Deputyize the Assistant Director Administration (Cabinet Affairs) -1 To deputyize the Assistant Director Administration in charge of Intergovernmental Relations/County Assembly Affairs)
5.	Administrative Officer III, II, I	H/J/K	5	0	5	To perform administrative duties at the County Secretary's Office
6.	Assistant Director/Deputy	P/Q	2	0	2	To head the HR unit in the County

HUMAN RESOURCE MANAGEMENT OFFICERS-DEGREE HOLDERS

7.	Director-Human Resource Management	Human Senior/Chief/Principal resource management Officer	L/M/N	2	0	2		To deputize the Assistant/Deputy Director in the County Secretary Docket	
8.	Human Resource Management & Development Officer II/I	Human Resource	J/K	2	0	2		To offer HR Services in the County Secretary Docket	
HUMAN RESOURCE PERSONNEL-DIPLOMA HOLDERS									
9.	Senior Human Resource Assistant/Chief/Principal Human Resource Assistant	Senior Human Resource Assistant	L/M/N	2	0	2		To offer HR Services in the County Secretary Docket	
10.	Human Resource Assistant III, II, I	Human Resource Assistant III, II, I	H/J/K	2	0	2		To offer HR Services in the County Secretary Docket	
OFFICE ADMINISTRATIVE SERVICES - PERSONNEL - DIPLOMA HOLDERS									
11.	Senior Assistant Office Administrator/Chief Assistant Office Administrator/Principal Assistant Office Administrator	Senior Assistant Office Administrator	L/M/N	2	1	1		To perform Office administrative duties at the County Secretary's Office	
12.	Assistant Office Administrator III/II/I	Assistant Office Administrator	H/J/K	2	1	1			
OFFICE ADMINISTRATIVE SERVICES - PERSONNEL - DEGREE HOLDERS									
13.	Assistant Director Office Administrative Services/ Deputy Director Office Administrative services (Head of the Section)	Assistant Director Office Administrative Services/ Deputy Director Office Administrative services (Head of the Section)	P/Q	2	0	2			
14.	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	2	0	2			
15.	Office Administrator II/ Office Administrator	Office Administrator II/ Office Administrator	J/K	2	0	2			



	Office Administrator I							administrative duties at the County Secretary's Office
CLERICAL OFFICERS								
16.	Chief Clerical	Officer/Principal Clerical	Officer	J/K	2	0	2	To perform Clerical work at the County Secretary's Office
17.	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								
18.	Principal Driver	J	2	0	2			Driver attached at the County Secretary's Office
19.	Driver III/Driver II/Driver I/Senior Driver/Chief Driver	D/E/F /G/H	2	1	1			Driver attached at the County Secretary's Office
CLEANING STAFF/SUPPORT STAFF								
20.	Cleaning Supervisor III/ Senior Support Staff/ Cleaning Supervisor IIB/ Support Staff Supervisor/ Cleaning Supervisor IIA/Cleaning Supervisor I	D/E/F /G	3	1	2			To offer support services at the office of the County Secretary
SECURITY PERSONNEL								
21.	Assistant Security Officer/Security Officer II/I	H/J/K	2	0	2			To offer security services in the Office of the County Secretary.
22.	Security Warden III/II/I	E/F/G	2	0	2			Secretary.
RECORD MANAGEMENT OFFICERS								
23.	Assistant Director Record Management/Deputy Director Records	P/Q	2	0	2			Head the Registry Services
24.	Senior Record Management Officer/Chief Record Management Officer/Principal Record Management Officer	L/M/N	2	0	2			To Manage the Registry Section
25.	Record Management Officer III/ Record	H/J/K	2	1	1			To Manage the Registry Section





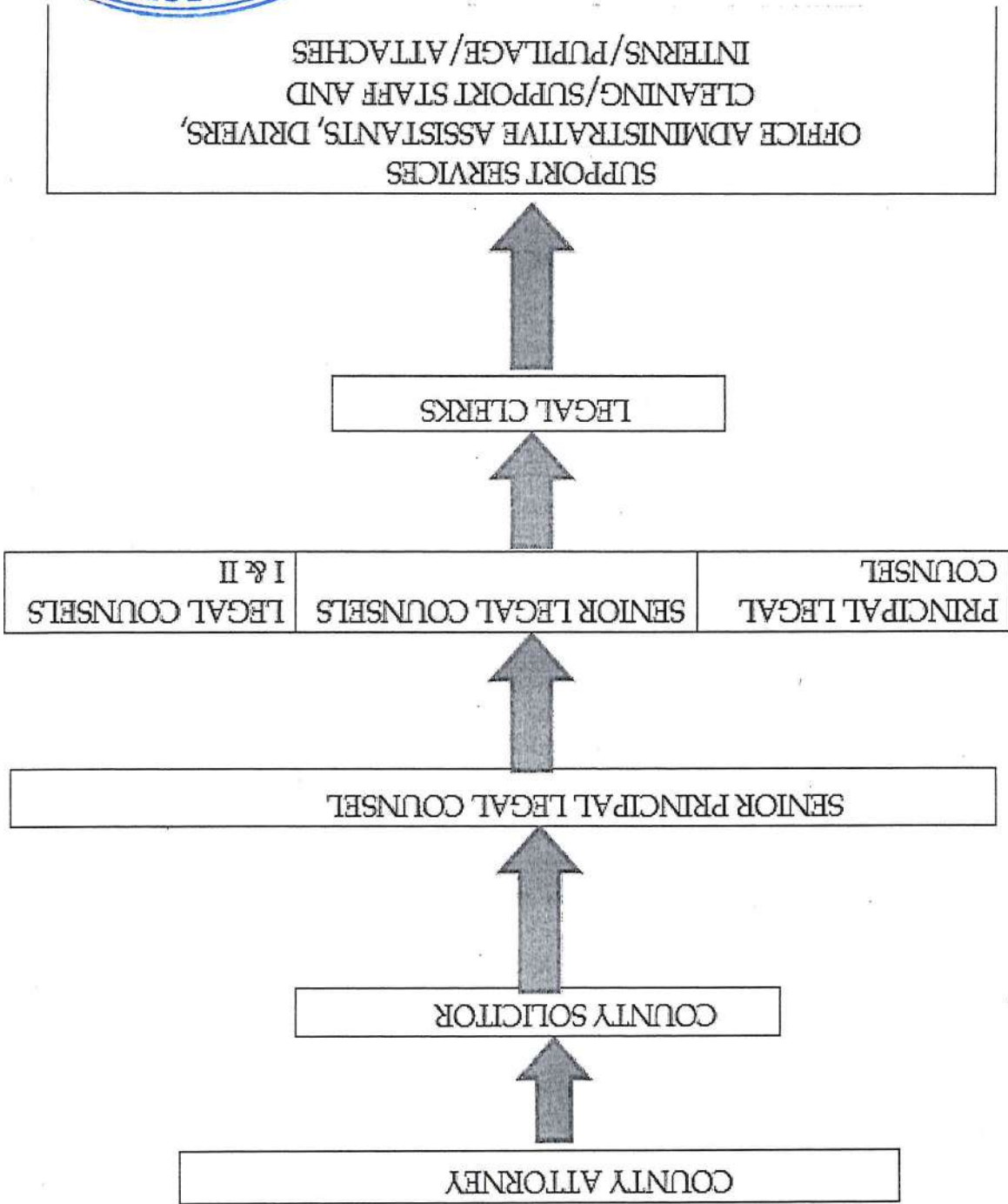
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Management Officer II/ Record Management Officer I						
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5.0 OFFICE OF THE COUNTY ATTORNEY

5.1 Organogram



5.2 Staff Establishment

S/N	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	1	0	The principal assistant to the County Attorney and accounting officer of the department
3.	Senior Principal Legal Counsel/Officer	R	1	1	0	The principal assistant to the County Solicitor.
4.	Principal Legal Counsel/Officer	Q	3	1	2	To carry out delegated functions by the County Attorney.
5.	Senior Legal Counsel/Officer, Legal Counsel/Officer I/II	L/M/N /P	9	2	7	To carry out delegated functions by the County Attorney.
6.	Interns/ pupillage	N/A	5	0	5	
OFFICE CLERICAL AND ADMINISTRATIVE SERVICES- DEGREE HOLDERS						
7.	Legal Clerk / Management Officer II	J	2	0	2	To carry out Legal Service, Office Coordination, supervision, and public liaison





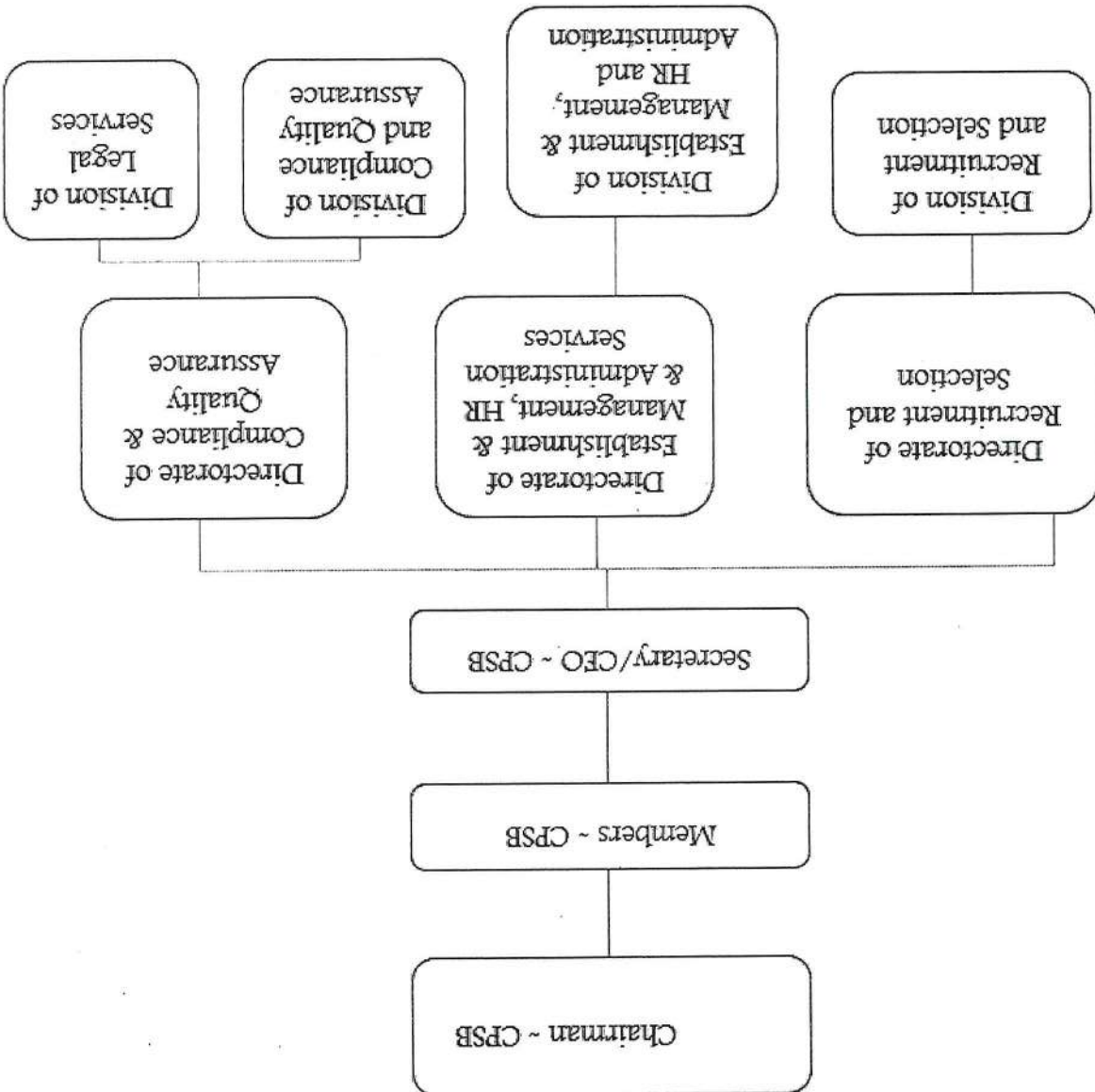
CLEANING STAFF/ SUPPORT STAFF						
12.	Driver III, Driver II /1		D/E/F/G	2	0	2
	To offer support services to the office of the County Attorney.					
11.	chief/principal driver		H/J	2	0	2
	To offer support services to the office of the County Attorney.					
DRIVERS						
10.	Office Administrative Assistant I/ II		F/G/H	4	0	4
	To offer administrative services in the County Attorney's office.					
9.	Legal Clerk / Management Officer III		H	2	1	1
	To carry out clerical services to the Office of the County Attorney.					
OFFICE CLERICAL AND ADMINISTRATIVE SERVICES- DIPLOMA HOLDERS						
8.	Office Administrative Assistant III		K & L	2	0	2
	To carry out Office Coordination, supervision, public liaison and departmental support to the Office of the County Attorney					
	departmental support to the Office of the County Attorney					

13.	Cleaning Supervisor III/ Senior Support Staff/Cleaning Supervisor/Support Staff Supervisor /Cleaning Supervisor IIa/Cleaning Supervisor I	D/E/F/ G	2	0	2	To offer support services to the office of the County Attorney.
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6.0 EMBU COUNTY PUBLIC SERVICE BOARD

6.1 Organogram



Board secretariat

Human Resource Officers/Assistants, Office Administrative Personnel, Records Management Officers, Administrative Personnel, Accountants, Economists/Statisticians, Clerical Officers, Cleaning/Support Staff, Drivers



6.2 Staff Establishment

NO.	Designation	Job Group	Number Required	In-Post	Variant	Justification
1.	Chairman		1	1	0	Management, Coordination & Policy Formulation
2.	Board Members		5	5	0	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 c. Compliance & Quality Assurance d. Recruitment & Selection	R	4	0	4	-Head the Sections namely: a. Corporate Services b. Establishment & Management, H.R & Administration 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 c. Compliance & Quality Assurance d. Recruitment & Selection	P/Q	4	1	3	To Deputyize the Director (Administration/Human Resource) in the 4 sections namely- a. Corporate Services b. Establishment & Management, H.R & Administration c. Compliance & Quality Assurance d. Recruitment & Selection
6.	Senior Human Resource Management & Development Officer/ Chief Human Resource Management & Development/ Principal	L/M/N	1	0	1	To support the sections in the CPSB



7.	Human Resource & Development Officer	Human Resource & Development Officer II/	Human Resource & Development Officer I	J/K	2	0	2	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	3	1	2	To support the sections in the CPSB		
9.	Human Resource Assistant III/Human Resource Assistant II/Human Resource Assistant I	H/J/K	3	0	3	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/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. Chairman-CPSB. One (1) for the CEO		
14.	Assistant Office Administrator III/ Assistant Office Administrator II/ Assistant Office Administrator I	H/J/K	3	0	3	CPSB. One (1) for the board members One (1) for the board secretariat.		
OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DEGREE HOLDERS								
15.	Assistant Director-Office Administrator Services/ Deputy Director-Office Administrative Services	P/Q	1	0	1	Head the administrative services section		
16.	Chief Office	M/N	1	0	1	To perform office		





17.	Administrator/Principal Office Administrator II/Office Administrator I/Senior Office Administrator	J/K/L	1	0	1	administrative duties at the County Public Service Board.
RECORDS MANAGEMENT OFFICERS						
18.	Assistant Director/Deputy Director-Records Management	P/Q	2	0	2	To head the records section.
19.	Senior Records Management Officer/ Chief Records Management Officer/ Principal Records Management Officer	L/M/ N	3	0	3	To manage the registry section
20.	Records Management Officer III/ Records Management Office II/ Records Management Officer I	H/J/K	3	1	2	
ADMINISTRATION SERVICES PERSONNEL						
21.	Assistant Director Administration Services/ Deputy Director Administration Services / Director Administration Services	P,Q& R	1	0	1	To perform Administration duties in the section.
22.	/Senior Administration Officer/Chief Administration Officer/Principal Administration Officer	L,M& N	1	0	1	
23.	Administration Officer III/Administration Officer II/Administration Officer	H,J,K,	1	0	1	
ACCOUNTANTS						
24.	Assistant Director- Accounting Services/Deputy Director- Accounting Services	P/Q	1	0	1	To head the unit.
25.	Chief Accountant/Principal Accountant	M/N	1	0	1	To perform accounting and finance duties in the section.
26.	Accountant II/Accountant I/ Senior Accountant	J/K/L	1	1	0	

CLERICAL OFFICERS

27.	Chief Clerical Officer/Principal Clerical Officer	J/K	2	1	1	To perform clerical duties in the County Public Service Board.
28.	Clerical Officer II/Clerical Officer I/Senior Clerical Officer	F/G/ H	2	1	1	

DRIVERS

29.	Principal Driver	H/J	2	0	2	To offer support services to the staff at the County Public Service Board
30.	Driver III/ Driver II/Driver I/Senior Driver/Chief Driver	D/E/ F/G	3	1	2	

CLEANING STAFF/SUPPORT STAFF

31.	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 CP&SB
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SUPPLY CHAIN MANAGEMENT PERSONNEL-CERTIFICATE& DIPLOMA HOLDERS

32.	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
33.	Supply Chain Management Assistant IV/ Supply Chain Management Assistant III/ Supply Chain Management Assistant II/ Supply Chain Management Assistant I	G/H J/K	1	0	1	To perform all procurement functions in the County Public Service Board.

SUPPLY CHAIN MANAGEMENT PERSONNEL-DEGREE HOLDERS

34.	Assistant Director-Supply Chain Management Services/ Deputy Director- Supply Chain Management Services	P/Q	1	0	1	To Head the supply chain management section
35.	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.
36.	Supply Chain Management Officer II/ Supply Chain Management Officer I/	J/K	1	0	1	

INFORMATION COMMUNICATION TECHNOLOGY (ICT) PERSONNEL





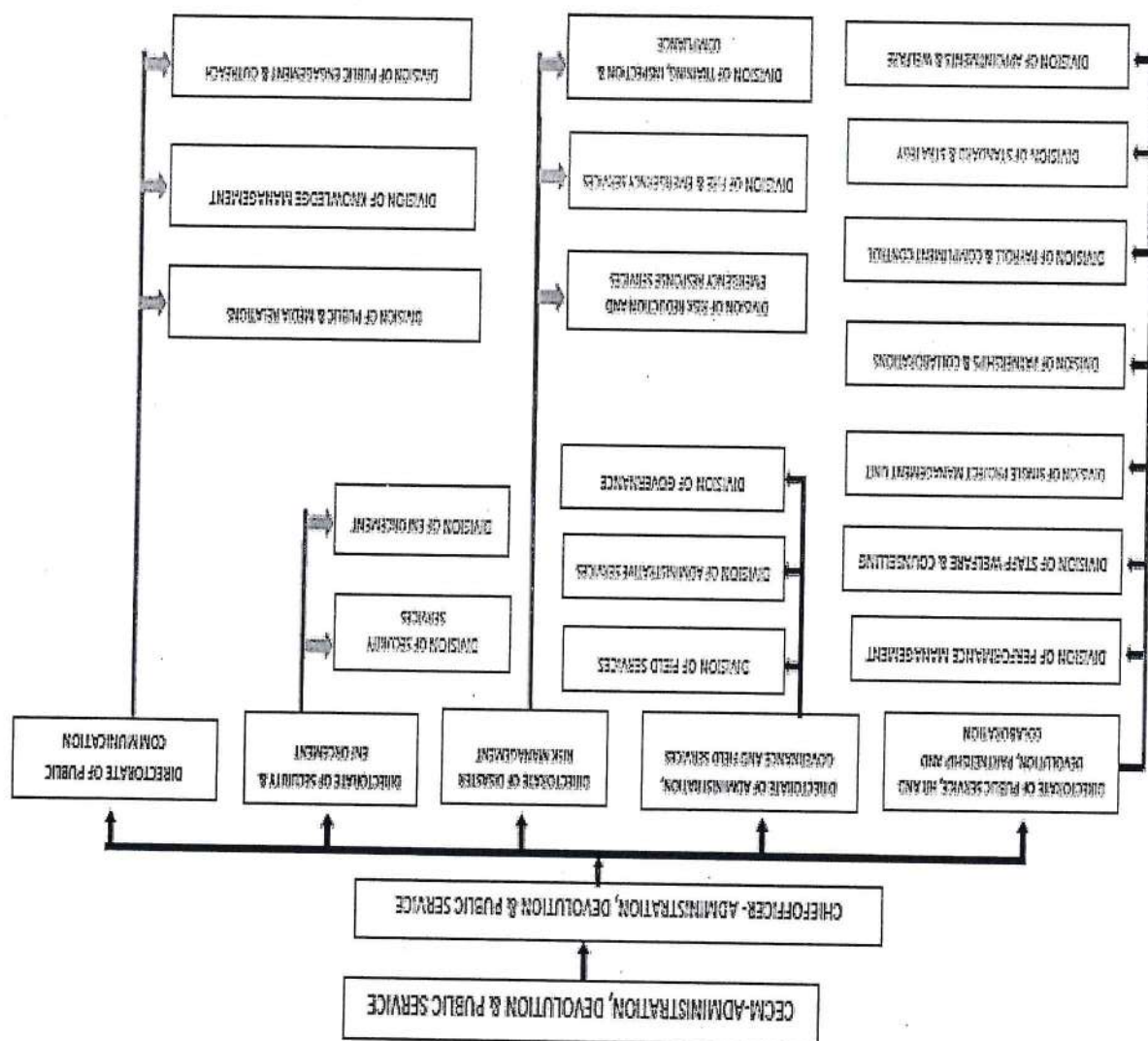
37.	Assistant Director-ICT/Deputy Director-ICT	P/Q	1	0	1	To Head the ICT Unit
38.	Senior Information Communication Technology Officer / Chief Information Communication Technology Officer / Principal Information Communication Technology Officer	L/M/N	1	0	1	To perform ICT related services, maintenance and software development.
39.	Information Communication Technology Officer III/ Information Communication Technology Officer II/ Information Communication Technology Officer I	H/J/K	1	0	1	
40.	Principal Legal Officer/Deputy Chief Legal Officer	P/Q	1	0	1	To Head the Legal Section
41.	Legal Officer II/Legal Officer I/Senior Legal Officer /Chief Legal Officer	L/M/N	1	0	1	To perform legal issues
LEGAL PERSONNEL						
42.	Assistant Director/Deputy Director-Internal Audit	P/Q	1	0	1	Head the Internal Audit Section. Analyze risk management, governance and internal control processes.
43.	Senior Internal Auditor/Chief/Principal Internal Auditor	L/M/N	1	0	1	To analyze the risk management issues and any audit queries.
44.	Internal Auditor III/Internal Auditor II/Internal Auditor I	H/J/K	1	0	1	
CIVILIAN/SECURITY PERSONNEL						
45.	Assistant Security Officer/Security Officer II/I	H/J/K	2	0	2	To offer security services in the CPSB.
46.	Security Warden III/II/I	E/F/G	2	0	2	
PUBLIC COMMUNICATION OFFICERS						
47.	Assistant Director / Deputy Director-Public Communication	P/Q	1	0	1	Head the Communication unit
48.	Senior Public Communications Officer / Chief Public	L/M/N	1	0	1	-Disseminating information to the media and the general

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Public Communications Officer/	Principal Public Communications Officer	Public Communications Officer III/ Public Communications Officer II/ Public Communications Officer I	H/J/ K	1	0	1	Public-Preparing & organizing media/press briefs on weekly or monthly basis
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7.0 DEPARTMENT OF ADMINISTRATION, DEVOLUTION & PUBLIC SERVICE,

