EMBU COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE

STAFF ESTABLISHMENT

AUGUST, 2025

COUNTY SECRETARY
18 AUG 2025
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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
GDU	-	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.

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

HER EXCELLENCY THE GOVERNOR
EMBU COUNTY GOVERNMENT
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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 workface that is highly motivated and professionally driven, and whose knowledge, abilities and skills are matched and aligned to the county structure that enhances productivity.

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

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

Amy Ruria, *RCrim*
COUNTY SECRETARY &
HEAD OF PUBLIC SERVICE

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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

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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.

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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.