7.1 Organogram



SUPPORT SERVICES

Records Management Personnel, Support Staff Personnel, Drivers, Clerical Officers, Office Administrative Personnel, Administrative Personnel, Accountants, ICT Officers, Administrative Personnel



7.2 Staff Establishment

No	Designation	Job Group	Required	In-post	Variable	Justification
1.	County Executive Committee Member CECM	T	1	1	0	To provide strategic direction in the entire department
2.	Chief Officer-Administration, Devolution, Public Service	S	1	1	0	To head the department
DIRECTORATE OF PUBLIC SERVICE, HUMAN RESOURCE MANAGEMENT AND DEVOLUTION, PARTNERSHIP AND COLLABORATION						
HUMAN RESOURCE MANAGEMENT						
HUMAN RESOURCE MANAGEMENT OFFICERS-DEGREE HOLDERS						
3.	Director Human Resource Management	R	1	0	1	To head the directorate
4.	Assistant Director/ Deputy Director HRM	P/Q	15	5	10	To head the Divisions & sections as per 2-Lands 2-Municipal 1-Trade 3-Youth 8 PSA
5.	Senior/Chief/Principal Human Resource Management and Development Officer,	L/M/N	20	2	18	To undertake Training and development functions: 3 Lands 3 Municipal Board 2 Trade 3 Youth 9 PSA
6.	Human Resource Management and Development Officer II/I	J/K	16	2	15	To undertake Training and development functions: 2 Lands 1 Education 1 Municipal



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13.	Senior/Chief/Principal Records Management Officer	L/M/N	28	0	28	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	Board Youth 1 County Secretary
14.	Records Management Officer II/II/I	H/J/K	31	6	25	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	
OFFICE ADMINISTRATORS (SECRETARIES) - DEGREE HOLDERS							
15.	Designation	Job Group	Number Require d	In- post	Varian ce	Justification	
16.	Assistant/Deputy Director Office Administrative Services	P/Q	7	0	7	To perform Administrative duties as follows: 1 Trade 1 Municipal	



17.	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	3 Youth 1 County Secretary 1 PSA
18.	Office Administrator II/I	J/K	11	0	11	2 Trade 2 Finance 2 Resource Mobilization 2 ECRA 1 County Secretary	2 PSA
ASSISTANT OFFICE ADMINISTRATORS - DIPLOMA HOLDERS							
19.	Senior/Chief/Principal Assistant Office Administrator	L/M/N	24	8	16	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	

20.	Assistant Office Administrator III/II/I				48	20	28	To perform Administrative duties as follows: 3 Youth 8 Trade
21.								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 - CERTIFICATE								
22.	Office Administrative Assistant III/II/I/Senior	C/H/ J/K	8	1	7			To perform Administrative duties as follows: 1 Economic Planning 2 Agriculture 5 Youth
CLERICAL OFFICERS								
23.	Chief/Principal	J/K	10	7	3			To Perform Clerical Duties
24.	Clerical Officer II/Clerical Officer I/ Senior	F/G/H	80	28	52			To Perform Clerical duties as follows: 3 Education 3 Resource Mobilization 5 Finance 5 Procurement 8 ECRA 12 Lands 8 Municipal 10 Trade



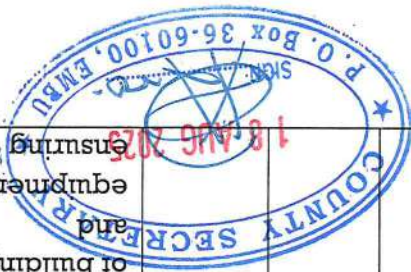


25.	Cleaning Supervisor I/ Cleaning Supervisor IIA/ Cleaning Supervisor IIB/Support Staff Supervisor/ Cleaning Supervisor III	D/E/F/ G	357	132	225	To perform cleaning and support services in the departments as follows: 118 PSA 150 Environment 8 Roads 2 County Secretary 5 Agriculture 4 Finance 3Procurement 3 Resource Mobilization 2 Planning 2 County Attorney 3 Education 4 Lands 20 Municipal 11 Trade 20 Youth 2 ICT
CLEANING SUPERVISORS/SUPPORT STAFF						
						7 Youth 5 Roads 2 County Secretary 2 Agriculture 10 PSA
26.	Chief /Principal	H/J	80	5	75	To perform driving services at the headquarters and Sub counties.
27.	Driver III/II/I/Senior	D/E/F/ G	80	72	8	To perform driving services at the

45.	Fireman III	C	1	1	1	0	employee from the defunct Local Authorities may voluntarily opt to be placed on the remuneration structure advised herein that is applicable to the employees absorbed from the National Government and those recruited by the County Government. Such an employee who opts to adopt the remuneration structure under reference shall do so voluntarily and in so doing forfeit all remuneration and benefits obtained the defunct Local Authority".
46.	Human Resource Officers	J	3	3	0	0	
47.	Junior Market Collectors	A	17	17	0	0	
48.	Askaris	A/B/C	10	10	0	0	
49.	Drivers	A/B	8	8	0	0	
50.	Senior Market Collectors/Market Collectors	D	9	9	0	0	
51.	Senior Sergeant Askaris	D	2	2	0	0	
52.	Master Collector	B	1	1	0	0	
53.	ICT Officers	J	2	2	0	0	
54.	Secretary	J	1	1	0	0	
55.	Artisan	E	2	2	0	0	
56.	Procurement Officer	J	1	1	0	0	
57.	Unresolved Job Groups		32	32	0	0	
DIRECTORATE OF ADMINISTRATIVE SERVICES, GOVERNANCE AND FIELD SERVICES							
58.	Director Administration & Devolution	R	1	1	0	0	To head the unit
59.	Deputy Director, Field Services ad Headquarters (Sub County Administrators)	Q	5	5	0	0	1 Developing administrative and reviewing administrative policies,



[illegible]



							disseminating administrative policies, procedures and strategies.	
61.	Principal Administration Officer (Ward Administrators and HQ Administrators)	N	25	19	6	1. Implementing administrative policies, procedures and strategies.		
62.	Chief Administration Officer	M	10	0	10	2. preparing briefs and memos; compiling monthly utilization and expenditure data of all vehicles;		
63.	Senior Administration Officer	L	10	0	10	vehicles; preparing reports on motor vehicles;		
64.	Administration Officer I	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		



65.	Administration Officer II (Village Admis)	H/J/K	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	cleaning of offices; and coordinating security services
66.	Director Administration (Governance)	R	1	1	0	To head the unit	
67.	Assistant Director/Deputy Director- Administration (Governance)	Q	3	0	3	To deputize the director	
68.	Senior/Chief/Principal Administrative Officer (Governance Officers)	L/M/N	5	0	5	To Coordinate the activities of the directorate.	
69.	Administrative Officers III/II/I	H/J/K	5	0	5		

GOVERNANCE

DIRECTORATE OF PUBLIC COMMUNICATION

70.	Director public communication	R	1	0	1	To head the directorate
71.	Assistant/Deputy Director Public Communication	P/Q	2	1	1	To Deputy/Head the Public Communication Unit.
72.	Senior/Chief/Principal Public Communication Officer/ Film	L/M/N	3	0	3	To assist in coordination of information services including collection of data.
73.	Public Communication Officer/film III/II/I	H/J/K	15	2	13	Coordination of information services, including collection, analysis and dissemination of information.
DIRECTORATE OF SECURITY & ENFORCEMENT						
74.	Director Enforcement (Director Administration)	R	1	0	1	To head the Directorate
75.	Deputy Director Enforcement (Deputy Director Administration)	Q	1	1	0	To head the division
76.	Assistant Director Enforcement (Assistant Director Administration)	P	1	1	0	Deputize the deputy director Enforcement services
77.	Deputy Chief Security Officer (Chief Inspectors Sub County Commanders)	M	6	0	6	To head sub county enforcement teams and plan for sub county enforcement programs 4 Enforcement Youth





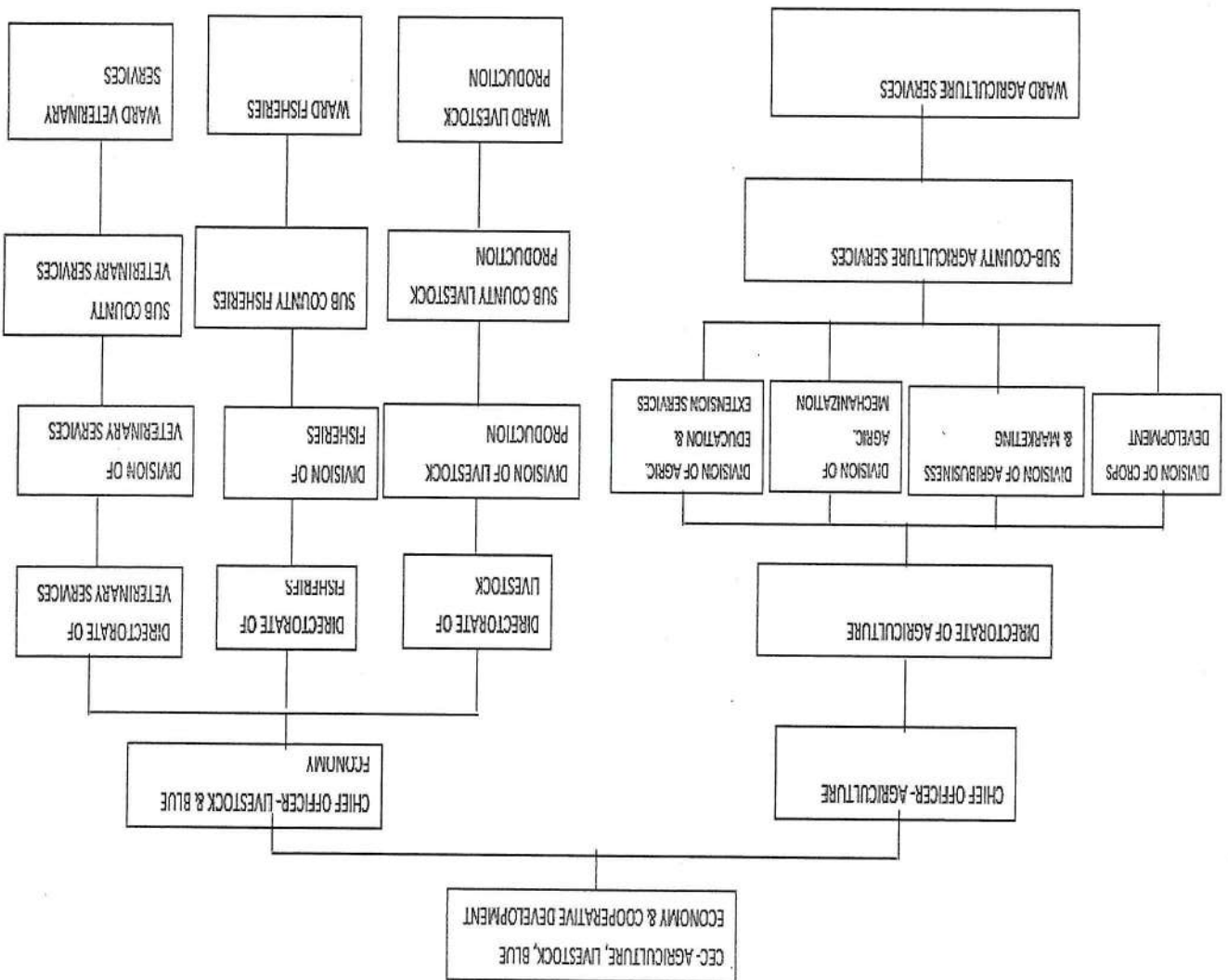
78.	Senior Security Officers (Inspectors)	L	8	0	8	To deputize the sub county commander 4 Enforcement 1 Youth
79.	Security Officers I (Sergeants I/II)	K	8	0	8	Undertake daily general and technical supervision and scheduling of duties for sub county officers. 4 Enforcement 1 Youth
80.	Security Officer II	J	11	0	11	To enforce County and National laws. 10 Enforcement 1 Youth
81.	Assistant Security officer (Corporals)	H	15	0	15	Undertake field supervision of enforcement officers assigned under their command. 12 Enforcement 3 Youth
82.	Security Wardens (Senior Support Staff/Enforcement Officers)	D/E/F/ G	370	204	166	142 Enforcement Department 2 County Secretary 5 Agriculture 17 Youth
83.	Security Wardens (Watchmen)	D/E/F/ G	42	0	42	Provide security to county government official infrastructure and institutions.

DIRECTORATE OF DISASTER RISK MANAGEMENT						
84.	Director Administration (Emergency and Disaster Management)	R	1	1	1	0
85.	Deputy Director Administration (Emergency and Disaster Management)	Q	1	0	1	To deputize the head of the directorate
86.	Disaster Risk Reduction Managers	K/L/M/N	4	0	4	To coordinate/lead operational duties
87.	Disaster Risk Management officers	H/J	5	0	5	
88.	Emergency responders EMT/Divers	E/I/G	20	0	20	
89.	Fire Engine Mechanics	E/G/H/J	4	0	4	
90.	Assistant Director Administration (fire emergencies /training and compliance)	P	2	0	2	Coordinate operational duties
91.	Principal Superintendent (Fire Services)/ training compliance	N	4	0	4	
92.	Chief Superintendent (Fire Services/ training and compliance	M	4	0	4	Carry out operational duties
93.	Senior Superintendent (Fire Services)/training and compliance	L	10	0	10	
94.	Superintendent (Fire Services)	K	5	0	5	
95.	Senior Inspector (Fire Services)	J	5	0	5	
96.	Inspector (Fire Services)	H	10	0	10	
97.	Fireman III/II/I/Senior/Chief/ emergency rescuers	E/F/G/H/J	92	17	75	
98.	Drivers (Fire Engine Operators) Drivers III/II/I/Senior/Chief/Principal	D/E/F/G/H/J	25	5	20	



8.0 DEPARTMENT OF AGRICULTURE, LIVESTOCK & BLUE ECONOMY

8.1 Organogram



SUPPORT SERVICES (Accountants, Supply Chain Officer, Human Resource Management Officers, Office Administrative Officers, Clerical Officers, Drivers, Support Staff)



8.2 Staff Establishment

Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Executive	CEC	T	1	1		
AGRICULTURE						
Aggricultur e	Chief Officer - Agriculture	S	1	1	0	
Aggricultur e - Degree	Director - Agriculture	R	1	1	0	In charge of Agriculture
	Assistant / Deputy Director Of Agriculture (Senior Assistant)	P/Q	4	0	4	To deputize the director & to head and coordinate the divisions
	Chief /Principal Agricultural Officer	M/N	25	10	15	To head crop protection, horticultural crops as well as industrial crops subdivisions of the crops division, Sub counties, Agriculture Training Centre(ATC) and serve as county project coordinators
	Aggricultural Officer /Senior	K/L	34	2	32	To undertake crop development,agri business and home economics, land development and agricultural extension in the subcounties





Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Diploma	Senior/Chief/Princ	L/M/N	61	13	48	Progression
	ipal Assistant Agricultural Officer	H/J/K	100	35	65	To Undertake crop development,agri business and home economics, land development and agricultural extension in the subcounties
Certificate	Junior Agricultural Assistant/Agricultu	E/F	13	13	0	This Cadre is obsolete
	ral Asst. II/I					
HRM - Degree	Assistant/ Deputy/ Director Human Resource Management	P/Q	2	0	2	Progression
	Senior/Chief/Prini	L/M/N	2	0	2	Progression
	cpal /Human Resource Management Officer					
	Human Resource Management Officer II/I	J/K	2	0	2	
	Senior/Chief/Prini	L/M/N	3	0	3	Progression
Diploma	Senior/Chief/Prini	L/M/N	3	0	3	
	cpal /Human Resource Management Assistant	H/J/K	3	0	3	

Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
	Assistant III/II/I					
Accounts - Degree	Senior/Chief/Princi	L/M/N	2	0	2	Progression
	Accountant	J/K	2	0	2	
Supply Chain	Senior/Chief/Princi	L/M/N	2	0	2	Progression
	Managerment officer					
Supply Chain	Senior/Chief/Princi	H/J/K	2	0	2	
	Management officer III/II/I					
Hospitality	Senior/Chief/Princi	L/M/N	1	0	1	Progression
	Head House keeper/	J/K	1	1	0	
	Hospitality officer I/II					
	Senior/Chief/Princi	L/M/N	1	1	0	Progression
Drivers	Senior/Chief/Princi	G/H/J	5	1	4	Progression
	ipal Driver					
	Driver III/II/I	D/E/F	10	3	7	
Office Administrators	Senior/Chief /	L/M/N	1	0	1	Progression
	Princiapl Assistant					
	Office Administrator					
	Assistant Senior	H/J/K	7	1	6	





Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Support Staff	Administrator III/II/I					
	Senior/Chief / Principal Office Administrator	L/M/N	2	0	2	Progression
	Office Administrator II/I	J/K	2	0	2	
	Cleaning supervisor IIA /I	F/G	6	2	4	Progression
Support Staff	Senior Support Staff (Cleaning supervisor III) /Support Staff Supervisor (Cleaning supervisor IIB)	D/E	30	2	28	
	Chief /Principal Clerical Officer	J/K	2	0	2	Progression
	Clerical Officer II/I/ Senior	F/G/H	9	2	7	
	AMS MACHANG'A					
Engineers - Degree	Chief / Principal/Senior Principal Superintending Engineer (Agriculture)	P/Q	1	0	1	
	Superintending Engineer (Agriculture)/ Senior	M/N	3	1	2	Progression
	Engineer II/ (Agriculture)	K/L	2	1	1	

Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Diploma	Principal Superintendent (Agriculture) /Senior	N / P	2	0	2	
	Superintendent (Agriculture) /Senior/Chief	K/L/M	1	0	1	Progression
	Inspector/Senior (Agriculture)	H/J	3	1	2	
	Senior/Chief/Princ ipal Plant Operator	G/H/J	5	0	5	Progression
Plant Operators	Plant Operator III/II/I	D/E// F	8	5	3	
	Senior/Chief/Princ ipal Charge Hand - Plant / Mechanical	G/H/J	1	0	1	Progression
Charge Hands	Charge Hand - Plant /Mechanical III/II/I	D/E// F	2	1	1	
	Senior/Chief/Princ ipal Charge Hand - Building	G/H/J	1	0	1	Progression
	Charge Hand - Building III/II/I	D/E// F	1	1	0	
	Senior/Chief/Princ ipal Driver III/II/I/	G/H/J	1	0	1	Progression
Drivers	Driver III/II/I	D/E/F	1	0	1	
	Senior/Chief/Princ ipal Driver III/II/I/	G/H/J	1	0	1	Progression
Office Administrators	Senior/Chief Assistant Office Administrator	L/M	1	0	1	Progression
	Assistant Senior Office	H/J/K	1	0	1	





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Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
	Administrator					
Support Staff	Support Staff	F/G	2	0	2	Progression
	Support Staff /Senior/ Supervisor/ Cleaning supervisor	D/E	2	0	2	
Clerical Officers	Chief / Principal	J/K	2	0	2	Progression
	Clerical Officer	F/G/H	2	1	1	
Security	Assistant Security Officer/ Security Officer II/I	H/J/K	2	0	2	
	Security Warden	E/F/G	4	0	4	
AGRICULTURAL TRAINING CENTRE						
Lecturers	Senior Principal	P	2	0	2	
	Lecturer					
	Chief/ Principal	M/N	3	0	3	
	Lecturer/ Senior	K/L	4	0	4	
			396	101	295	
LIVESTOCK PRODUCTION SECTION						
Livestock & Blue	Chief Officer - Livestock & Blue	S	1	1	0	

Function	Cadre	Job group	Requie d	In post	Varainc e	Remarks
Economy	Economy					
Livestock productio n - Degree	Director of Livestock production	R	1	1	0	
	Assistant / Deputy (Senior Assistant) Director of Livestock production	P/Q	4	1	3	
	Chief/ Principal Livestock production Officer	M/N	14	3	11	Progression
	Livestock production Officer	K/L	15	8	7	
	Senior /Chief /Principal Livestock production Officer	L/M/N	8	1	7	Progression
Diploma	Assistant Livestock production Officer	H/J/K	19	6	13	
	Senior / Chief Livestock production Assistant	J/K	10	4	6	Progression
	Livestock production Assistant II/I	G/H	10	2	8	
	Senior/Chief/Princ ipal Driver	G/H/J	2	0	2	Progression
Drivers	Driver III/II/I	D/E/F	5	0	5	





Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Office Administrators	Senior /Chief / Principal Office Administrator	I/M/N	2	0	2	Progression
	Office Administrator II/I/	J/K	2	0	2	
	Senior/Chief / Principal Assistant Office Administrator	I/M/N	4	1	3	Progression
	Assistant Senior Office Administrator III/II/I	H/J/K	6	2	4	
	Support Staff	Cleaning supervisor IIA /I	F/G	5	2	Progression
		Senior Support Staff (Cleaning supervisor III) /Support Staff Supervisor (Cleaning supervisor IIB)	D/E	6	1	5
		Chief /Principal Clerical Officer	J/K	4	1	3
	Clerical Officers	Clerical Officer II/I/ Senior	F/G/H	6	2	4
EMBU VETERINARY STAFF ESTABLISHMENT						
Veterinar y - Degree	Director Veterinary Services	R	1	0	1	
	Assistant / Deputy (Senior Assistant)	P/Q	2	0	2	



Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
Animal Health - Degree	Director					
	Veterinary Services					
	Veterinary Officer /Senior /Chief	L/M/N	6	4	2	
	Chief / Principal Animal Health Officer // Asst. Director	M/N/P	2	1	1	Progression
Diploma	Animal Health Officer /Senior	K/L	5	0	5	
	Senior/ Chief /Principal Assistant Animal Health Officer	L/M/N	6	3	3	Progression
	Assistant Animal Health Officer III/II/I	H/J/K	8	0	8	
	Senior Animal Health Assistant	J/K	32	11	21	Progression
Certificate	Animal Health Assistant II/I	G/H	39	19	20	
	Senior/Chief/Principal Laboratory Technologist	L/M/N	2	0	2	Progression
	Laboratory Technologist III/II/I	H/J/K	2	0	2	
	Senior/Chief Laboratory Technician	J/K	2	1	1	Progression
Lab Tech - Diploma	Laboratory Technologist	H/J/K	2	0	2	
	Laboratory Technologist III/II/I	H/J/K	2	0	2	
	Senior/Chief Laboratory Technician	J/K	2	1	1	Progression
	Laboratory Technician	G/H	2	0	2	



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Function	Cadre	Job group	Required	In post	Variances	Remarks
Leather Dvpt - Diploma	Senior/Chief/Principal Assistant Leather Development Officer	I/M/N	2	0	2	Progression
	Assistant Leather Development Officer	H/J/K	5	0	5	
	Senior/Chief/Principal Assistant Leather Development Assistant	J/K	2	0	2	Progression
	Leather Development Assistant II/I	G/H	5	1	4	
Certificate	Senior/Chief/Principal Assistant Leather Development Assistant	J/K	2	0	2	Progression
	Leather Development Assistant					
	Leather Development Assistant II/I	G/H	5	1	4	
	Senior/Chief/Principal Assistant Leather Development Assistant	J/K	2	0	2	Progression
Office Administrators	Senior/Chief/Principal Office Administrator	I/M/N	2	0	2	Progression
	Office Administrator II/I	J/K	2	0	2	
	Senior/Chief/Principal Assistant Office Administrator	I/M/N	6	0	6	Progression
	Assistant Senior Office Administrator	H/J/K	2	0	2	
Support Staff	Cleaning Supervisor IIA/I	F/G	5	2	3	Progression
	Senior Support Staff (Cleaning Supervisor III)	D/E	5	0	5	

Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
	Support Staff / Supervisor (Cleaning Supervisor IIB)					
Clerical Officers	Chief /Principal Clerical Officer	J/K	2	1	1	Progression
	Clerical Officer II/I/ Senior	F/G/H	5	1	4	
Drivers	Senior/Chief/Princ ipal Driver	G/H/J	2	1	1	Progression
	Driver III/II/I	D/E/F	2	0	2	
			156	45	111	
FISHERIES						

Degree	Director of Fisheries	R	1	1	0	To head Fisheries in the County
	Assistant / Deputy (Senior Assistant) Director of Fisheries	P/Q	1	0	1	To backstop all Technical matters
	Chief / Principal Fisheries Officer	M/N	6	1	5	To deputize the Sub County Heads in High potential S. Counties
	Fisheries Officer / Senior	K/L	6	5	1	These need to be promoted to the higher vacant positions
	Senior /Chief/ Principal Assistant Fisheries Officer	L	5	0	5	
	Assistant Fisheries Officer III/II/I	H/J/K	10	0	10	To be in charge of wards that have
Diploma						





Function	Cadre	Job group	Required	In post	Variances	Remarks
	Certificat	Fisheries Assistants	G/H/J/K	11	11	This cadre is obsolete.
		Coxwain	D	1	0	This cadre is obsolete.
		Ship Crew	D	5	5	This cadre is obsolete.
	Office Administrator	Senior/Chief / Principal Office Administrator	L/M/N	2	0	Progression
		Office Administrator II/I/	J/K	2	0	
		Senior/Chief / Principal Assistant Office Administrator	L/M/N	2	0	Progression
		Assistant Senior Office Administrator	H/J/K	6	0	6
Support Staff		Cleaning supervisor IIA /I	F/G	2	0	2
		Senior Support Staff (Cleaning supervisor III) /Support Staff Supervisor (Cleaning supervisor IIB)	D/E	6	1	5
Clerical Officers		Chief /Principal Clerical Officer	J/K	2	0	2
						Progression

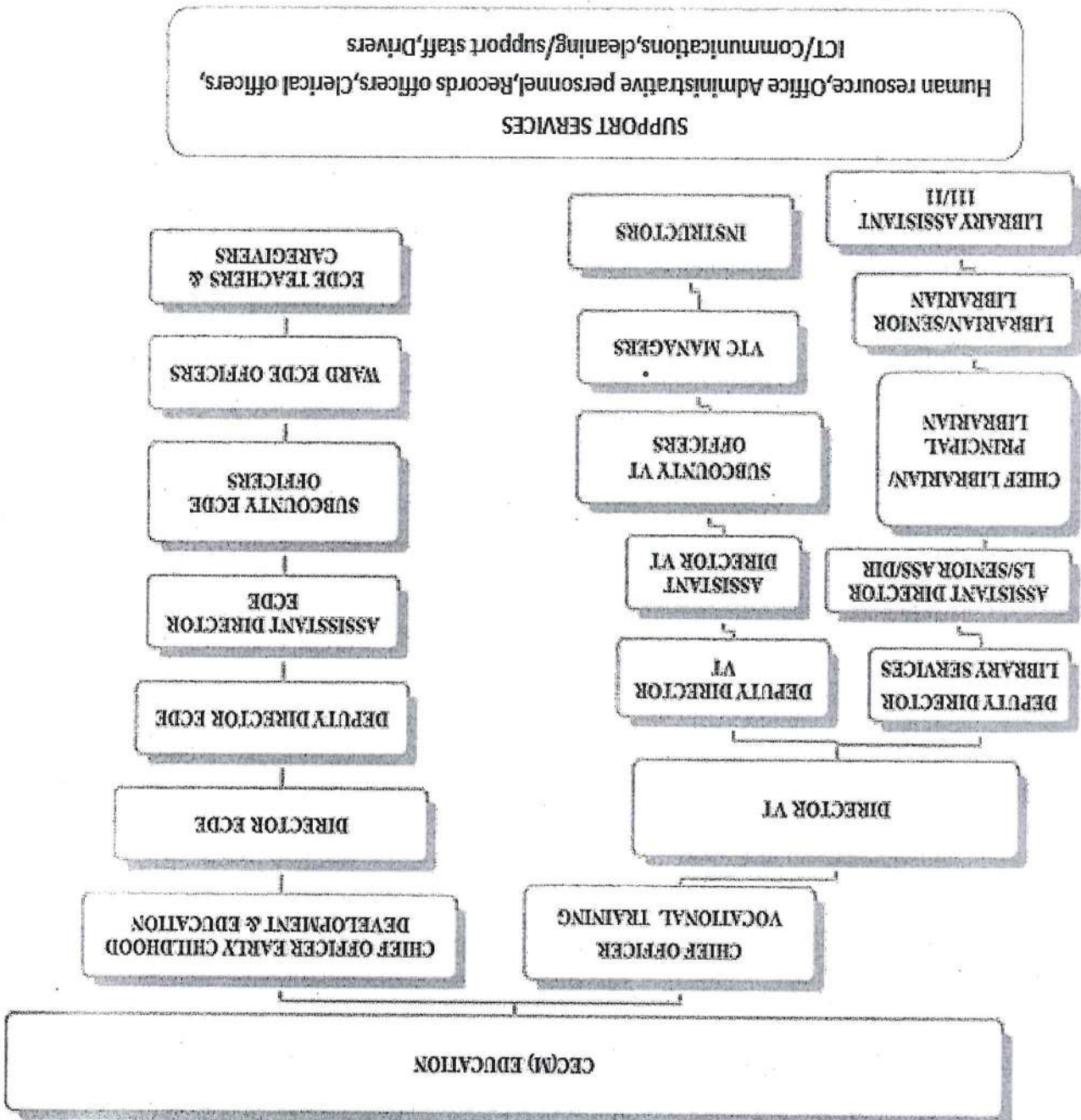


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Function	Cadre	Job group	Require d	In post	Varainc e	Remarks
	Clerical Officer II/I/ Senior	F/G/H	6	2	4	One at county HQ and 5 in the subcounties
Drivers	Senior/Chief/Princ	G/H/J	2	1	1	Progression
	Driver III/II/I	D/E/F	2	0	2	
			77	26	51	

9.0 DEPARTMENT OF EDUCATION

9.1 Organogram



9.2 Staff Establishment

S/No	Designation	Job Group	No. Require d	In-Post	Variance	Justification
1.	CECM	T	1	0	1	- 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- Mbere North 1- Mbere 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



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15. Deputy Director VTC	0	1	0	1	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-Runyenyas 1-Mbeere North 1-Mbeere South
16. Assistant Director (VTC)	P	6	0	6	Assistant director to Coordinate Sections in the respective directorates. -Two at the Headquarters and the rest in the four sub counties
17. Senior Principal Vocational Training Officer Chief Principal Training Officer	Q/R	10	0	10	Develop strategies for vocational training Formulation of education policies
18. Senior Graduate Vocational Training Instructor Principal Graduate Vocational Training Instructor	N/P	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.
19. Graduate Vocational Training Instructor III/II/I	K/L/ M	60	0	60	-Training in Vocational Training Centers and deployed as H.O.D.s - To be in charge of VTC Programmes at the 4 sub-counties.



HR OFFICERS						
SUPPORT SERVICES						
29.	Library Assistant 111/Library Assistant 11	H/J	2	1	1	-For job progression
28.	Librarian/Senior Librarian	K/L	1	0	1	-For job progression
27.	Chief Librarian/Principal Librarian	M/N	6	5	1	-For job progression
26.	Assistant Director Library Services/Senior Assistant Director Library Services	P/Q	2	0	2	-For job progression
25.	Deputy Director - Library Services/ Librarian	R	1	0	1	-To Deputize the director
LIBRARY SERVICES						
24.	Assistant Vocational Training Instructor III/II	G/H	55	37	18	To train in VTCs
VOCATIONAL TRAINERS CERTIFICATE HOLDERS						
23.	Vocational Training Instructor II	J	200	59	141	To train in VTCs/HODs
22.	Vocational Training Instructor I/ Senior Vocational Training Instructor I	K/L	180	11	169	• To deputize the VTC Manager • Training in VTCs and can be deployed as a Manager
21.	Chief Vocational Training Instructor	M	55	0	55	• Managers of institutions • Training in Vocational Training Centers
20.	Principal Vocational Training Instructor	N	32	0	32	-To manage the VTCs -Training in Vocational Training Centers
VOCATIONAL TRAINERS DIPLOMA HOLDERS						
						• -Deployed as Vocational Training officers

DEGREE HOLDERS

30.	Human Resource Management and Development Officer II/I Senior Human Resource Management and development Officer	J/K/L	6	0	6	To perform HR functions in the Department
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31.	Chief Human Resource Management and development Officer, Principal Human Resource Management and development Officer, Assistant Director Human Resource Management and development	M/N/ P	3	0	3	Interpretation of analysing staff career progression and making proposals for career development, undertaking training assessment, Monitoring and implementation of HR management and development policies,
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32.	Deputy Director Human Resource Management and development	O/R	1	1	0	Overseeing HR function in the entire Department of Education.
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DIPLOMA HOLDERS

33.	Human Resource Assistant III/II/I,	H/J/K	4	0	4	Perform HR functions in the Directorate under the guidance of senior HR officer.
34.	Senior Human Resource Assistant, Chief Human Resource Assistant, Principal Human Resource Assistant	L/M/ N				Perform HR functions in the Directorate under the guidance of senior HR officer.

ICT SERVICES

DEGREE OFFICERS

35.	ICT Officer /II/I	J/K	2	0	2	To help in maintenance of ICT equipment and software in the two Directorates, Analysing, Designing, Coding, Testing, Implementing computer programs
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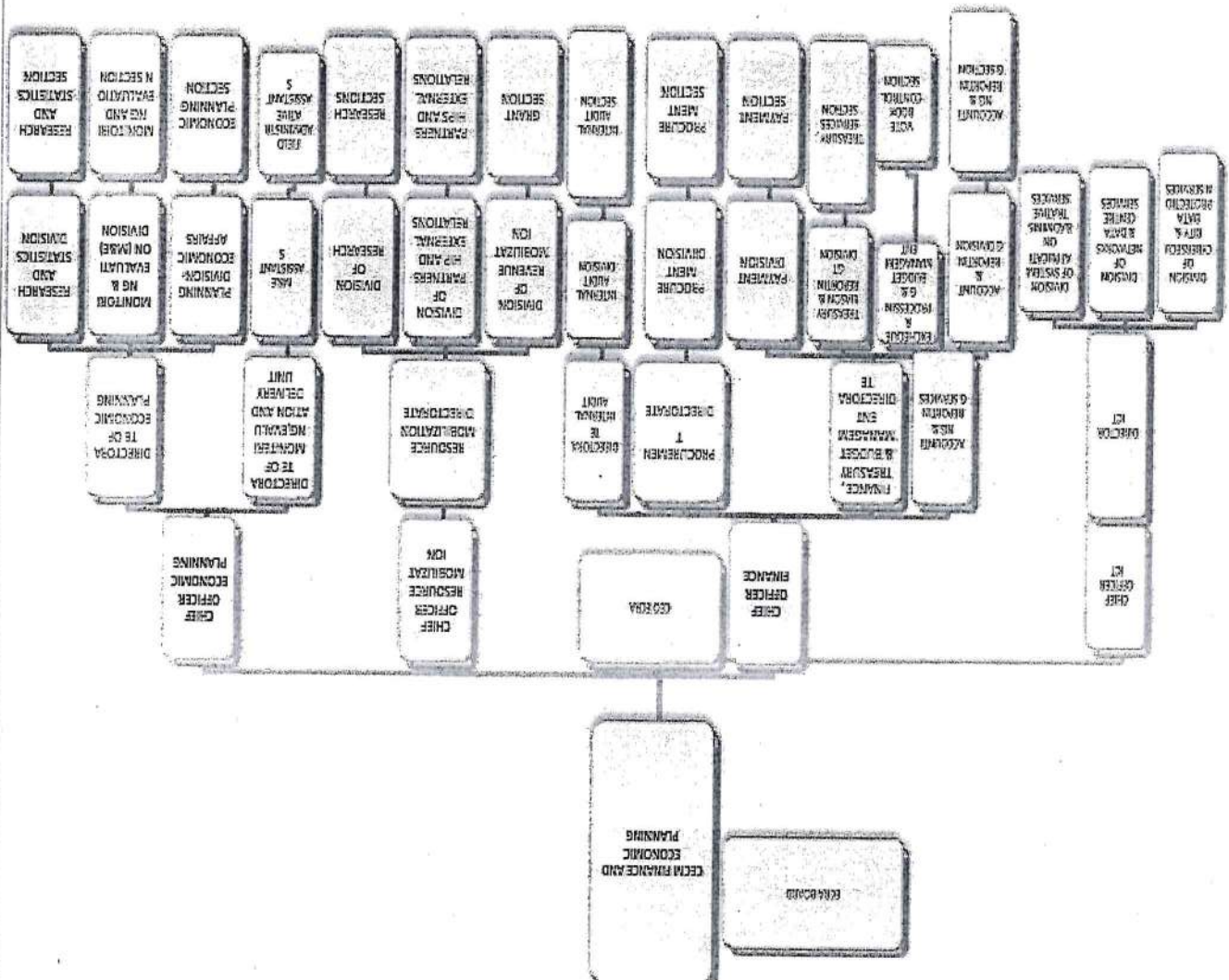
CLERICAL SERVICES						
43.	Assistant Office Administrator, Senior Assistant Office Administrator III/II/I, Administrator,	H/J/K/L	1	1	0	Taking oral dictation, Managing e-office, word and data processing, operating office equipment and attending to visitors and clients
DIPLOMA HOLDERS						
42.	Office Administrator II/I/Senior Office Administrator, Chief Office Administrator.	J/K/L/M	1	0	1	Taking oral dictation, Managing e-office, word and data processing, operating office equipment and attending to visitors and clients
DEGREE HOLDERS						
OFFICE ADMINISTRATOR						
41.	Administrative Officer I/II/III	H/J/K	2	1	1	To offer administrative services
40.	Senior/Chief/Principal Administrative Officer	L/M/N	2	0	2	
39.	Assistant Director & Deputy Director - Administration	P/Q	1	0	1	
ADMINISTRATIVE PERSONNEL						
38.	Cleaning Supervisor/Senior Sanitary Cleaner, Cleaning Supervisor IIB/Support Staff Supervisor, Cleaning Supervisor IIA, Cleaning Supervisor I	D/E/F/G	2	1	1	To offer Supports services in the 2 Directorates and the CECM's Office
SUPPORT STAFF						
37.	Records Management Officer III/II & I,	H/J/K	2	1	1	To perform record Management Functions in each of the Directorates.
RECORD MANAGEMENT OFFICERS						
36.	Communications officer II/I	J/K	1	0	1	and providing user support.
						Capture and record video picture evidence of departmental events

44.	Clerical Officers II/I /Senior Clerical Officer/Chief/	F/G/ H/J	4	1	3	To offer Clerical services in the Department
DRIVERS						
45.	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.
SECURITY WARDENS						
46.	Security Warden III/II/I,	E/F/G	50	0	50	To offer Security Services to the (35x2) VTCs and 11 stand- alone ECDE Centers
47.	Assistant Security Officer, Assistant Security II, I Security Officer,	H/J/K /L	31	0	31	



10.0 DEPARTMENT OF FINANCE, ECONOMIC PLANNING, ICT & GDU

10.1 Organogram



SUPPORT SERVICES

ACCOUNTANTS, SUPPLY CHAIN MANAGEMENT PERSONNEL, HR ASSISTANTS/ FINANCE/ BUDGET OFFICERS/ ECONOMISTS/ RESEARCH/ICT OFFICERS, HR OFFICIALS, CLERICAL OFFICERS, DRIVERS, SUPPORT STAFF



10.2 Staff Establishment - Finance

(I) CECs and Cos

S/	N	DESIGNATION	Job	Number	In	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

S/	DESIGNATION	Job	Required	In	Variance	
1.	Director Accounting & Reporting Services	R	1	0	1	In charge of Finance and Payments
Accounting Services - Personnel						
2.	Assistant Director/Deputy Director Accounting & Reporting Services	P/Q	8	4	4	In charge of Finance, Reporting and Payments
3.	Assistant Director/Deputy Director Finance & Treasury Management	P/Q	1	0	1	
4.	Senior/Chief/Principal Accountant	L/M/N	11	6	5	
5.	Accountant II/I	J/K	10	5	5	
Budget & Treasury Management						
6.	Director Budget & Treasury Management	R	1	0	1	To Head Budget & Treasury Management
7.	Deputy Director Budget	Q	1	1	0	Technical support to the budget directorate
8.	Senior Principal Finance Officer/Assistant Director Officer/Deputy Chief Finance Officer/Assistant Budget	P	3	2	1	-Departmental & sector liaison. -coordination of budget & policy development -Exchequer processing, budget management
9.	Finance Officer I/ Senior Finance Officer/ Principal Finance Officer/ Senior	L/M/N	6	0	6	Vote book control services and treasury



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(III) PROCUREMENT UNIT

Supervisor/Cleaning	Supervisor IIA/Cleaning	Supervisor I				
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4.	Internal Auditor II	J/K	5	0	5
	Internal Auditors I	L/M/N	5	4	1
3.	Internal Auditors I	L/M/N	5	4	1
2.	Deputy Director	Q	1	1	0
1.	Director Audit	R	1	1	0
Internal Audit Directorate					

(IV) INTERNAL AUDIT UNIT

21.	Senior/Chief/Principal Human Resource Assistant	L/M/N	1	0	1
	Human Resource Assistant III/II/I	H/J/K	1	1	0
Human Resource Assistants - Diploma Holders					
19.	Assistant Director/ Senior Resource Management Officer	P/Q	1	0	1
	Senior /chief Human Resource Officer II/I	L/M/N	1	0	1
	Human Resource Officer II, I	J/K	1	0	1
	Human Resource Officers - Degree holders				
16.	Cleaning supervisor III/ Senior Support Staff/ Senior Sanitary Cleaner/Cleaning Supervisor IIB/ Support Supervisor IIA/ Cleaning Supervisor I	D/E/F/G	3	0	3
	To perform support services in the department				
Support Staff					
15.	Clerical Officer II/I/Senior Officer	F/G/H	2	2	0
	Chief/Principal Clerical Officer	J/K	3	1	2
Clerical Officers					
13.	Office Administrator II/I	J/K	2	0	2
	Office Administrator	N	2	0	2
12.	Senior/Chief/Principal	L/M/N	2	0	2

10.3 Staff Establishment - Economic Planning

S/ N	DESIGNATION	Job Group	Number Required	In Post	Variance	Justification
1.	Chief Officer Economic Planning	S	1	1	0	Head of section
2.	Director Economic Planning	R	1	0	1	to head the directorate
3.	Deputy Director Economic Planning	Q	3	0	3	To oversight the section heads
4.	Deputy Director Monitoring and Evaluation	Q	1	0	1	Conduct County monitoring and evaluation of projects, programmes and policies.
Economist/Statisticians						
5.	Deputy Chief Economist /Statistician/ Principal Economist /Statistician	P/Q	5	1	4	To perform planning duties in the department
6.	Economist I & Senior Economist II/I /Statistician	L/M/ N	6	3	3	
7.	Economist/Statistician II	K	6	2	4	
Office Administrative Services Personnel - Diploma Holders						
8.	Senior/Chief/Principal Office Administrative Assistant	L/M/ N	2	1	1	To perform Office Administrative duties in the department
9.	Office Administrative Assistant II/I	J/K	1	1	0	
10.	Field Administrative Assistants					
Office Administrative Services Personnel - Degree Holders						
11.	Assistant Director/Deputy Director Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
12.	Senior/Chief/Principal Office Administrator	L/M/ N	3	0	3	To perform Office Administrative duties in the department
13.	Office Administrator II/I	J/K	2	0	2	
14.	Assistant Director/Deputy Director Administration	P/Q	1	0	1	
15.	Senior/Chief/Principal Administrative Officer	M/N	2	0	2	Administrative





16.	Administrative Officer III/II/I	H/J/K	3	1	2	duties in the department
Librarians - Degree Holders						
17.	Senior/Chief/Principal Librarian	L/M/N	3	0	3	To be deployed in departmental records offices
18.	Librarian	K	1	0	1	
Librarians - Diploma Holders						
19.	Senior/Chief/Principal/Se nior Principal Librarian Assistant	K/L/ M/N	3	1	2	To be deployed in departmental records offices
20.	Librarian Assistant III/II/I	G/H/J	1	0	1	
Clerical Officers						
21.	Chief/Principal Clerical Officer	J/K	3	1	2	To perform clerical duties in the department
22.	Clerical Officer II/I/Senior	F/G/ H	3	0	3	
Drivers						
23.	Chief/Principal Driver	H/J	2	0	2	To drive vehicles allocated in the department
24.	Driver III/II/I/Senior	D/E/F /G	2	0	2	
Support Staff						
25.	Cleaning supervisor III/ Senior Support Staff/ Senior Sanitary Cleaner/Cleaning Supervisor IIB/Support Supervisor IIA/Cleaning Supervisor I	D/E/F /G	3	1	2	To perform support services in the department
Human Resource Officer - Degree holders						
26.	Human Resource Officer II, I	J/K	1	0	1	To perform human resource services in the department
27.	Senior /chief Human Resource Officer II/I	L/M/ N	1	0	1	
28.	Assistant Director/ Senior Assistant Director Human Resource Management Officer	P/Q	1	0	1	
Human Resource Assistants - Diploma Holders						
29.	Human Resource Assistants III/II/I	H/J/K	1	1	0	To perform human resource services in the department
30.	Senior/Chief/Principal Human Resource Assistant	L/M/ N	1	0	1	

10.4 Staff Establishment – Resource Mobilization

S/N	DESIGNATION	JG	Number Required	In Post	Variance	Justification
1.	Chief Officer Resource Mobilization	S	1	1	0	Head of the Department
2.	Director Administration (Resource Mobilization)	R	1	0	1	To make key decision in the directorate
3.	Assistant Director & Deputy Director – Administration (Resource Mobilization)	P/Q	5	0	5	To offer oversight role to section heads

Administrative Officers (Section Heads)

4.	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 to be deployed as head of 1. Resource Mobilization 2. Research Officer 3. Partnership & External Relations
5.	Administrative Officer I/II/III	H/J/K	15	0	15	To be deployed as 1. Grants Officer 2. Program Officer 3. Relationship Officers

Office Administrative Officers – Degree Holders

6.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
7.	Senior/Chief/Principal Office Administrator	L/M/ N	3	0	3	To perform Office Administrative Duties in the department
8.	Office Administrator II/I	J/K	2	0	2	

Office Administrative Officers – Diploma Holders





2.	DIRECTORATE OF GOVERNOR'S DELIVERY UNIT (GDU)				
1.	Chief Officer ICT & Governor's Delivery Unit	S	1	1	0
	Head the Department				

10.5 Staff Establishment - Department of ICT & Governors Delivery Unit (GDU)

9.	Senior/Chief/Principal Office Administrative Assistant	L/M/ N	2	0	2	To perform Office Administrative Duties in the department
10.	Office Administrative Assistant III/I/I	J/K	1	0	1	
Clerical Officers						
11.	Chief/Principal Clerical Officer	J/K	3	0	3	To perform Clerical duties in the department
12.	Clerical Officer II/I/Senior	F/G/ H	1	0	1	
Drivers						
13.	Chief/ Principal Driver	H/J	2	0	2	To Drive vehicles allocated in the Resource Mobilization Sub Department
14.	Driver III/II/I/Senior	D/E/F/ G	2	0	2	
Support Staff						
15.	Cleaning supervisor III/ Senior Support Staff/ Senior Sanitary Cleaner/Cleaning Supervisor IIB/ Support Supervisor IIA/ Cleaning Supervisor I	D/E/F/ G	2	0	2	To perform support services in the sub department
Human Resource Officers - Degree Holders						
16.	Human Resource Officer II, I	J/K	1	0	1	To perform human resource services in the department
17.	Senior /chief Human Resource Officer II/I	L/M/ N	1	0	1	
18.	Assistant Director/ Senior Assistant Director Human Resource Management Officer	P/Q	1	0	1	
Human Resource Assistants - Diploma Holders						
19.	Human Resource Assistants	J/K	1	1	0	To perform human resource services in the department
20.	Human Resource Assistant	L/M/ N	1	0	1	

3.	Director Governor's Delivery Unit	R	1	0	1	Head the GDU Division Monitoring and Evaluation of the projects in the County
Administrative Personnel (GDU) DIPLOMA/DEGREE						
4.	Administrative Officer I/Senior/Chief Administrative Officer (GDU unit)	K/L/M	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
	Administrative Officers III/II (GDU Unit)	H/J	30	22	8	
DIRECTORATE OF ICT						
5.	Director ICT	R	1	0	1	Division head
6.	Assistant Director/Deputy Director ICT	P/Q	11	1	10	Section Head - Nwk and DC Section Head - Sys and Apps Admin Section Head - Cybersecurity and Data Protection
7.	Senior/Chief/Princip al ICT Officer	L/M/N	30	4	26	3 ECRA 3 Lands 4 Health 3 Finance 3 Municipal Board 4 Trade 3 Youth 1 CPSP 7 ICT
8.	Information Communication Technology Officer III/II/I	H/J/K	39	4	35	End User support and Hardware maintenance 1 ECRA 2 Lands 3 Education





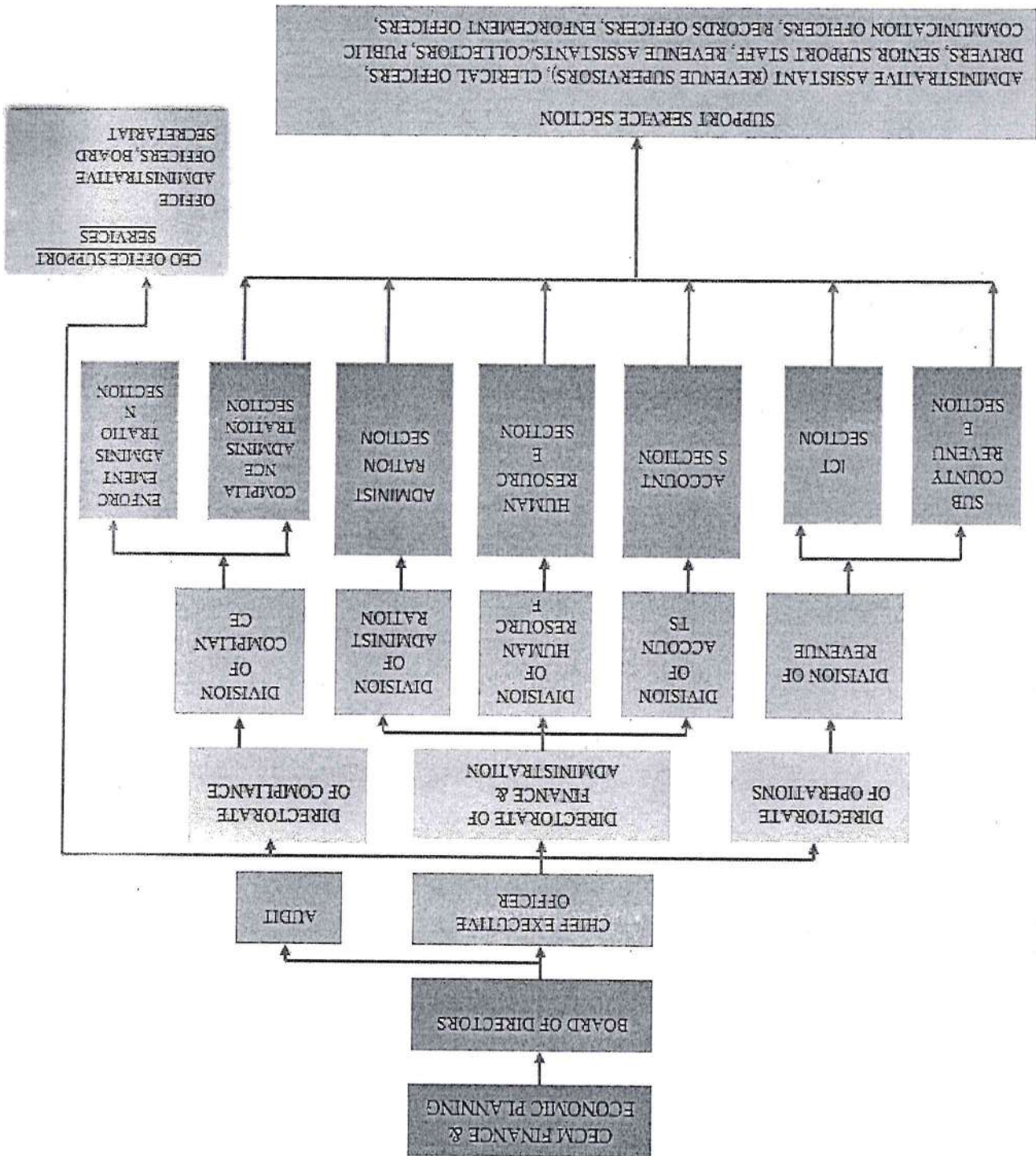
HUMAN RESOURCE PERSONNEL- DEGREE HOLDERS									
9.	Senior Human Resource Management & Development Officer/ Chief Human Resource Management & Development/ Principal Human Resource & Development Officer	L/M/N	2	0	2	To support the department in HR and advisory implementation of HRM policies			2 Procurement 2 Municipal 3 Trade 3 Youth 1 CPSP 22 ICT
10.	Human Resource Management & Development Officer II/ Human Resource Management & Development Officer I	J/K	2	0	2				
HUMAN RESOURCE PERSONNEL- DIPLOMA HOLDERS									
11.	Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	2	0	2	To support the department in HR and advisory implementation of HRM policies			
12.	Human Resource Assistant III/Human Resource Assistant II/Human Resource Assistant I	H/J/K	2	0	2				
OFFICE ADMINISTRATIVE SERVICES PERSONNEL (SECRETARIES)-DIPLOMA HOLDERS									
13.	Senior Assistant Office Administrator/Chief Administrator/Principal Assistant Office Administrator	L/M/N	2	0	2	To perform office administrative duties at the Department			
14.	Assistant Office Administrator III/ Assistant Office Administrator II/ Assistant Office	H/J/K	2	0	2				

15.	Head the administrative services section	Assistant Director-Office Deputy Director-Office Administrative Services	P/Q	2	0	2		
16.	To perform office administrative duties at the department.	Chief Office Administrator/Principal Office Administrator	M/N	2	0	2		
17.		Office Administrator II/Office Administrator I/Senior Office Administrator	J/K/L	2	0	2		
18.	To head the records section.	Assistant Director/Deputy Director-Records Management	P/Q	2	0	2		
19.	To manage the registry section in the department.	Senior Records Management Officer/Chief Records Management Officer/Principal Records Management Officer	L/M/N	2	0	2		
20.		Records Management Officer III/ Records Management Office II/ Records Management Officer I	H/J/K	2	0	2		
RECORDS MANAGEMENT OFFICERS								
21.	To perform clerical duties in the Department.	Chief Clerical Officer/Principal Clerical Officer	J/K	2	0	2		
22.		Clerical Officer II/Clerical Officer I/Senior Clerical Officer	F/G/H	2	0	2		
DRIVERS								
23.	To offer support services to the department	Chief Driver/Principal Driver	H/J	2	0	2		
24.		Driver III/ Driver II/Driver I/Senior Driver/Chief Driver	D/E/F/G	2	0	2		
CLEANING STAFF/SUPPORT STAFF								
25.	To offer support (cleaning) services at the department	Cleaning Supervisor III/Senior Support Staff/ Cleaning Supervisor IIB/Support Staff Supervisor IIA/ Cleaning Supervisor I	D/E/F/G	2	0	2		



11.0 EMBU COUNTY REVENUE AUTHORITY

11.1 Organogram



11.2 Staff Establishment

S/N	Designation	JG	Number Required	In Post	Variance	Justification
1.	Chairman		1	1	0	
2.	Board of Directors		4	4	0	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 Administration (Operations)	R	1	0	1	
5.	Director Finance & Administration (Accounting Services)	R	1	0	1	
6.	Director Administration (Enforcement and Compliance)	R	1	0	1	
7.	Deputy Director Administration (Operations)	Q	1	0	1	In charge of ECRA operations
8.	Deputy Director Finance & Administration (Accounting Services)	Q	2	1	1	In charge of Finance & Administration
9.	Deputy Director Administration (Enforcement and Compliance)	Q	1	0	1	Head of enforcement and compliance
10.	Assistant Director (Accounting Services)	P	6	6	0	Sub-Count Revenue Officers
ENFORCEMENT/COMPLIANCE OFFICERS						
11.	Assistant Director/Deputy Director Administration (Enforcement & Compliance)	P/Q	2	0	2	To enforce and ensure compliance of the existing revenue laws
12.	Senior/Chief/Principal Administration Officer (Enforcement Officers)	L/M/N	6	0	6	To undertake enforcement duties at various revenue points
13.	Administration Officer III/II/I (Enforcement Officers)	H/J/K	65	0	65	
14.	Administration Officer III/II/I (Forensic Analyst/Legal/Investigati	H/J/K	3	0		





27.	Senior/Chief/Principal Human Resource Management Assistant	N	1	1	0	To perform HR duties in the Authority
HUMAN RESOURCE PERSONNEL - DIPLOMA HOLDERS						
26.	Support staff (Revenue Collectors/ Assistants III/II/I)	D/E/F /G	160	160	0	To perform Revenue collection duties in the Authority
25.	Clerical Officers (Revenue Collectors/ Assistants)	F/G/ H/J/K	21	21	0	To perform Revenue collection duties in the Authority
REVENUE COLLECTORS/ASSISTANTS						
24.	Administrative Officers III/II/I (Revenue Supervisors (Cashiers/ Billers)	H/J/K /L	20	7	13	To perform administrative duties related to revenue
23.	Chief/Principal Administrative Officers	M/N	2	0	2	Board secretariat/ CEO Office Admins
22.	Assistant Director/ Deputy Director/Administration	P/Q	2	0	2	
ADMINISTRATIVE OFFICERS						
21.	Public communication officer III	H	5	0	5	Manage call Centre and CCTV surveillance services. To perform customer care services.
20.	ICT Officers III/II/I	H/J/K	1	0	1	duties in the Authority
19.	Senior/Chief/Principal ICT Officers	L/M/ N	2	1	1	To perform ICT duties in the Authority
18.	Assistant Director ICT	P/Q	1	0		
ICT OFFICERS						
17.	Accountant II/I	J/K	2	0	2	To perform Accounting duties in the authority
16.	Senior/Chief/Principal Accountant	L/M/ N	2	1	1	To perform Accounting duties in the authority
15.	Assistant/ Deputy Director Accounting Services	P/Q	4	0	4	
ACCOUNTANTS						

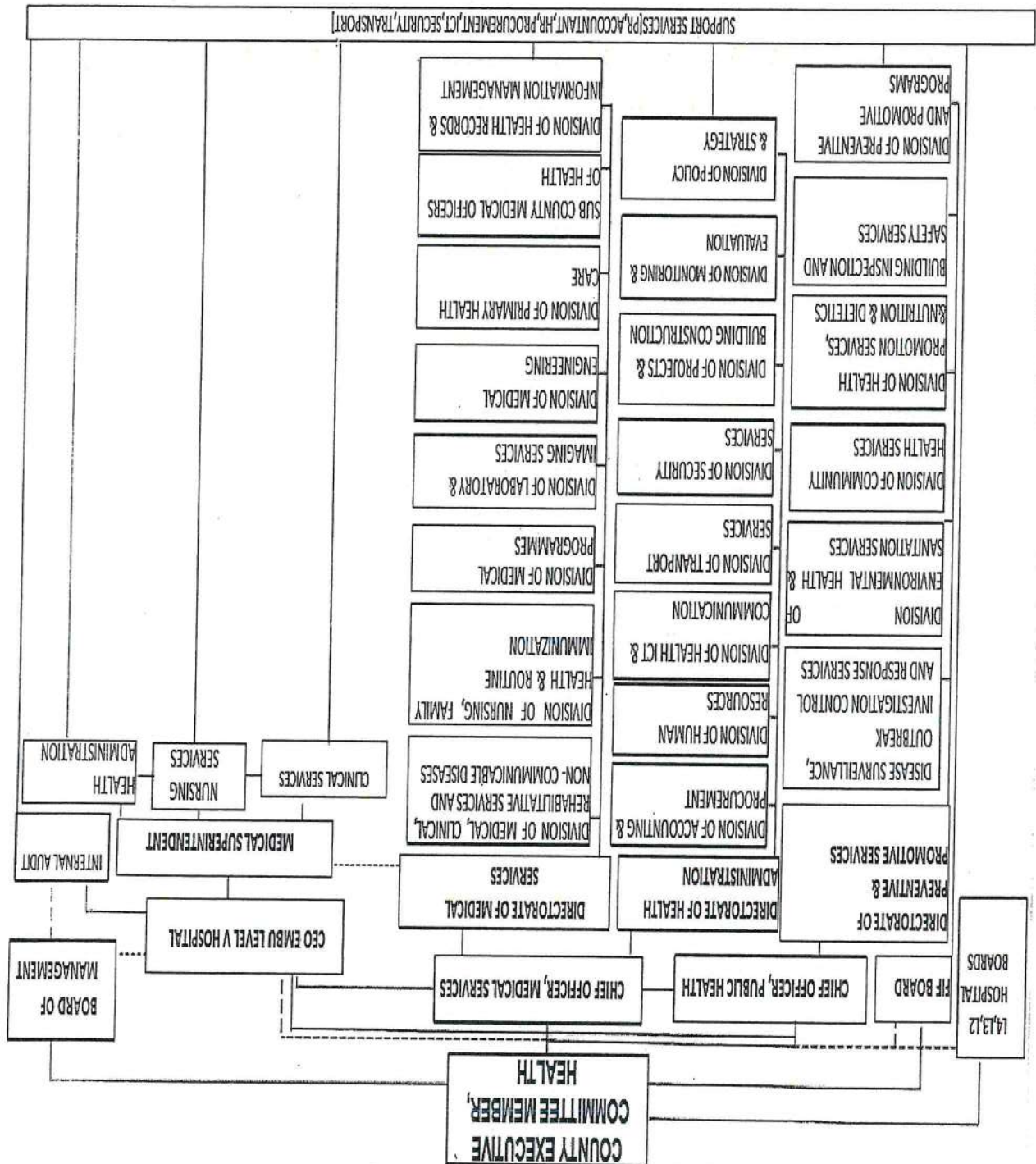


28.	Human Resource	Management Assistant	I/II/III	H/J/K	1	0	1		
HUMAN RESOURCE PERSONNEL - DEGREE HOLDERS									
29.	Assistant/Deputy	Director Human Resource	Management	P/Q	1	0	1		
30.	Senior/Chief/Principal	Human Resource	Management Officer	L/M/N	1	0	1		
31.	Human Resource	Management Officer II/I		J/K	1	0	1		
RECORDS MANAGEMENT OFFICERS									
32.	Assistant/Deputy	Director Records	Management	P/Q	1	0	1		To perform records duties in the Authority
33.	Senior/Chief/Principal	Records Management	Officer	L/M/N	1	0	1		
34.	Records Management	Officer III/II/I		H/J/K	1	0	1		
CLERICAL OFFICERS									
35.	Chief/Principal Clerical	Officers		J/K	2	0	2		To perform clerical duties in the dept.
36.	Clerical Officer	II/I/Senior		F/G/H	22	16	6		
DRIVERS									
37.	Driver III/II/I			D/E/F	8	2	6		
SUPPORT STAFF OFFICERS									
38.	Cleaning Supervisor III/ Senior Support Staff/ Senior Sanitary Cleaner/ Cleaning Supervisor IIB/ Support Supervisor/ Cleaning Supervisor IIA/ Cleaning Supervisor I			D/E/F/G	6	2	4		To offer support services in the offices

2.0 DEPARTMENT OF HEALTH

12.1 Organogram

DEPARTMENT OF HEALTH ORGANGRAM





Medical Specialist (Paediatric Endocrinologist)	S	0	0	0	0
Medical Specialist (Paediatric Endocrinologist)	R	0	0	0	0
Medical Specialist (Paediatric Endocrinologist)	Q	0	0	0	0
Medical Specialist (Critical care physician/ Intensivist)	S	0	0	0	0
Medical Specialist (Critical care physician/ Intensivist)	R	0	0	0	0
Medical Specialist (Critical care physician/ Intensivist)	Q	0	0	0	0
Medical specialist (Anaesthesiologist)	S	2	0	0	0
Medical specialist (Anaesthesiologist)	R	3	1	2	2
Medical specialist (Anaesthesiologist)	Q	3	1	2	2
Medical specialist (Neurologist)	S	0	0	0	0
Medical specialist (Neurologist)	R	0	0	0	0
Medical specialist (Neurologist)	Q	0	0	0	0
Medical Specialist (Nephrologist)	S	0	0	0	0
Medical Specialist (Nephrologist)	R	1	0	1	1
Medical Specialist (Nephrologist)	Q	0	0	0	0
Medical Specialist (Urologist)	S	0	0	0	0
Medical Specialist (Urologist)	R	1	0	1	1
Medical Specialist (Urologist)	Q	1	1	1	0
Medical Specialist (Gynecology and Obstetrics)	S	1	0	1	1
Medical Specialist (Gynecology and Obstetrics)	R	0	0	0	1
Medical Specialist (Gynecology and Obstetrics)	Q	0	0	0	1





Services	Cadre	Designation	JG	Requ red	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		
		Chief Executive Officer (EL5)	S	1	1	0		
		Director of Medical Services/ Health	R	1	0	1		
		Director-Public Health	R	1	0	1		
		Director Nursing Services	R	0	0	0		
		Director Health Administration	R	1	0	1		
		Sub Total		7	4	3		
		Medical Services	General Medical Officers	Medical Specialist (General Physician)	S	3	1	2
				Medical Specialist (General Physician)	R	2	0	2
				Medical Specialist (General Physician)	Q	3	1	2
				Medical specialist (Paediatrician)	S	0	0	0
Medical specialist (Paediatrician)	R			2	0	2		
Medical specialist (Paediatrician)	Q			5	0	5		
Medical specialist (Neonatology)	S			0	0	0		
Medical specialist (Neonatology)	R			1	0	1		
Medical specialist (Neonatology)	Q			0	0	0		
Medical specialist (Paediatric nephrology)	S			0	0	0		
Medical specialist (Paediatric nephrology)	R			0	0	0		
Medical specialist (Paediatric nephrology)	Q			0	0	0		
Specialist s				Paediatric nephrology)	Q	0	0	0
		Medical specialist (Neonatology)	Q	0	0	0		
		Medical specialist (Neonatology)	R	1	0	1		
		Medical specialist (Neonatology)	S	0	0	0		
		Medical specialist (Paediatrician)	R	2	0	2		
		Medical specialist (Paediatrician)	Q	5	0	5		
		Medical specialist (Neonatology)	S	0	0	0		
		Medical specialist (Neonatology)	R	0	0	0		
		Medical specialist (Paediatrician)	R	2	0	2		
		Medical specialist (Paediatrician)	Q	5	0	5		
		Medical specialist (Neonatology)	S	0	0	0		
		Medical specialist (Neonatology)	R	0	0	0		
		Medical specialist (Paediatric nephrology)	Q	0	0	0		



					(Gynecology and Obstetrics)
	S	0	0	0	Medical Specialist (Ophthalmologist)
0	R	0	0	0	Medical Specialist (Ophthalmologist)
2	Q	2	0	0	Medical Specialist (Ophthalmologist)
0	S	0	0	0	Medical Specialist (Oncologist)
1	R	1	0	0	Medical Specialist (Oncologist)
0	Q	0	0	0	Medical Specialist (Oncologist)
0	S	0	0	0	Medical Specialist (Pulmonologist)
0	R	0	0	0	Medical Specialist (Pulmonologist)
0	Q	0	0	0	Medical Specialist (Pulmonologist)
0	S	0	0	0	Medical Specialist (Cardiologist)
0	R	1	0	0	Medical Specialist (Cardiologist)
1	Q	0	0	0	Medical Specialist (Cardiologist)
0	S	0	0	0	Medical Specialist (Gastroenterologist & Hepatologist)
0	R	0	0	0	Medical Specialist (Gastroenterologist & Hepatologist)
0	Q	0	0	0	Medical Specialist (Gastroenterologist & Hepatologist)
0	S	0	0	0	Medical Specialist (Endocrinology & Diabetes)
0	R	0	0	0	Medical Specialist (Endocrinology & Diabetes)
0	Q	0	0	0	Medical Specialist (Endocrinology & Diabetes)

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Medical Specialist (Radiologist)	S	2	1	1
Medical Specialist (Radiologist)	R	2	0	2
Medical Specialist (Radiologist)	Q	4	1	3
Medical Specialist (Psychiatrist)	S	1	0	1
Medical Specialist (Psychiatrist)	R	2	1	1
Medical Specialist (Psychiatrist)	Q	3	0	0
Medical specialist (child and adolescent psychiatrist)	S	0	0	0
Medical specialist (child and adolescent psychiatrist)	R	0	0	0
Medical specialist (Community psychiatrist)	Q	0	0	0
Medical specialist (Forensic psychiatrist)	S	0	0	0
Medical specialist (Forensic psychiatrist)	R	0	0	0
Medical specialist (Forensic psychiatrist)	Q	0	0	0
Medical Specialist (Dermatologist)	S	0	0	0
Medical Specialist (Dermatologist)	R	0	0	0
Medical Specialist (Dermatologist)	Q	1	0	1
Medical Specialist (Public health specialist, Health services management, Health Economics)	S	0	0	0
Medical Specialist (Public health specialist, Economics)	R	1	0	1

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Rehabilitative Services	Diploma Orthopaedic Trauma	Principal Orthopaedic Trauma Technologist	N	0	0	0			
		Chief Orthopaedic Trauma Technologist	M	1	0	1			
		Senior Orthopaedic Trauma Technologist	L	1	1	0			
		Orthopaedic Trauma Technologist I	K	1	0	1			
		Orthopaedic Trauma Technologist II	J						
		Orthopaedic Trauma Technologist III	H						
		Sub Total			97	17	80		
	Pharmaceutical	of Pharmaceutical Services II/Chief Pharmaceutical Specialist							
		Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	R	0	0				
		Senior Assistant Director of Pharmaceutical Services/Pharmaceutical I Specialist I	Q	14	0	14			
		Assistant Director of Pharmaceutical Services/Pharmaceutical I Specialist II	P	14	13				
		Senior Pharmacist	N	14	9	5			
		Pharmacist	M	14	4	10			
		Sub Total			56	26	30		
		Senior Principal Pharmaceutical Technologist	P	0	0	0			
		Principal Pharmaceutical Technologist	N	1	0	1			
		Chief Pharmaceutical Technologist	M	1	1	0			
Rehabilitative Services	Diploma Orthopaedic Trauma	Principal Orthopaedic Trauma Technologist	N	0	0	0			
		Chief Orthopaedic Trauma Technologist	M	1	0	1			
		Senior Orthopaedic Trauma Technologist	L	1	1	0			
		Orthopaedic Trauma Technologist I	K	1	0	1			
		Orthopaedic Trauma Technologist II	J						
		Orthopaedic Trauma Technologist III	H						
		Sub Total			97	17	80		
	Pharmaceutical	of Pharmaceutical Services II/Chief Pharmaceutical Specialist							
		Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	R	0	0				
		Senior Assistant Director of Pharmaceutical Services/Pharmaceutical I Specialist I	Q	14	0	14			
		Assistant Director of Pharmaceutical Services/Pharmaceutical I Specialist II	P	14	13				
		Senior Pharmacist	N	14	9	5			
		Pharmacist	M	14	4	10			
		Sub Total			56	26	30		
		Senior Principal Pharmaceutical Technologist	P	0	0	0			
		Principal Pharmaceutical Technologist	N	1	0	1			
		Chief Pharmaceutical Technologist	M	1	1	0			





Health Records and Information Management Personnel	Assistant Health Records & Information Management Officers - Diploma Holders	Assistant Health Records and Information Management Officer	M	4	0	4	1	5
		Assistant Senior Health Records and Information Management Officer	L	6	5	1	1	5
		Assistant Health Records and Information Management Officer	N	2	0	2	2	5
		Assistant Principal Health Records and Information Management Officer	K	2	0	2	2	5
		Senior Health Records and Information Management Officer	L	3	1	2	2	5
		Chief Health Records and Information Management Officer	M	2	1	1	1	5
		Principal Health Records and Information Management Officer	N	1	0	1	1	5
		Assistant Director Health Records and Information Management Officer	P	1	0	1	1	5
		Senior Assistant Director Health Records and Information Management Officer	Q	1	0	1	1	5
		Deputy Director Health Records and Information Management Officer	R	0	0	0	0	5
		Sub Total		17	5	12	12	5
		Senior Orthopaedic Trauma technician	K	3	0	3	3	5
Orthopaedic Trauma	Certificat	Orthopaedic Trauma technician I	J	3	2	2	2	5
		Orthopaedic Trauma technician I	H	3	1	2	2	5
		Orthopaedic Trauma technician III	G	3	0	3	3	5

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Medical Laboratory personnel	Medical Laboratory Officer (Masters)	Medical Laboratory Holders	Director Medical Laboratory Services	S	0	0	0	0	0
			Deputy Director Medical Laboratory Services	R	1	0	0	1	1
			Senior Assistant Director Medical Laboratory Services	Q	2	1	1	1	1
			Assistant Director Medical Laboratory Services	P	1	1	1	1	0
			Sub Total		60	17	17	43	43
	Physiotherapy personnel	Degree Physiotherapist	Senior Assistant Director ,Physiotherapy Services	Q	0	0	0	0	0
			Deputy Director ,Physiotherapy Services	R	0	0	0	0	0
			Principal Physiotherapist	N	1	0	0	1	1
			Chief Physiotherapist	M	1	0	0	1	1
			Senior Physiotherapist	L	1	0	0	1	1
			Physiotherapist	K	1	0	0	1	1
		Diploma Physiotherapist	Senior Principal Registered Physiotherapist	P	2	0	0	2	2
			Principal Registered Physiotherapist	N	5	2	3	3	3
			Chief Registered Physiotherapist	M	5	3	2	2	2
			Senior Registered Physiotherapist	L	11	2	9	9	9
			Registered Physiotherapist 1	K	11	9	2	2	2
			Registered Physiotherapist 11	J	11	1	10	10	10
			Registered Physiotherapist 111	H	11	0	11	11	11
			Sub Total		34	8	26	26	26
Degree	Degree	Occupational Therapy	Senior Assistant Director Occupational Therapy	Q	0	0	0	0	0
			Assistant Director Occupational Therapy	P	0	0	0	0	0
			Principal Occupational Therapist	N	0	0	0	0	0
			Chief Occupational Therapist	M	3	0	3	3	3
			Senior Occupational Therapist	L	0	0	0	0	0
			Occupational Therapist	K	0	0	0	0	0

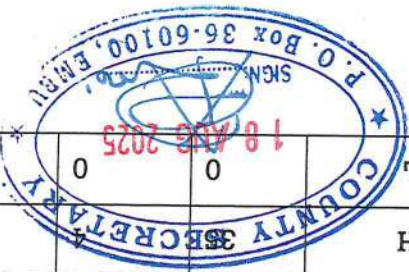


Deputy Director Medical	R	1	0	1
Laboratory Services - Epidemiology				
Deputy Director Medical	R	1	0	1
Laboratory Services - Parasitology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Cytology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Clinical Chemistry				
Deputy Director Medical	R	0	0	0
Laboratory Services - Immunology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Histopathology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Molecular Biology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Mycology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Virology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Microbiology				
Deputy Director Medical	R	0	0	0
Laboratory Services - Infectious diseases				
Senior Assistant Deputy Director Medical	Q	1	0	1
Laboratory Services - Epidemiology				
Senior Assistant Deputy Director Medical	Q	1	0	1
Laboratory Services - Parasitology				
Senior Assistant Deputy Director Medical	Q	1	0	1
Laboratory Services - Cytology				
Senior Assistant Deputy Director Medical	Q	1	0	1
Laboratory Services - Clinical Chemistry				



Medical Laboratory Officer (Degree Holders)	Senior Assistant Deputy Director Medical Laboratory Services - Immunology	Q	0	0	0
	Senior Assistant Deputy Director Medical Laboratory Services - Histopathology	Q	1	0	1
	Senior Assistant Deputy Director Medical Laboratory Services - Molecular Biology	Q	0	0	0
	Senior Assistant Deputy Director Medical Laboratory Services - Mycology	Q	0	0	0
	Senior Assistant Deputy Director Medical Laboratory Services - Virology	Q	0	0	0
	Senior Assistant Deputy Director Medical Laboratory Services - Microbiology	Q	0	0	0
	Senior Assistant Deputy Director Medical Laboratory Services - Infectious diseases	Q	0	0	0
	Assistant Deputy Director Medical Laboratory Services - Epidemiology	P	0	0	0
	Assistant Deputy Director Medical Laboratory Services - Parasitology	P	1	0	1
	Assistant Deputy Director Medical Laboratory Services - Microbiology	P	0	0	0
	Assistant Deputy Director Medical Laboratory Services - Infectious diseases	P	0	0	0
	Principal Medical Laboratory Officer	N	2	0	2
	Chief Medical Laboratory Officer	M	3	0	3
	Senior Medical Laboratory Officer	L	3	0	3

Medical Laboratory Officer	K	3	0	3
Principal Medical Laboratory Technician I (Microbiology)	P	0	0	0
Principal Medical Laboratory Technician I (Haematology)	P	0	0	0
Principal Medical Laboratory Technician I (Virology)	P	0	0	0
Principal Medical Laboratory Technician I (Histopathology)	P	4	0	4
Principal Medical Laboratory Technician I (Cytology)	P	0	0	0
Principal Medical Laboratory Technician I (Mycology)	P	0	0	0
Principal Medical Laboratory Technician I (Clinical Chemistry/Biochemistry)	P	0	0	0
Principal Medical Laboratory Technician I (Blood Transfusion Science)	P	0	0	0
Principal Medical Laboratory Technician I (Histology)	P	0	0	0
Principal Medical Laboratory Technician I (Immunology)	P	1	0	1
Principal Medical Laboratory Technician II	N	7	1	6
Chief Medical Laboratory Technician	M	10	2	8
Senior Medical Laboratory Technician	L	17	8	9
Medical Laboratory Technician I	K	35	9	26
Medical Laboratory Technician II	J	35	17	18
Medical Laboratory Technologist III	H			31
Senior Medical Laboratory Technician I	L	0	0	0
Laboratory Technician I				0





Y Technolo gist (Certificat e)	Senior Medical Laboratory Technician II Medical Laboratory Technician III Medical Laboratory Technician II Medical Laboratory Technician III	K	1	0	1	
		J	8	1	7	
		H	7	7	0	
		G	0	0	0	
	Sub Total					131
	Health Promotion Diploma officer- health	Principal Assistant Health Promotion Officer	N	0	0	0
		Chief Assistant Health Promotion officer	M	0	0	0
		Senior Assistant health Promotion Officer	L	2	0	2
		Assistant health Promotion officer 1	K	4	0	4
		Assistant health Promotion officer 1	J	4	0	4
		Assistant health Promotion officer 1 1 1	H	4	0	4
		Deputy director Health Promotion Officer	R	0	0	0
	Health Promotion officer- Degree	Senior assistant Director Health Promotion Officer-degree	Q	0	0	0
Assistant Director Promotion Officer		P	0	0	0	
Principal Health Promotion Officer		N	0	0	0	
Chief Health Promotion		M	0	0	0	
Assistant health Promotion officer- Degree		L	0	0	0	
Health Promotion Officer		K	0	0	0	
Sub Total			14	0	14	
Diploma clinical officers	Principal Registered Clinical Officer 1	P	0	0	0	
	Principal Registered Clinical Officer II	N	11	0	11	
	Chief Registered Clinical Officer	M	19	11	8	
	Senior Registered Clinical Officer	L	21	8	13	
	Registered Clinical Officer I	K	46	14	32	
	Registered Clinical Officer II	J	46	9	37	
	Sub Total					37



44	Registered Clinical Officer III	H	46	2	
3	SRCO-Anaesthesia	N	3	0	
7	SRCO-Anaesthesia	M	10	3	
4	SRCO-Anaesthesia	L	11	7	
4	SRCO-Anaesthesia	K	4	0	
0	SRCO-Anaesthesia	J	4	4	
0	SRCO-ENT	N	0	0	
0	SRCO-ENT	M	1	0	
1	SRCO-ENT	L	3	1	
1	SRCO-ENT	K	2	1	
0	SRCO-ENT	J	1	1	
0	SRCO-Ophthalmology	P	0	0	
1	SRCO-Ophthalmology	N	1	0	
1	SRCO-Ophthalmology	M	2	1	
1	SRCO-Ophthalmology	L	2	1	
1	SRCO-Ophthalmology	K	1	1	
0	SRCO - Child Health	P	0	0	
1	SRCO - Child Health	N	1	0	
5	SRCO - Child Health	M	6	1	
6	SRCO - Child Health	L	11	5	
4	SRCO - Reproductive health	N	4	0	
1	SRCO - Reproductive health	M	5	4	
10	SRCO - Reproductive health	L	11	1	
4	SRCO - Orthopaedic Trauma	N	4	0	
0	SRCO - Orthopaedic Trauma	M	4	4	
0	SRCO - Orthopaedic Trauma	L	0	0	
0	SRCO - Pyschology	N	0	0	
0	SRCO - Pyschology	M	0	0	
0	SRCO - Pyschology	L	0	0	
2	SRCO - Lung & Skin	N	2	0	
4	SRCO - Lung & Skin	M	6	2	
1	SRCO - Lung & Skin	L	5	4	
1	SRMCO-Dermato Venorology	N	1	0	
1	SRMCO-Dermato Venorology	M	2	1	
3	SRMCO-Dermato Venorology	L	4		
0	Director, Clinical Services	R			

d
Specialize

Graduate
Clinical



Preventive and Promotive Services-Public Health Officers	Public health officers - Degree	Principal Public Health			Sub Total		
		Q	P	N	Q	P	N
	Specialize	Deputy Director, Clinical Services	1	0	1	0	0
		Assistant Director, Clinical Services	1	0	1	0	0
		Principal Clinical Officer	0	0	0	0	0
		Chief Clinical Officer	5	0	5	0	0
		Senior Clinical Officer	4	1	5	1	0
		Clinical Officer	5	0	5	0	0
		Director Clinical Services(Oncology)	0	0	0	0	0
		Deputy Director clinical services(oncology)	0	0	0	0	0
		Assistant Director Clinical Services(oncology)	0	0	0	0	0
		Clinical Services(oncology)	1	0	1	0	0
	Specialize	Director Clinical Services(Forensic Medicine)	0	0	0	0	0
		Deputy Director Clinical Services(Forensic Medicine)	0	0	0	0	0
		Assistant Director , Clinical services(Forensic Medicine)	1	0	1	0	0
		Director Clinical Services - Accident & Emergency	0	0	0	0	0
		Deputy Director Clinical Services -Accident & Emergency	0	0	0	0	0
		Assistant Director Clinical Services- Accident & Emergency	1	0	1	0	0
	Specialize	Director Clinical Services -Family Health	0	0	0	0	0
		Deputy Director Clinical Services-Family Health	0	0	0	0	0
		Assistant Director Clinical Services - Family Health	0	0	0	0	0
		Deputy Director Family Health	0	0	0	0	0
		Assistant Director Clinical Services - Family Health	0	0	0	0	0
		Family Health	0	0	0	0	0
	Public health officers - Degree	Deputy Director Public Health	1	0	1	0	0
		Senior Assistant Director Public Health	2	1	3	0	0
		Assistant Director Public Health	3	0	3	0	0
		Principal Public Health	3	0	3	0	0
		Sub Total	231	89	320	89	231



Preventive and Promotive Services-Community Health Officers	Degree	Assistant Community Health Officer	N	0	0	0
		Principal Assistant Community Health Officer	K	2	0	2
		Senior Community Health Officer	L	2	0	2
		Chief Community Health Officer	M	2	0	2
		Principal Community Health Officer	N	0	0	0
		Community Health Services Assistant Director, Community Health	P	0	0	0
		Senior Assistant Director, Community Health	Q	0	0	0
		Deputy Director, Community Health Services	R	0	0	0
		Sub Total			170	56
					114	7
Public Health Officers-Certificate	Public Health	Senior Public Health Assistant	K	5	5	0
		public health assistant 1	J	7	0	7
		public health assistant	H	7	1	6
		Public Health Assistant	G	7	0	7
	Diploma	Assistant public Health officer 111	H	25	0	25
		Assistant public Health officer 11	J	25	19	6
		Assistant public Health officer 1	K	25	4	21
		Senior Assistant Public Health Officer	L	22	12	10
		Chief Assistant Public Health Officer	M	15	11	4
		Principal Assistant Public Health Officer	N	11	0	11
		Public Health Officer	K	4	0	4
		Senior Public Health Officer	L	4	0	4
		Chief Public Health Officer	M	4	3	1
Assistant Community Health Officer - Diploma	Degree	Deputy Director, Community Health Services	R	0	0	0
		Senior Assistant Director, Community Health	Q	0	0	0
		Assistant Director, Community Health	P	0	0	0
		Principal Community Health Officer	N	0	0	0
		Chief Community Health Officer	M	2	0	2
		Senior Community Health Officer	L	2	0	2
		Community Health Officer 1	K	2	0	2
		Principal Assistant Community Health Officer	N	0	0	0
		Chief Assistant Community Health Officer	M	0	0	0
		Senior Assistant Community Health Officer	L	0	0	0



Officer					
Assistant Community Health Officer I	K	2	0	2	
Assistant Community Health Officer II	J	2	0	2	
Assistant Community Health Officer III	H	2	0	2	
Senior Community Health Assistant	K	1	0	1	
Community Health Assistant I	J	4	0	4	
Community Health Assistant II	H	4	0	4	
Community Health Assistant III	G	4	0	4	
Sub Total		25	0	25	
Community Health Assistant - Certificate	Deputy Director Radiography Services	R	0	0	0
	Senior Assistant Director Radiography Services	Q	0	0	0
	Assistant Director Radiography Services	P	0	0	0
	Principal Radiographer	N	0	0	0
	Chief Radiographer	M	2	0	2
	Senior Radiographer	L	2	0	2
	Radiographer I	K	5	2	3
	Radiographer II	J	5	3	2
	Radiographer III	H	5	1	4
	Senior Radiographer (Sonographer)	N	0	0	0
	Senior Radiographer (Sonographer)	M	0	0	0
	Senior Radiographer (Sonographer)	L	5	0	5
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
Diploma Radiographer	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
Specialized Radiographer	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
	Senior Radiographer(Mammog raphy)	L	0	0	0
	Senior Radiographer(Mammog raphy)	M	0	0	0
	Senior Radiographer(Mammog raphy)	N	0	0	0
Imaging Services & Diagnostics					



Chief Registered Nurse.	M	100	25	75
	L	125	75	50
Senior Registered Nurse	L	22	12	10
(Critical Care)	L			
Senior Registered Nurse	L	9	4	5
(Paediatric Critical Care)	L			
Senior Registered Nurse	L	0	0	0
(Neonatal Critical Care)	L			
Senior Registered Nurse	L	5	2	3
(Anaesthesia)	L			
Senior Registered Nurse	L	15	7	8
(Nephrology)	L			
Senior Registered Nurse	L	0	0	0
(Palliative)	L			
Senior Registered Nurse	L	0	0	0
(Cardiology)	L			
Senior Registered Nurse	L	0	0	0
(Oncology)	L			
Senior Registered Nurse	L	0	0	0
(Forensic)	L			
Senior Registered Nurse	L	10	0	10
(Psychiatry)	L			
Senior Registered Nurse	L	5	0	5
(Paediatric Nurse)	L			
Senior Registered Nurse	L	5	0	5
(Neonatology)	L			
Senior Registered Nurse	L	10	0	10
(Accident and Emergency)	L			
Senior Registered Nurse	L	10	0	10
(Sign Language)	L			
Senior Registered Nurse	L	0	0	0
(Dental)	L			
Senior Registered Nurse	L	0	0	0
(Family Health)	L			
Senior Registered Nurse	L	2	0	2
(Perioperative)	L			
Senior Registered Nurse	L	10	0	10
(Registered Nurse)	L			
Registered Nurse I	K	299	23	276
Registered Nurse II	J	299	160	139
Registered Nurse III	H	299	23	276
Senior Enrolled Nurse I.	L	33	19	14
Senior Enrolled Nurse II.	K	36	14	22
Enrolled Nurse I	J	76	21	55
Enrolled Nurse II.	H	76	45	31
Enrolled Nurse III	G	76	4	72

Health Administration Services									
Supply Chain Management	Accountant	Senior Assistant Director Accounting Services	Q	1	0	1			
		Assistant Director, Accounting Services	P	1	1	0			
		Principal Accountant	N	2	0	2			
		Chief Accountant	M	5	1	4			
		Senior Accountant	L	4	4	0			
		Accountant I	K	6	0	6			
		Accountant II	J	5	1	5			
		Sub Total		22	7	18			
		Human Resource Management-Diploma Holders	Human Resource Assistant III	H	2	0	2		
			Human Resource Assistant II	J	2	1	1		
	Human Resource Assistant I		K	2	0	2			
	Senior Human Resource Assistant		L	0	0	0			
	Chief Human Resource Assistant		M	0	0	0			
	Principal Human Resource Assistant		N	0	0	0			
	Human Resource Assistant I		L	0	0	0			
	Human Resource Assistant II		K	0	0	0			
	Human Resource Assistant III		J	2	0	2			
	Human Resource Management-Degree Holders		Deputy Director Human Resource Management & Development	Q	1	1	0		
		Assistant Director Human Resource Management & Development	P	3	0	3			
		Principal Human Resource Management Officer	N	0	0	0			
		Chief Human Resource Management Officer	M	0	0	0			
		Senior Human Resource Management Officer	L	0	0	0			
		Human Resource Management Officer I	K	0	0	0			
		Human Resource Management Officer II	J	2	0	2			
		Principal Human Resource Management Officer	N	0	0	0			
		Chief Human Resource Management Officer	M	0	0	0			
		Senior Human Resource Management Officer	L	0	0	0			
Human Resource Management Officer I		K	0	0	0				
Human Resource Management Officer II		J	2	0	2				
Human Resource Management Officer III		H	2	0	2				
Sub Total			12	2	10				
Sub Total			1654	461	1193				



ent Personnel	-Degree Personnel	Supply Chain Management Personnel -Diploma	Health Administrative Officers	Sub Total		
Assistant Director, Supply Chain Management Services	P			0	0	0
Principal Supply Chain Management Officer	N			0	0	0
Chief Supply Chain Management Officer	M			1	0	1
Senior Supply Chain Management Officer	L			1	1	0
Supply Chain Management Officer 1	K			1	0	1
Supply Chain Management Officer 11	J			1	0	1
Principal Supply Chain Management Assistant	N			0	0	0
Chief Supply Chain Management Assistant	M			0	0	0
Senior Supply Chain Management Assistant	L			2	0	2
Supply Chain Management Assistant 1	K			5	2	3
Supply Chain Management Assistant 11	J			5	3	2
Supply Chain Management Assistant 111	H			5	0	5
Supply Chain Management Assistant 1V	G			0	0	0
Sub Total				21	6	15
Chief Health Administrative Officer	Q			1	0	1
Senior Deputy Chief Health Administrative Officer	P			1	1	0
Deputy Chief Health Administrative Officer	N			2	0	2
Assistant Chief Health Administrative Officer	M			3	1	2
Senior Health Administrative Officer	L			4	1	3
Health Administrative Officer 1	K			7	3	4
Health Administrative Officer 11	J			7	2	5
Health Administrative Officer 111	H			7	1	6
Sub Total				32	9	23

Support staff	Cleaning Supervisor 1	G	8	5	3
	Cleaning Supervisor 11	F	15	3	12
	Support Staff Supervisor	E	15	1	14
	Senior Support Staff	D	15	9	6
Sub Total			53	18	35
Mortuary Attendant (use scheme for support staff)	Cleaning Supervisor 1	G	2	1	1
	Cleaning Supervisor 11	F	6	0	6
	Support Staff Supervisor	E	6	3	3
	Senior Support Staff	D	6	1	5
Sub Total			20	5	15
Clerical officers	Principal Clerical Officer	K	1	0	1
	Chief Clerical officer	J	2	1	1
	Senior Clerical officer	H	8	0	8
	Clerical officer 1	G	8	2	6
	Clerical officer 11	F	8	3	5
Sub Total			27	6	21
Cooks	Chef	J	0	0	0
	Assistant Chef	H	3	0	3
	Cook 1	G	7	3	4
	Cook 11	F	7	0	7
	Cook 111	E	7	1	6
Sub Total			24	4	20
Drivers	Principal Driver	J	4	0	4
	Chief Driver	H	5	4	1
	Senior Driver	G	10	4	6
	Driver 1	F	15	1	14
	Driver 11	E	15	6	9
	Driver 111	D	15	3	12
	Sub Total		64	18	46
Telephone Operator	Senior Assistant Director, Telephone Services	Q	0	0	0
	Assistant Director, Telephone Services	P	0	0	0
	Principal Telephone Supervisor	N	0	0	0
	Chief Telephone Supervisor	M	0	0	0
	Senior Telephone Supervisor	L	0	0	0
	Telephone Supervisor 1	K	0	0	0
	Telephone Supervisor 11	J	0	0	3
	Sub Total		0	0	3



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ICT Services	ICT Personnel	Principal ICT Officer	N	0	0	0
		Assistant Director ICT	P	0	0	0
	Security Wardens	Deputy Director ICT	Q	0	0	0
		Sub Total		0	0	0
	Security Wardens	111/senior support staff	G	0	0	0
		Security warden	D/E/F/	0	0	0
	House keepers	Sub Total		0	0	0
		Housekeeping Assistant	E/F/G	0	0	0
	House keepers	Head Housekeeper	H/J	0	0	0
		Assistant Housekeeper /		0	0	0
	Public Communication	Sub Total		7	0	7
		Assistant 111	H	1	0	1
	Public Communication	Assistant 11	J	1	0	1
		Public Communication	K	1	0	1
	Public Communication	Assistant 1		0	0	0
		Senior Public Communication	L	0	0	0
	Public Communication	Assistant		0	0	0
		Chief Public Communication	M	0	0	0
	Public Communication	Assistant	N	0	0	0
		Principal Public Communication	J	1	0	1
	Public Communication	Officer 11	K	1	0	1
		Public Communication	L	1	0	1
	Public Communication	Senior Public Communication	M	1	0	1
		Chief Public Communication	N	0	0	0
	Public Communication	Principal Public Communication	P	0	0	0
		Assistant Director of Public Communication	Q	0	0	0
	Public Communication	Senior Assistant Director of Public Communication	R	0	0	0
		Deputy Director of Public Communication		5	1	4
	Records Management	Sub Total		1	0	1
		Officer 111	H	1	0	1
	Records Management	Officer 11	J	1	0	1

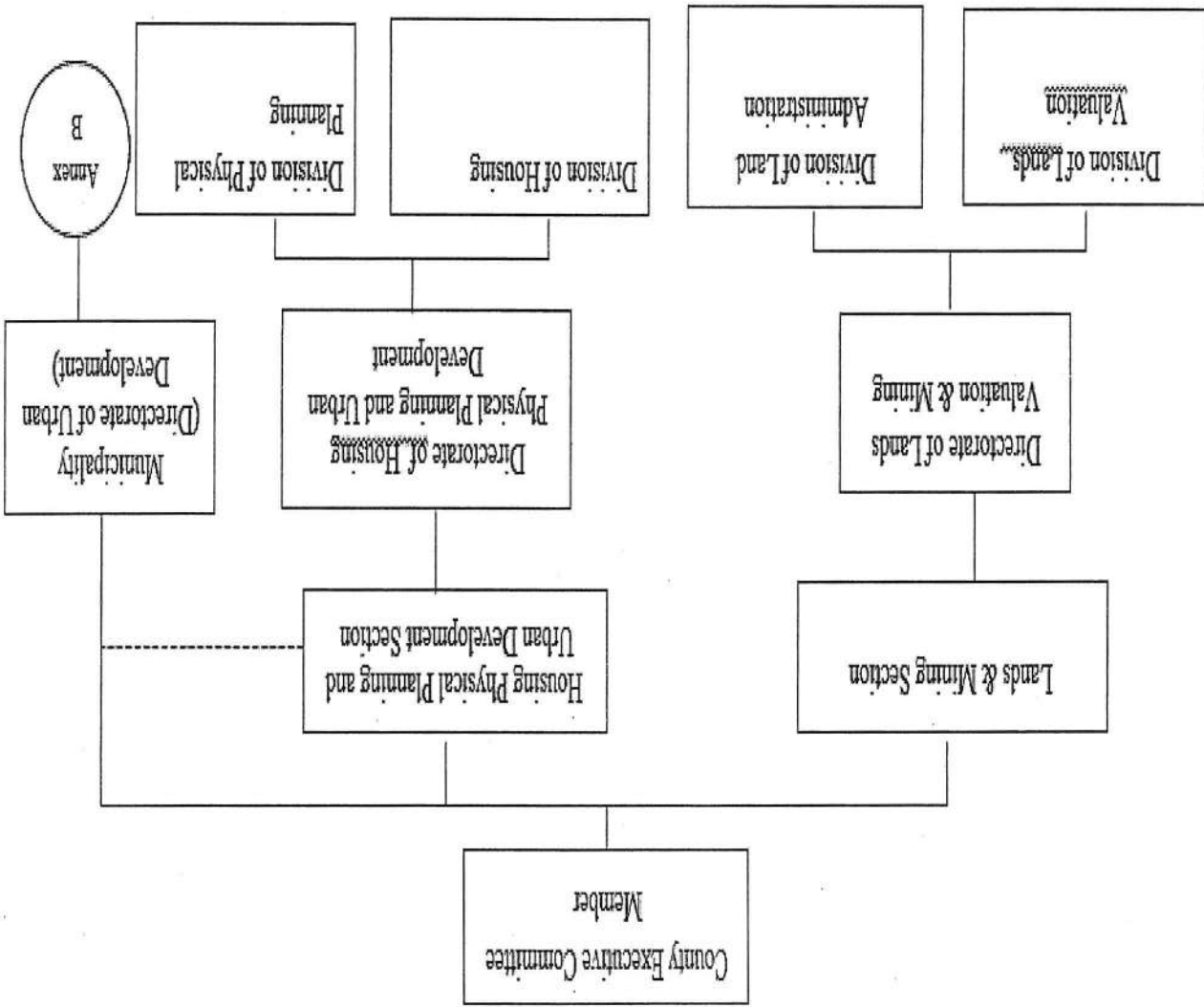




0	0	0	M	Chief ICT Officer		
1	0	1	L	Senior ICT Officer		
2	0	2	K	ICT Officer		
2	0	2	J	ICT Officer II		
1	1	2	H	ICT Officer III		
6	1	7		Sub Total		
2536	964	3500		Grand Totals		

13.0 DEPARTMENT OF LANDS, MINING, HOUSING AND URBAN DEVELOPMENT

13.1 Organogram



Support services
Human Resource, Office Administrative Personnel, Clerical Officers, Records Officers, Cleaning/Support Staff, Drivers



13.2 Staff Establishment - Lands And Physical Planning

Land Surveyors					
Designation	Job Group	Numbers Required	In-post	Variance	Justification
Deputy Director, Lands and Valuation/Director, Lands Valuation & Mining	Q/R	2	2	0	To head the Directorate, head Land Administration, Survey and Valuation Division
Principal Land Surveyor/Assistant Director, Land Survey	M/N/P	3	0	3	To coordinate land survey functions
Geo-Informatics Officers/ Senior/Land Surveyor /Senior/Chief Land Surveyor	K/L/M	12	6	6	To undertake land survey functions as follows: 4-at the headquarters 10- at the sub-counties (2 per sub-counties) To undertake land survey drawings functions at the headquarters
Total		14	6	8	
Land Survey Assistants					
Senior Land Survey Assistant/Chief Land Survey Assistant/Principal Land Survey Assistant	L/M/N	5	0	5	To undertake land survey functions as follows: 1-at the headquarters 10- at the sub counties (1 per sub county)
Land Survey Assistant III/II/I	H/J/K/L	6	1	5	
Total		11	1	10	
Degree Valuers					
Chief Valuer	Q	1	0	1	To coordinate valuation functions
Senior Valuer/Deputy Chief Valuer	N/P	1	0	1	To undertake valuation functions as follows: 1-at the headquarters 4- at the sub-counties (1 per sub-county)
Valuer III /Valuer II/Valuer I/	K/L/M	4	1	3	
Total		5	1	4	
Diploma Valuers					
Senior Valuation Assistant/Valuer II/ Valuer I	K/L/M	1	0	1	To coordinate valuation functions
Valuer Assistant	H/J/K	2	0	2	To undertake valuation functions as follows:



II/I/Senior Valuation				3	0	3	1-at the headquarters 4-at the sub-counties (1 per sub-county)
Total							
LAND ADMINISTRATION							
Deputy Director Land Administration	Q	1	0	1	0	1	To perform functions of land Administration as follows: 3-at the headquarters 4 at the sub-counties (1 per sub county)
Assistant Director Lands Administration	P	1	0	1	0	1	
Chief Mining	M	1	0	1	0	1	To perform functions in Land Mining. Entails 1 at the headquarters 4-at the sub counties
Principal Mining	N	1	0	1	0	1	
Assistant Director Mining	P	1	0	1	0	1	
MINING PERSONNEL							
Principal Lands Administration Officer	K/L/M/N	8	0	8	0	8	
Total		10	0	10	0	10	
RECORDS & INFORMATION MANAGEMENT OFFICER							
Assistant Director of Records Management / Deputy Director of Records Management	P/Q	1	0	1	0	1	To coordinate the Division
Senior Records Management Officer / Chief Records Management Officer / Principal Records Management Officer	L/M/N	2	0	2	0	2	To perform functions of registry, 1 at the headquarters, 3 at the sub counties (1 per sub county)
Records Management Officer III	H/J/K	6	1	6	1	5	
II /Records Management Officer							
I							
Total		9	1	8			
HOUSING AND URBAN DEVELOPMENT							
Director, Housing and Urban Physical Planning	R	1	1	0			To head the Directorate
Deputy Director, Housing	Q/R	1	0				To coordinate the housing and Urban development functions as follows: 1-Housing Development and Management Division
Assistant Director, Housing	P	1	0				To perform housing and Urban development functions as follows: 1-Housing Development and Management Division
Total		1	1	0			

To perform the functions of ICT entail 1-at the headquarters 5- at the sub county (1 per sub county)	2	0	2		H/J/K	2	0	2	ICT Officer II / ICT Officer I	Total
	2	0	2		L/M/N	2	0	2	Senior ICT Officer / Chief ICT Officer /Principal ICT officer	
	2	0	2		P/Q	2	0	2	Assistant director ICT /Deputy Director ICT	
ICT OFFICERS										
3 at the head office	3	0	3		H/J/K	3	0	3	Human Resource Assistant III/II/I	Total
	3	0	3		L/M/N	3	0	3	Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	
	3	0	3							
DIPLOMA										
To undertake HR functions: 4 Head office	2	0	2		L/M/N	2	0	2	Senior Human Resource Officer/ Chief/Principal Human Resource & Development Officer	Total
	2	0	2		J/K	2	0	2	Human Resource Management Officer II/I	
	2	0	2							

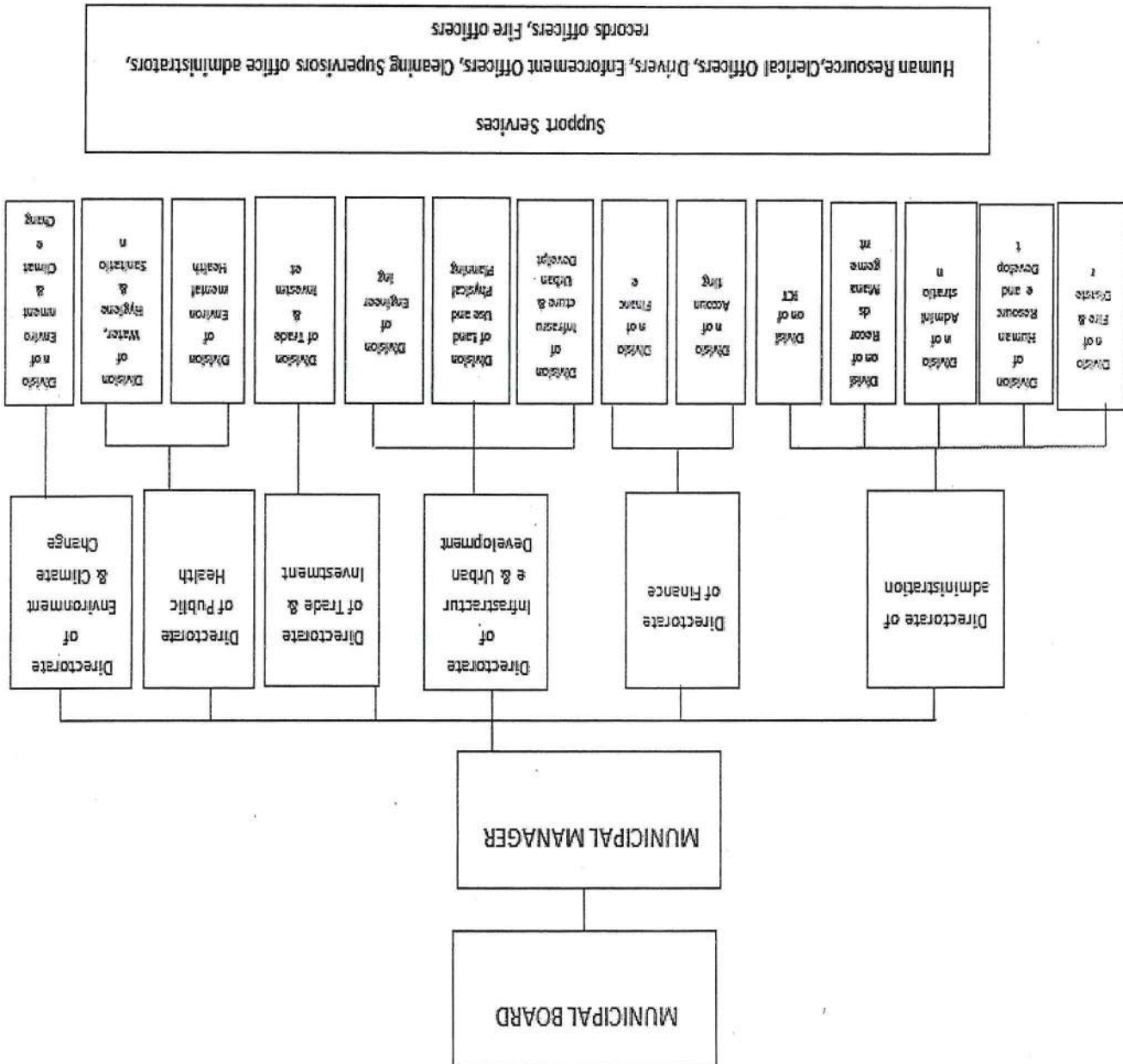
Office Administrators- Degree					
Assistant Director Office	P/Q	1	0	1	To coordinate the Division
Administrative Services/Senior Assistant Director Office					
Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	1	0	1	To perform Secretarial duties, entails; 1 at the headquarters 2 at the sub counties
Office Administrator II/I	J/K	2	0	2	
Total		4	0	4	
DIPLOMA					
Senior Assistant office administrator/Chief administrator/Principal administrator	L/M/N	3	1	2	To undertake office administration functions: 3 At the head office
Assistant Office					
Administrator /Principal					
Assistant Office					



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13.3 EMBU MUNICIPAL BOARD

13.4 Organogram



13.5. 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/ Director Urban Development	R	1	1	0	To head the Municipality
ADMINISTRATION SECTION						
	Total		11	11	0	
S/NO	Designation	Job Group	Number Required	In post	Variance	Justification

ADMINISTRATION OFFICERS						
1.	Director Administration/Deputy Director	R	1	1	0	To head administration Directorate
2.	Assistant Director Administration/Deputy Director	P/Q	2	1	1	To coordinate the division
3.	Senior Administration Officer/Chief/Principal	L/M/N	3	0	3	To undertake administrative functions: 2-At Administrative Division 4-One for each section
4.	Administration officer III/II/I	H/J/K	6	1	5	
	Total		12	3	9	
5	Assistant Director Human Resource Management Senior Assistant Director/Deputy Director Human Resource Management and Development	P/Q	2	0	2	Coordinate the Division
6	Senior Human Resource Officer/Chief/Principal Human Resource &	L/M/N	3	0	3	To undertake HR functions: 4-Head office



Development Officer	Human Resource Management Officer II/I	J/K	2	1	1	6	for the municipality
DIPLOMA							
Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	3	0	3	3	3	3 at the head office
9	Human Resource Assistant III/II/I	H/J/K	3	0	3	3	3 at the head office
Total							
			6	0	6	6	
Office Administrators - Degree							
10	Assistant Director Office Administrative Services/Senior Assistant Director Office Administrative Services	P/Q	2	0	2	2	To coordinate the Division
11	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	3	0	3	3	
12	Office Administrator II/I	J/K	2	0	2	2	
Total							
			7	0	7	7	
DIPLOMA							
13	Senior Assistant office administrator/Chief Assistant Office Administrator/Principal Assistant Office Administrator	L/M/N	3	0	3	3	To undertake office administrative 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	3	
Total							
			6	0	6	6	
Clerical Officers							
15	Senior Clerical Officer /Chief Clerical Officer /Principal	H/J/K	3	0	3	3	To undertake Clerical functions: 2- At the head office municipality 4-One for each
16	Clerical Officer II /Clerical Officer I	F/G	4	0	4	4	

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7	Senior Supply Management Assistant/Chief Supply Management Assistant/ Principal Supply Management Assistant	L/M/N	3	0	3	
8	Supply Management Assistant IV/III/II/I	G/H/J/K	3	1	2	
INFRASTRUCTURE AND URBAN DEVELOPMENT SECTION						
	Total		6	1	5	
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	1	5	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 DEGREE						
	Total		19	1	18	
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.



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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	
Total			12	0	12	
DIRECTORATE OF PUBLIC HEALTH WATER, SANITATION AND HYGIENE						
WATER AND ENVIRONMENT DIPLOMA						
1.	Senior Superintending Engineer (Water and Sewerage) /Chief Superintending Engineer (Water and Sewerage) /Principal Superintending	L/M/N	3	0	3	To coordinate the section

DIRECTORATE OF INVESTMENT AND TRADE						
	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	
Total			6	0	6	
PHYSICAL PLANNING ASSISTANTS DIPLOMA						
	Senior 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	1	1	
Total			8	1	7	
	Physical Planning Division					To coordinate the Physical Planning Division

1.	Assistant Accountant General/ Senior Assistant General	P/Q	1	0	1	To coordinate accounting activities
ACCOUNTING DECREE						
3.	Environment Officer II/I	J/K	4	1	3	Change section
2.	Senior Environment Officer /Chief Environment Officer /Principal Environment Officer	L/M/N	6	0	6	To undertake Environment and Climate functions at the Environment & Climate Change section
1.	Assistant Director Environment & Climate Change	P/Q	2	0	2	To coordinate the
ENVIRONMENT AND CLIMATE CHANGE						
DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE						
6.	Public Health Officer II/I	J/K	4	0	4	section and environment 2-1 for Public health
5.	Senior Public Health Officer /Chief Public Health Officer /Principal Public Health Officer	L/M/N	6	3	3	To undertake Public health and environment functions as follows 2-At the Public health and environment section
4.	Assistant Director Public Health /Deputy Director Public Health	P/Q	2	1	1	To coordinate the
DECREE						
3.	Inspector water Engineer/ Senior Inspector Engineer/ (Water and Sewerage)	H/J	4	0	4	section environment 2- for water and
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
	Engineer (Water and Sewerage)					



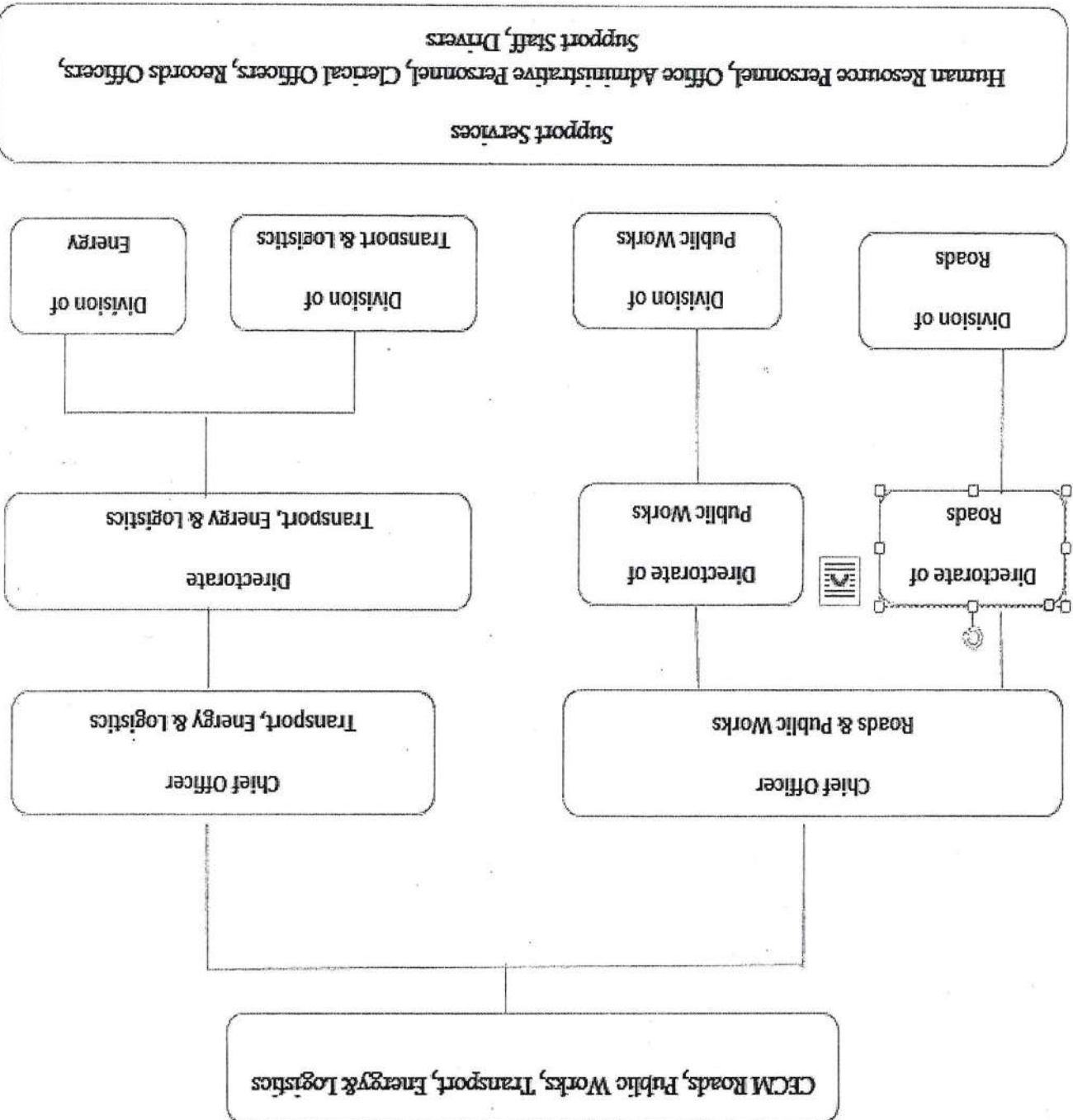


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2.	Senior Accountant/Chief Accountant	L/M/N	1	1	0	To perform accounting work
3.	Accountant II/I/Senior Accountant	K/L	2	0	2	
DIPLOMA						
4.	Total		4	1	3	
5.	Assistant Accountant General/ Senior Assistant General	P/Q	1	0	1	To coordinate accounting activities
6.	Senior Accountant/Chief Accountant/Principal accountant	L/M/N	1	0	1	To perform accounting work
7.	Accountant II/I/Senior Accountant	J/K/L	1	0	1	
CLEANING SUPERVISOR						
1.	Cleaning Supervisor III/Senior Support Staff/Cleaning Supervisor IIa/Cleaning Supervisor I (Sweepers)	D/E/F/G	3	1	2	To coordinate and perform cleaning services in the section
	D		63	0	63	
	Total		66	1	65	
	Grand Total		349	50	299	

14.0 DEPARTMENT OF ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS

14.1 Organogram



14.2 Staff Establishment

Sno	Designation	Job Group	Number Required	In- post	Variance	Justification
1.	CECM-Roads, Public Works, Transport, Energy & Logistics	T	1	1	0	To provide strategic direction
2.	Chief Officer-Roads & Public Works	S	1	1	0	To head the department
3.	Chief Officer - Transport, Energy & Logistics	S	1	0	1	To head the department
4.	Director -Roads	R	1	0	1	To Head the Directorate of Roads
5.	Director - Public Works	R	1	0	1	To Head the Directorate of Public works
6.	Director - Transport, Energy & Logistics	R	1	0	1	To Head the Directorate of Transport, Energy and Logistics
ENERGY DIVISION						
Electrical/Mechanical Engineers (Energy Services) -Degree Holders						
7.	Deputy Director	Q	1	1	0	To head Energy Division
8.	Senior/Chief/Principal Superintendent Engineer	P/Q	1	0	1	To undertake energy functions in the division and the sub counties
9.	Engineer II/I/ Superintendent Engineer (Electrical/Mechanical al)	K/L/M/N	15	2	13	
Inspectors (Electrical, Electronics And Mechanical) -Diploma Holders						
10.	Senior /Chief Principal Superintendent (Electrical/Electronic s/Mechanical)	P/Q	1	0	1	To coordinate energy functions
11.	Senior / Chief /Principal Superintendent (Electrical/Electronic	L/M/N	5	0	5	To coordinate and undertake energy functions



12.	Inspector/ Senior Inspector/Superinten dent (Electrical/Electronic s/Mechanical)	H/J K	5	0	5	To undertake energy functions in the division and the sub counties
TRANSPORT & LOGISTICS DIVISION						
13.	Deputy Director - Administration	Q	1	1	0	To head Transport and Logistics Division
14.	Assistant Director Administration	P	1	0	1	
15.	Senior/Chief/Princi pal Administrative Officer	L/M/N	2	0	2	
16.	Administrative Officer II /I	J/K	2	0	2	
17.	Principal Administrative Assistant	N	1	0	1	
18.	Administrative Assistant I /Senior Administrative Assistant/ Chief Administrative Assistant	K/L/M	3	0	3	
19.	Administrative Assistant III /II	H/J	3	0	3	
Engineer Mechanical- Automotive						
20.	Chief/Principal Superintending Engineer [Mechanical]	P/Q	2	0	2	Overseeing maintenance and repairs.
21.	Assistant Engineer I/Superintending/Se nior Superintending Engineer [Mechanical]	L/M/N	5	0	5	Assisting in fleet management conducting mechanical assessments, diagnosis and recommending repairs
22.	Assistant Engineer II [Mechanical]	K	5	0	5	Ensuring vehicles compliance with relevant laws
23.	Charge-Hand	H/J/K	8	1	7	To undertake





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34.	Inspector/Senior Inspector/Superintendent	H/J/K	18	0	16	To undertake supervision of civil works
33.	Senior/Chief/Principal Superintendent	L/M/N	13	2	11	To undertake supervision of civil works
32.	Senior Principal Superintendent	P	1	0	1	To undertake supervision of civil works
Road Inspectors and Overseers - Diploma Holders						
31.	Assistant Engineer II	K	5	0	5	To undertake roads functions
30.	Assistant Engineer I/Superintending Engineer (Roads)/Senior Superintending Engineer (Roads)	L/M/N	10	3	8	To coordinate roads functions
29.	Chief/Principal Superintending Engineer (Roads)	P/Q	2	0	2	To head and coordinate Road division
Road Engineers - Degree Holders						
ROADS DIVISION						
28.	Driver III, II, & I	D/E/F	15	2	13	To drive and maintain county vehicles
27.	Chief Driver/Senior Driver / Principal	G/H/J	10	0	10	To drive and maintain county vehicles
Drivers						
26.	Plant Operator III/II/I	D/E/F	10	6	4	To operate heavy plants and machinery
25.	Senior/Chief /Principal Plant Operator	G/H/J	10	0	10	To operate heavy plants and machinery, assist in training junior plant operators
Plant Operators - certificate holders						
24.	Artisan III/II/I (Motor Vehicle)	E/F/G	12	0	10	To co-ordinate and undertake transport/ fleet management and logistics functions
	Senior/Chief ChargeHand (Motor Vehicle)					electrical and mechanical functions (motor vehicle)

Inspector Roads - Diploma Holders					
35.	Senior Principal Superintendent	P	4	0	4
36.	Senior/Chief/Principal/Senior Principal Superintendent	L/M/N	4	0	4
37.	Inspector/Senior Inspector/Superintendent	H/J/K	6	0	6
PUBLIC WORKS DIVISION					
Architects - Degree holders					
38.	Chief/Principal Superintending Architect	P/Q	3	1	2
39.	Assistant Architect/Superintending Architect/Senior Superintending Architect	L/M/N	5	1	4
Architectural Assistant - Diploma holders					
40.	Senior Principal Architectural Assistant	P	1	0	1
41.	Senior/Chief/Principal Architectural Assistant	L/M/N	3	1	2
42.	Architectural Assistant III/II/I	H/J/K	4	0	4
Landscape Architects - Diploma holders					
43.	Chief Superintending Landscape Architect	P	1	0	1
44.	Assistant Landscape Architect I/Superintending Landscape Architect/Senior Superintending Landscape Architect	L/M/N	1	0	1
45.	Architectural Assistant III/II/I	H/J/K	2	0	2
Inspectors (Building) - Diploma holder					
46.	Senior Principal Superintendent (Buildings)	P	2	0	2
47.	Senior/Chief/Principal Superintendent (Buildings)	L/M/N	11	0	11
48.	Senior Inspector/Superintendent (Building)	J/K	8	2	7
49.	Inspector (Building)	H	5	0	5
Quantity Surveyors - Degree holders					





50.	Chief/Principal Superintending Quantity Surveyor				P/Q	2	0	2	To head Quantity Survey and undertake quantity survey functions
51.	Assistant Quantity Surveyor I/Superintending/Senior Superintending Quantity Surveyor				L/M/N	5	1	4	To undertake quantity survey functions
52.	Assistant Quantity Surveyor II				K	6	1	5	
Quantity Survey Assistants - Diploma									
53.	Senior Principal Quantity Survey Assistant.				P	2	0	2	To perform quantity survey functions
54.	Senior/Chief/Principal Quantity Survey Assistant.				L/M/N	5	0	5	
55.	Quantity Survey Assistant III/II/I				H/J/K	10	0	10	
Structural/Civil Engineers - Degree holders									
56.	Chief/Principal Superintending Engineer (Structural)				P/Q	3	0	3	To, Head, Coordinate and undertake structural and civil engineering functions
57.	Assistant Engineer I/Superintending/SeniorSuper intending Engineer (Structural)				L/M/N	10	1	9	To undertake structural and civil engineering functions
58.	Assistant Engineer II (Structural)				K	5	1	4	
Structural Assistants - Diploma holders									
59.	Senior Principal Structural Assistant				P	2	0	2	To assist in performing structural and civil engineering function
60.	Senior/Chief/Principal Structural Assistant				L/M/N	3	0	3	
61.	Structural Assistant III/II/I				H/J/K	3	0	3	
Engineers - Electrical & Mechanical (Building Services) - Degree holders									
62.	Chief/Principal Superintending Engineer (Electrical)				P/Q	2	0	2	Planning, design and maintenance

63.	Assistant Engineer I/Superintending/Senior Superintending Engineer (Electrical)	L/M/N	5	0	5	of electrical/electronics in all Government buildings and institutions Project design, monitoring and evaluation Ensuring professional standards and undertaking quality control in County Government projects
64.	Assistant Engineer II (Electrical)	K	5	0	5	Government buildings and institutions Project design, monitoring and evaluation Ensuring professional standards and undertaking quality control in County Government projects

Mechanical (Building Services)

65.	Chief/Principal Superintending Engineer [Mechanical(BS)]	P/Q	2	1	1	Planning, design and maintenance of Mechanical and Fire services in all Government buildings and institutions Project design, monitoring and evaluation Ensuring professional standards and undertaking quality control in County Government projects
66.	Assistant Engineer I/Superintending/Senior Superintending Engineer [Mechanical(BS)]	L/M/N	3	0	3	
67.	Assistant Engineer II [Mechanical(BS)]	K	5	2	3	

Artisans (Carpentry, Masonary, Welding, Painting and Plumbing)- Certificate Holder	Charge-Hand /Senior Charge-Hand (Motor Vehicle) H/J	8	0	8	Overseeing multiple projects and
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69.	Artisan III/II/I (Motor Vehicle) E/F/G	12	2	10	To undertake repairs, improvement work and maintenance of County Government buildings and facilities in their area of specialization
Support Services					
Human Resource Personnel					

70.	Assistant /Deputy Director Human Resource Management	P/Q	1	0	1	To undertake human resource Duties in the Department
71.	Senior/Chief/Principal Human Resource Officer	L/M/N	1	0	1	
72.	Human Resource Officer II /I	J/K	2	1	1	
73.	Principal Human Resource Assistant	N	1	0	1	To undertake human resource Duties in the Department
74.	Human Resource Assistant I /Senior Human Resource Assistant/ Chief Human Resource Assistant	K/L/M	2	0	2	
75.	Human Resource Assistant III /II	H/J	1	0	1	
Office Administrators - Degree Holders						
76.	Assistant /Deputy Director Office Administrative Services	P/Q	1	0	1	Head the Office administrative services section
77.	Senior/Chief/Principal Office Administrator	L/M/N	1	0	1	To perform Office Administrative duties at the department

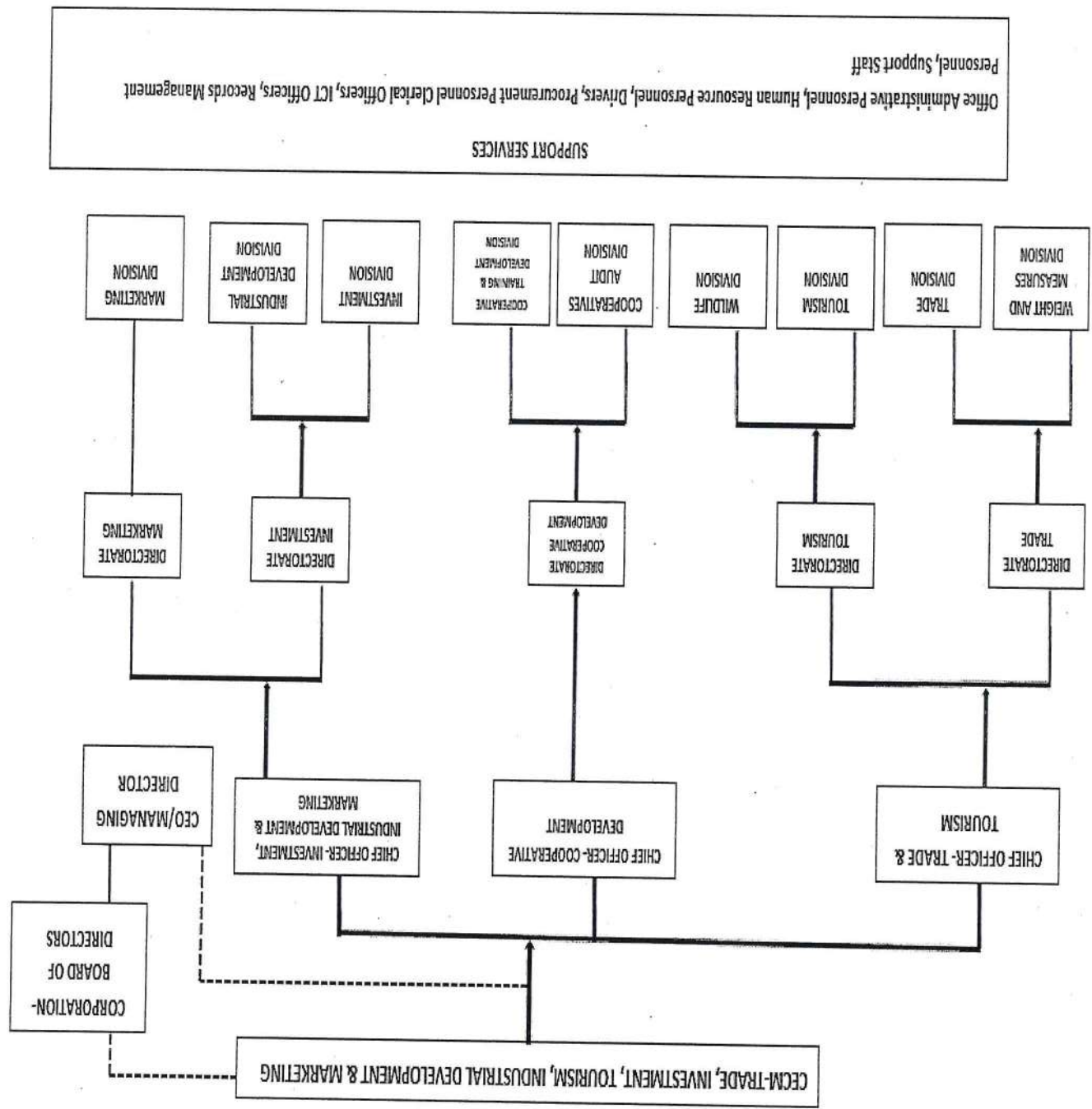


78.	Office Administrator II/I	J/K	1	0	1	To perform office administrative duties at department
Assistant Office Administrators - Diploma Holders						
79.	Senior/Chief/Principal Assistant Office Administrator	L/M/N	2	0	2	To undertake office administrative support Services & supervise other office administrative services personnel
80.	Assistant Office Administrator III/II/I	H/J/K	2	1	1	
Office Administrative Assistants-Certificate Holders						
81.	Office Administrative Assistant I/Senior Office Administrative Assistant	J/K	2	1	1	To undertake simple office administrative support Services at the department
82.	Office Administrative Assistant III/II/I	G/H	2	1	1	
Clerical Officers - certificate holder						
83.	Chief/Principal Clerical Officers	J/K	3	0	3	To perform clerical activities in the department
84.	Clerical Officer II/I/Senior	F/G/H	5	4	1	
Cleaning /Support Staff - Certificate holder						
85.	Cleaning Supervisor III/Senior Support Staff/Cleaning Supervisor IIB/Support Staff Supervisor/Cleaning Supervisor IIA/Cleaning Supervisor I	D/E/F/G	8	3	6	To coordinate and perform cleaning Services in the department



15.0 DEPARTMENT OF TRADE, INVESTMENT, TOURISM, INDUSTRIAL DEVELOPMENT AND CO-OPERATIVE DEVELOPMENT

15.1 Organogram



15.2 Staff Establishment

PROPOSED STAFF ESTABLISHMENT OF TRADE, INVESTMENT, TOURISM, INDUSTRIAL DEVELOPMENT AND MARKETING

S/NO	Designation	J/G	Regu	Inpo	Varia	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 Industrial Development and Marketing	S	1	1	0	

TRADE DIRECTORATE

1.	Director Trade	R	1	1	0	To head directorate
2	Deputy/Assistant Director Trade	P,Q	8	1	7	Coordinate and undertake trade functions
3	Principal/Chief/Senior Trade Development Officer, L, M, N		27	0	27	To perform trade functions
4	Trade Development Officer II, I	J, K	26	1	25	
	TOTAL		62	3	59	

WEIGHT AND MEASURE DIVISIONS

DEGREE HOLDERS

1	Deputy/Assistant Director of Weight and Measures	P,Q	2	0	2	To head Division Hqs
						To head Division in the Sub Counties
2	Senior/Chief/Principal Officer/Weight and Measures	L,M,N	16	1	15	To perform Weights and measures functions in the four Sub Counties.
3	Weight and Measures Officer II and I	J,K	12	0	12	
	TOTAL		30	1	29	





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DIPLOMA HOLDERS						
1	Senior/Chief/Principal weight and Measures Assistant	L,M,N	1	0	1	To perform weight and measures functions in the four sub counties.
2	Weight and Measures Officer III, II AND I	H,J,K	12	1	11	
TOURISM DIRECTORATE						
1	Director Tourism	R	1	1	0	Head of directorate
2	Deputy/Assistant Director Tourism	P,Q	2	0	2	To coordinate and undertake tourism functions
3	Principal/Chief/Senior Tourism Officer	L,M,N	10	0	10	
4	Tourism Officer I,II	J,K	20	1	19	
TOTAL			33	2	31	
Wildlife Division						
1	Deputy Director/Assistant Director Wildlife	P,Q	2	0	2	Head of wildlife division
2	Principal/Chief/Senior Wildlife Officer	L, M,N	6	0	6	To coordinate and undertake wildlife functions
3	Wildlife Officer I	K	6	0	6	
TOTAL			14	0	14	
INVESTMENT & INDUSTRIAL DIRECTORATE						
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 subcounties
4	Principal/Chief/Senior Enterprise Development Officer	L,M,N	10	0	10	
7	Enterprise Development Officer II,I	J,K	20	0	20	
TOTAL			34	1	33	

MARKETING DIRECTORATE						
1	Director Marketing	R	1	0	1	Head of directorate
2	Deputy/Assistant Director Marketing	P, Q	2	0	2	To coordinate marketing functions
4	Principal/Chief/Senior Marketing (Trade Development) Officer	L, M, N	10	0	10	
7	Marketing (Trade Development) Officer I, II	K, L	20	0	20	
TOTAL			33	0	33	
Staff Establishment - Cooperative Development						

Staff Establishment - Cooperative Development

Function	Position	Job Group	Required	In post	Deficit
Executive	Chief Officer	S	1	1	0
Cooperative-Degree	Director Co-Operatives	R	1	1	0
	Assistant/Deputy (Senior Assistant) Director Of Co-Operatives	P/Q	1	0	1
	Senior /Chief /Principal Co-Operative Officer	L/M/N	13	2	11
	Co-Operative Officer II/I	J/K	5	1	4
Diploma	Senior /Chief /Principal Assistant Co-Operative Officer	L/M/N	11	2	9
	Assistant Co-Operative Officer III/II/I	H/J/K	21	7	14
	Assistant / Deputy Director Cooperative Auditor	P/Q	1	0	1
Cooperative Audit	Senior /Chief /Principal Co-Operative Auditor	L/M/N	5	2	3
	Co-Operative Auditor III/II/I	H/J/K	6	1	5
	Senior/Chief/Principal Driver	G/H/J	4	2	2
Drivers	Driver III/II/I	D/E/F	6	0	6
	Senior /Chief / Principal Office Administrator	L/M/N	2	0	2
Office Administrators	Office Administrator II/I/	J/K	2	0	2





DEGREE HOLDERS						
S/NO	Designation	J/C	Requird In post	Variance	Justification	
1	Managing Director (CEO)	S	1	0	1	Head Of Directorate
2	Director Legal Services and Partnership	R	1	0	1	To Head Directorate
3	Director Corporate Services and Administration	R	1	0	1	To Head Directorate
4	Director Research Strategic Planning, Marketing and special programs	R	1	0	1	To Head Directorate
5	Director Investment and external affairs	R	1	0	1	To Head Directorate
6	Director Monitoring and evaluation and Audit	R	1	0	1	To Head Directorate
DIRECTORATE OF LEGAL SERVICES AND PARTNERSHIP - DEGREE HOLDERS						

15.3 Staff Establishment - Embu County Investment Development Corporation

Senior/Chief / Principal Assistant Office Administrator	L/M/N	2	0	2	Prog ressi on	
Assistant Senior Office Administrator III/II/I	H/J/K	6	0	6		
Office Administrative Assistant I / Senior	J/K	1	0	1	Prog ressi on	
Office Administrative Assistant III/II/I	G/H	1	1	0		
Cleaning supervisor IIA /I	F/G	6	3	3	Prog ressi on	Support Staff
Senior Support Staff (Cleaning supervisor III) /Support Staff Supervisor (Cleaning supervisor IIB)	D/E	6	0	6		
Chief /Principal Clerical Officer	J/K	2	0	2	Prog ressi on	
Clerical Officer II/I/ Senior	F/G/H	2	0	2		
		105	23	82		

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 RESEARCH STRATEGIC PLANNING, MARKETING AND SPECIAL PROGRAMS -DEGREE HOLDERS						
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
DIRECTORATE OF CORPORATE SERVICES AND ADMINISTRATION						
6	Assistant/Deputy Director Human Resource & Management	P/Q	1	0	1	To head human resource division
7	Human Resource Management Officer Senior Chief, Principal	L/M/N	5	0	5	To perform human resource duties
8	Human Resource Management Officer, II, I	J/K	5	0	5	To perform human resource duties
DIPLOMA HOLDERS HUMAN RESOURCE PERSONNEL						
9	Human Resource Management Assistant Senior, Chief, Principal	L/M/N	4	0	4	To perform human resource duties
10	Human Resource Management Assistant III, II, I	H/J/K	4	0	4	To perform human resource duties
DEGREE HOLDERS -OFFICE ADMINISTRATIVE SERVICES PERSONNEL						
11	Assistant Director Office Administrative/ Deputy Director Office Of Administrative Services Office	P/Q	2	0	2	To perform secretarial duties





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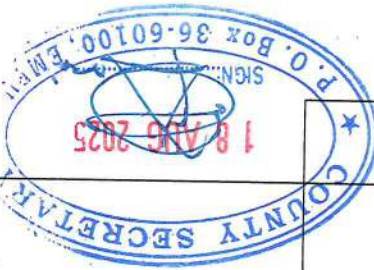
12	Chief Office Administrator	M/N	3	0	3	To perform secretarial duties
13	Office Administrative Assistant III, II Senior	J/K/L	4	0	4	To perform secretarial duties
ACCOUNTANTS SERVICES						
14	Assistant Deputy Director - Accounting Services/ Deputy Director Accounting Service	P/Q	2	0	2	To perform accountant duties
15	Chief Accountant/Principal Accountant	M/N	2	0	2	
16	Accountant I/Accountant II/Senior	J/K/L	3	0	3	
SUPPLY CHAIN MANAGEMENT PERSONNEL DEGREE HOLDERS						
17	Deputy/Assistant Deputy Director Supply Chain Management	P/Q	1	0	1	To head supply chain division
	Supply Chain Management Officer II, I Senior/Chief	L/M/N	2	0	2	To perform supply chain duties
18	Supply Chain Management Officer II, I	J/K	2	0	2	To perform supply chain duties
SUPPLY CHAIN MANAGEMENT PERSONNEL DIPLOMA HOLDERS						
19	Supply Chain Management Officer II, I Senior/Chief	L/M/N	2	0	2	To perform supply chain duties
20	Supply chain management assistant III, II, I	H/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	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 TECHNOLOGY 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						
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

For the department to effectively carry out its mandate, support services are required. See Annex 1.

ANNEXURE 1

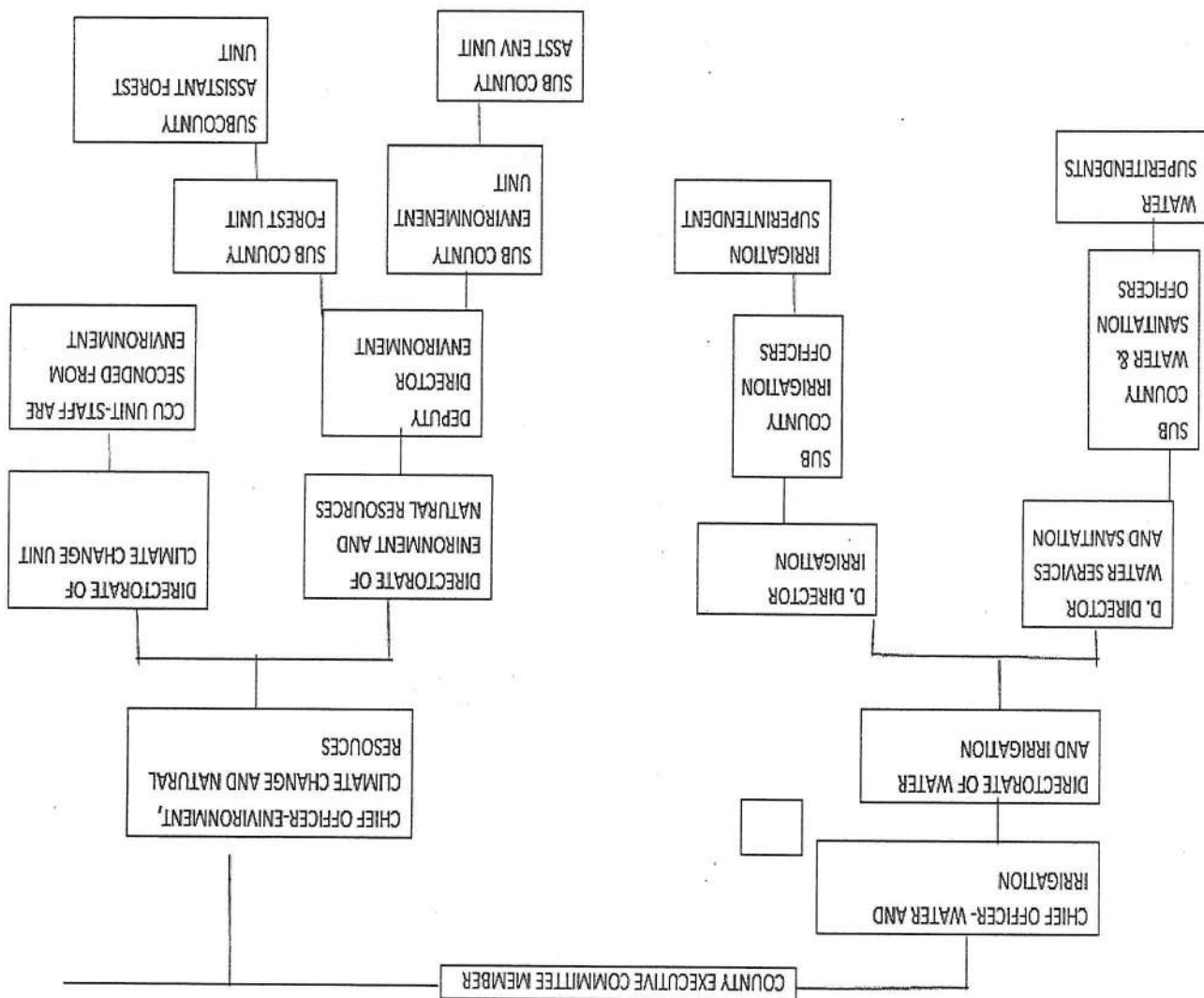
GENERAL ADMINISTRATIVE SERVICES						
S/NO	Designation	J/G	Required	Input	Variance	Justification
1.	Assistant/Deputy Director Human Resource & Management	P/Q	2	0	2	
2.	Human Resource Mgt Asst. Sr Chief, Principal	L,M,N,	3	0	3	To perform and coordinate HR functions in the department
3.	Human Resource Mgt Asst. III, II, I	H, J, K	3	0	3	
4.	Human Resource Mgt Officer Sr Chief, Principal	L,M,N,	2	0	2	
5.	Human Resource Mgt Asst. II, I	J, K	2	0	2	
6.	Records Mgt Officer, Sr, Chief Principal, Asst	L,M,N, P	3	0	3	



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

16.1 Organogram



SUPPORT SERVICES

HUMAN RESOURCE, OFFICE ADMINISTRATORS, RECORDS OFFICERS, ACCOUNTING SERVICES, CLERICAL OFFICERS, CLEANING /SUPPORT STAFF AND DRIVERS.



16.2 Staff Establishment - Water and Irrigation

Sno	Designation	Job Group	Require d	In- post	Valianc e	Justification
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WATER ENGINEERS

1.	CECM	T	1	1	0	To provide
2.	Chief Officer	S	1	1	0	To head the department
3.	Director/Senior Principal Superintending Engineer(Water Services and Sanitation)	R	1	1	0	To head the Directorate

4.	Deputy Director/Principal Superintending Engineer (Water Services and Sanitation)	Q	2	0	2	To head the following Divisions: 1- Water Development 1- Sanitation
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5.	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
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6.	Senior Superintending Engineer (Water Services and Sanitation)	N	6	0	6	1- To be deployed at the headquarters
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7.	Superintending Engineer(Water Services and Sanitation)	M	6	0	6	5 - To undertake water development and sewerage functions in the five (5)Sub-counties
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8.	Assistant Engineer II/I(Water Services and Sanitation)	K/L	6	0	6	1- To be deployed at the headquarters
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INSPECTORS (WATER AND SEWERAGE)

9.	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
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10.	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
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11.	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
12.	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
13.	Superintendent (Water Services and Sanitation)	K	5	1	4	To perform the functions of water development, sewerage and water resources in the Sub-counties
14.	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
15.	Drilling Assistant III/Drilling Assistant II/Drilling Assistant I/Senior Drilling rig Assistant	E/F/G/H	2	0	2	To operate the drilling rig
16.	Drilling superintendent/drilling rig operator/ Drilling superintendent/ Senior superintendent	J/K/L/M	2	0	2	To operate the drilling rig
17.	Geologist	K/L/	1	0	1	Ground water prospecting
LABORATORY TECHNOLOGISTS						
18.	Principal Laboratory Technologist	N	1	0	1	To oversee the collection and analysis of water samples collected from the 5 sub-counties
19.	Chief Laboratory Technologist	M	1	0	1	To test and analyse water samples collected from the 5 sub-counties

20.	Senior Laboratory Technologist	L	1	0	1	To test and analyse water samples collected from the 5 sub-counties
21.	Laboratory Technologist	K	1	0	1	To test and analyse water samples collected from the 5 sub-counties
22.	Laboratory Technologist/Technician	G/H/J	3	0	3	Collection of water samples for analysis from the 5 sub-counties
RECORDS MANAGEMENT OFFICERS						
23.	Assistant Director/deputy director - Records management	P/Q	1	0	1	To head the records section
24.	Senior Records Management Officer/Chief Records Management Officer/Principal Records Management Officer	L/M/N	1	0	1	To manage the section registry
25.	Records Management Officer III/Record Management Officer II/Record Management Officer I	H/J/K	1	0	1	To manage the section registry
ACCOUNTANTS						
26.	Assistant accountant general/senior assistant accountant general	P/Q	1	0	1	To perform accounting and finance duties in the section
27.	Chief accountant /principal accountants	M/N	1	0		To perform accounting and finance duties in the section
28.	Accountant II/Accountant I/Senior Accountant	J/K/L	1	0	1	To perform accounting and finance duties in the section
HUMAN RESOURCE PERSONNEL						
29.	Human Resource Management Assistant	H/J/K	2	0	2	To perform Human Resource duties in the section
30.	Senior Human Resource Management Assistant	K/L	1	0		To perform Human Resource duties in the section





31.	Chief Human Resource Management Assistant	M	1	0	1	To perform Human Resource duties in the section
32.	Human Resource Management Officer I/1	J/K	1	0	1	To perform Human Resource duties in the section
33.	Senior Human Resource Management Officer	L (Degree e)	1	0	1	To perform Human Resource duties in the section
34.	Chief Human Resource Management Officer I/1	M/N	1	0	1	To perform Human Resource duties in the section
35.	Asst. Director Human Resource Management	P	1	0	1	To perform Human Resource duties in the section
36.	Senior Asst. Director of Human Resource Management - (Deputy Director)	Q	1	0	1	To perform Human Resource duties in the section
37.	Director Human Resource Management	R	1	0	1	To perform Human Resource duties in the section
SUPPORT STAFF						
CLERICAL OFFICERS						
38.	Chief Clerical Officer/Principal Clerical Officer	J/k	3	0	3	To work at County Headquarters
39.	Clerical officer I/ Senior Clerical Officer	F/G/H	6	5	1	1 for County Headquarters and 1 for each of the 5 sub-counties
SUPPLY CHAIN MANAGEMENT PERSONNEL						
40.	Senior supply chain management assistant / chief supply chain management assistant / principal supply chain management assistant	L/M/N/P	2	0	0	To work at County Headquarters

41.	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 procurement functions in the department
CLEANING STAFF/SUPPORT STAFF						
42.	Cleaning Supervisor 1	G	6	4	2	1 for County Headquarters and 1 for each of the 5 sub- counties
43.	Cleaning Supervisor 11A	F	7	2	4	2 for County Headquarters and 1 for each of the 5 sub- counties
44.	Cleaning Supervisor 11B/Support staff supervisor	D/E	7	1	5	2 for County Headquarters and 1 for each of the 5 sub- counties
OFFICE ADMINISTRATIVE OFFICERS						
45.	Principal Office Administrator	M/N	1	1	0	To work at County Headquarters
46.	Senior Office Administrative Assistant	K/L	1	0	1	To work at County Headquarters
47.	Office Administrative Assistant 111/11/1	G/H/J	2	1	1	To work at County Headquarters
DRIVERS						
48.	Principal Driver	J	1	0	1	To work at County Headquarters
49.	Chief Driver	H	1	0	1	To work at County Headquarters
50.	Senior Driver	G	1	0	1	To work at County Headquarters



51.	Driver 111/11/1	D/E/F	3	2	1	To work at County Headquarters
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16.4 Environment and Natural Resources Staff Establishment

No	Designation	Job Group	Proposed	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
	Director climate change	R		1		1 to head Climate Change Directorate
4.	Deputy Director, Natural resources	Q	1	0	1	To head forestry functions
	Deputy director climate change					To head 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- Natural Resources, Forestry
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 persub-county)
7.	Chief Environment and Natural Resources	M	7	0	7	
8.	Environment and Natural Resources/Senior	K/L	7	4	3	



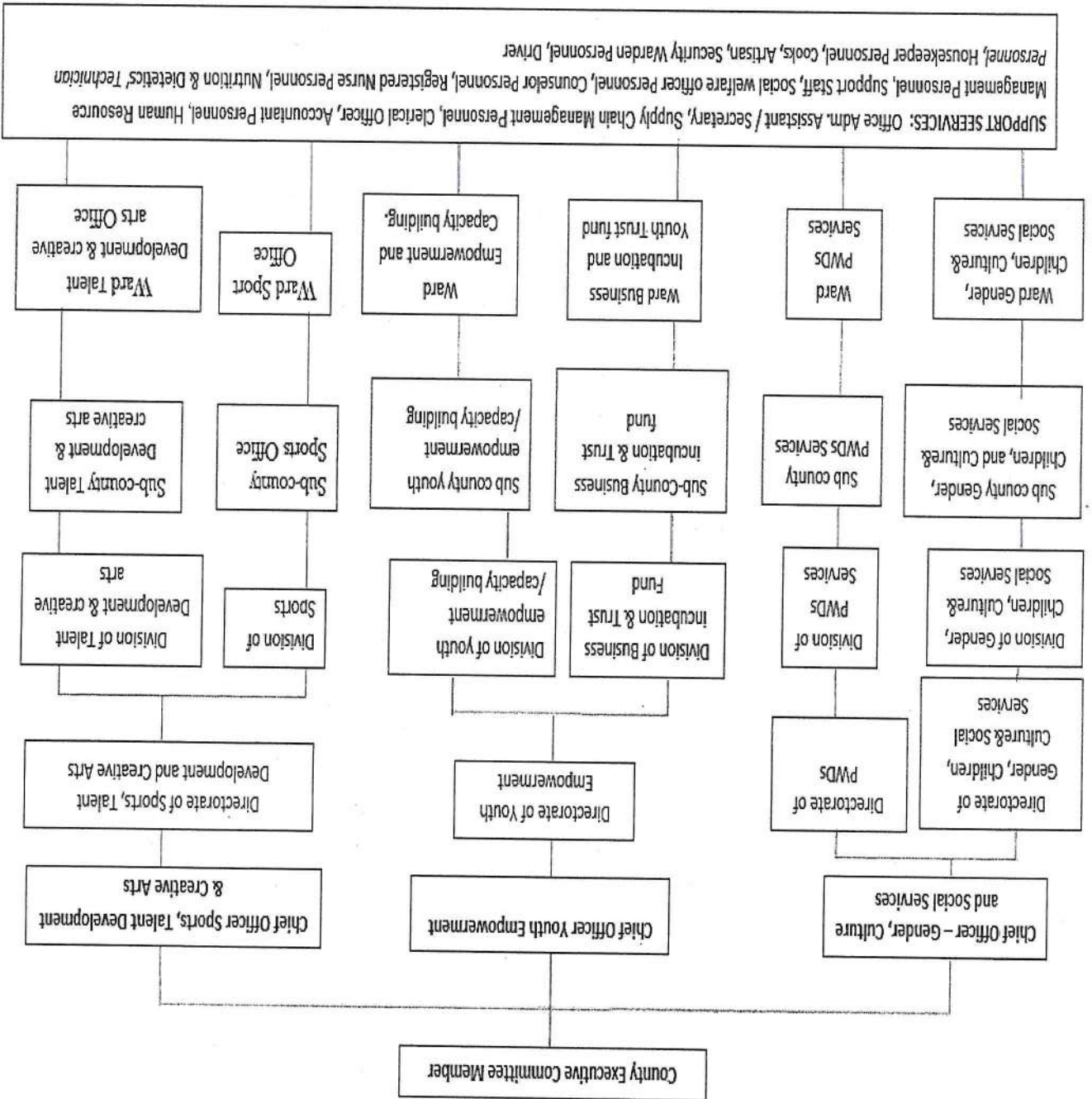


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9.	Environment and Natural Resource Assistants	H/J	7	4	3	
Forestry Officers						
10.	Assistant Director, Forestry Services	P	1	0	1	To coordinate forestry and conservation functions
11.	Principal Forestry Officer	N	7	0	7	To perform forestry and conservation functions as follows: 6 at Sub-Counties 1 at headquarters
12.	Chief Forestry Officer	M	7	0	7	
13.	Forestry Officer	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

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

17.1 Organogram



17.2 Staff Establishment

SN	Cadre	Designation	JG	Required	Interim	Variant	Remarks
1.	CECM	CEC Member	T	1	1	0	
2.	County Chief officers	Chief Officer-Sports, Talent Development and Creative Arts	S	1	1	0	
3.		Chief Officer-Youth Empowerment	S	1	1	0	
4.		Chief Officer-Gender, Culture and social services	S	1	0	1	
5.		Director Sports	R	1	0	1	
6.	Sports Officers	Director youth Empowerment	R	1	1	0	
7.		Director children and social services	R	1	1	0	
8.		Director Gender and Culture	R	1	1	0	
9.		Director social development (PWD)	R	1	1	0	
10.		Assistant Director sport/Deputy Director-Sport	P/Q	2	0	2	To coordinate Sports and talent development functions in the six sub-counties and headquarters
11.		Senior Sport Officer/Chief Sport Officer/Principal Sport Officer	L/M/N	4	1	3	
12.		sport officer III/II/I	H/J/K	8	1	7	
13.	Youth officers	Assistant Director					
14.		/Deputy Director- youth	P/Q	2	0	2	To coordinate Youth empowerment functions in the six sub-counties
15.		Senior/Chief/Principal Youth Officer	L/M/N	3	0	3	
16.		Youth Officer III/II/I	H/J/K	8	0	8	
17.		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)
	Person s With Disability (PWD'S)	Senior social development Officer (PWD), Chief social development officer, Chief Principal Social	L/M/N	3	0		



[illegible]

28.			Social Development Assistant 11, Social development assistant	G/H	11	0	11	
29.			Senior assistant director, social development, Assistant Director social development.	P/Q	3	0	3	
30.			Principal Social development officer, Chief social development officer, Senior social development Officer, L/M/N	L/M/N	4	0	4	
31.			Social development officer 11	J/K	8	0	8	
32.			Senior social development assistant, social development assistant 1	J/K	11	0	11	
33.			Social Development Assistant 1, Social development assistant 111	G/H	1	0	1	
34.			Enrolled Nurse II/I/Senior Enrolled Nurse II/Senior Enrolled Nurse I	H/J/K	1	0	1	
35.			Senior Assistant Principal Medical Social Worker/ Deputy Principal Medical Social Worker	P/Q				
36.			Senior Medical Social Worker/ Chief Medical Social Worker/Principal Medical Social Worker	L/M/N	1	0	1	
37.			Medical Social Worker III/II/I	H/J/K				
38.			Senior Human Resource Management Assistant/ Chief Human Resource Management	L/M/N	1	0	1	



39.	Human Resource Management Officer-Diploma Holders	Human Resource Management Assistant III/II/I	H/J/K	1	1	1	0	Require 2 to support the 3 sectors in the department	40.	Assistant Director Human Resource Development/ Deputy Director Human Resource Development	P/Q	1	0	1	Require 2 to support the 3 sectors in the department	41.	Senior Human Resource Development Officer/ Chief Human Resource Development Officer/ Principal Human Resource Management Officer	L/M/N	2	1	1	Require 2 to support the 3 sectors in the department	42.	Human Resource Development Officer	Human Resource Management Officer I I/ I	J/K	1	0	1	Require 2 to support the 3 sectors in the department	43.	Assistant Director Accounting services/Deputy Director-Accounting Services	P/Q	1	0	1	Require 2 to support the 3 sectors in the department	44.	Chief/Principal Accountant	M/N	1	0	1	Require 2 to support the 3 sectors in the department	45.	Accountant I I/ I/ Senior Accountant	J/K/L	1	0	1	Require 2 to support the 3 sectors in the department	46.	Supply Chain Management Assistant IV/III/II/I	G/H/J/K	1	0	1	Require 2 to support the 3 sectors in the department
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47.	a	Assistant Director, Supply Chain Management Services/ Deputy Director, Supply Chain Management Services	P/Q	1	0	1			
48.		Chief Supply Chain Management Officer/ Principal Supply Chain Management Officer	M/N	1	0	1	1		
49.		Supply Chain Management Officer 11/I/ Senior Supply Chain Management Officer	J/K/L	1	0	1	1		
50.		Chief Clerical Officer/Principal Clerical Officer	J/K	5	1	4			
51.	Clerical 1 officers	Clerical officer 11/I/Senior Clerical Officer	F/G/ H	5	3	2		-5 required to be employed/depl oyed to support the department -job progression	
52.		Assistant Chef/Chef	H/J	2	0	2			
53.		Cook 111/II/I	E/F/ G	3	0	3		-3 required to work at the children rescue center -For job progression	
54.		Chief Driver/Principal Driver	H/J	2	0	2		-4 required to support the department -For job progression	
55.		Driver 111/II/I/Senior Driver/	D/E/ F/G	3	1	2			
56.	Artisan	Artisan 111/II/I/Charge Hand/Senior Charge Hand	E/F/ G/H/ J	2	0	2		-2 required for rescue center -For job progression	
57.	Secretaries- Certific ate	Office Administrative Assistant 111/II/I	G/H/ J/K L/M/	3	1	0		-3 required -For job progression	
58.		Senior Assistant Office							



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69.	Community health Assistants	Community health Assistant 111/II/I/Senior health	G/H/J/K	1	0	1	-1 required for rescue center -For job progression
68.	Nutrition and Dietetics Technicians	Nutrition and dietetics Technician III/II/I/Senior Nutrition & Dietetics Technician	G/H/J/K	1	0	1	-1 required -For job progression
67.		ICT Officer 111/II/I	H/J/K	1	0	1	
66.		Senior ICT Officer/Chief ICT officer/Principal ICT Officer	L/M/N	1	0	1	
65.		Assistant Director ICT/Deputy Director-ICT	P/Q	1	0	1	
64.	Records Management Officers	Records Management Officer 111/II/I	H/J/K	3	0	3	-3 required -For job progression
63.		Senior Records Management Officer/Chief Records Management Officer/Principal Records Management Officer	L/M/N	1	0	1	
62.	Secretaries-Degree	Officer Administrator 111/I/Senior Officer Administrator	J/K/L	1	0	1	
61.		Chief Office Administrator/ Principal Office Administrator	M/N	1	0	1	
60.		Assistant Director, Office Administrative services/ Deputy Director, Office Administrative services	P/Q	1	0	1	
59.	Secretaries-Diploma	Assistant Office Administrator 111/II/I	H/J/K	1	0	1	
		Assistant Office Administrator/ Principal Assistant Office Administrator	N	1			

70.	nt	Senior Social welfare Officer/ Chief Social welfare Officer/Principal Social Welfare Officer	I/M/N	1	0	1	
71.	Social welfare Officer	Social welfare Officer	H/J/K	4	2	2	-1 required For replacement required for job progression
72.	Security Warden	Security Warden II/Security Warden 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
73.	Cleaning g officers /suppo rt staff	Cleaning Supervisor III/ Senior support staff/Cleaning Supervisor IIB/Support Staff Supervisor IIA/Cleaning Supervisor I Housekeeping Assistant III/II/I	D/E/F/G	20	6	14	-14 required to be employed for cleaning in all our key facilities &for job progression
74.	Housek eeping	Assistant Housekeeper/Head Housekeeper	G	2	0	2	-2 required to support the rescue centre -For job progression
75.		Chief Counselor/Principal Counselor/Assistant Director-Counseling Services	H/J	2	0	2	
76.		Counselor II/I/Senior Counselor	M/N/P	1	0		For job progression
77.	Counse ling	Senior assistant, director of public communication, Asst. Director of public communication (Script Writer)	J/K/L	2	0	2	-3 required -For job progression
78.	Script writers		P/Q	4	1		-For job progression





79.		principal public communication officer, Chief Public Communication Officer, senior public communication officer (script writer)	L/M/N	2	1	1	On Contract
80.		Public communication officer 1, public communication officer 1, public communication officer 111 (script writer)	H/J/K	1	0	1	On Contract
81.	Film officers	Assistant director music officer, Senior assistant director music	P/Q	1	0	1	-For job progression
82.		Senior music officer, Chief music officer, Principal music officer	L/M/N	1	1	0	-For job progression
83.		Music officer 11, Music officer 1	J/K	1	1	0	-On Contract -1 Filming Director to be employed
84.	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	
85.		Chief journalist (chief film officer) Principal film officer	M/N	1	0	1	-For progression
86.		Photojournalist (Film officer 11), Photojournalist (film officer 1), Senior Photojournalist (senior film officer)	J/K/L	2	1	1	-On Contract



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

IMPLEMENTATION

87.	County Directors	Deputy Director Administration Services, Assistant Director Administration Services	P/Q	1	0	1	-For job progression
88.		Senior Administration Officer/Chief Administration Officer/Principal Administration Officer	L/M/ N	2	0	2	-For job progression
89.		Administration officer 111/Administration officer 11/Administration officer 1	H/J/K	3	2	1	-For job progression
90.	Information Officers	Senior Information Officer/Chief Information Officer/Principal Information Officer	L/M/ N	1	0	1	For job progression
91.		Information Officer II/Information Officer I	J/K	1	0	1	For job progression
92.	Information Assistants	Senior Information Assistants/Chief Information Assistants/Principal Assistants/Information Assistants	L/M/ N	1	0	1	For job progression
93.		Information Assistants II/Information Assistants I	J/K	1	0	1	For job progression
94.		Information Assistants III	H	1	1	0	For job progression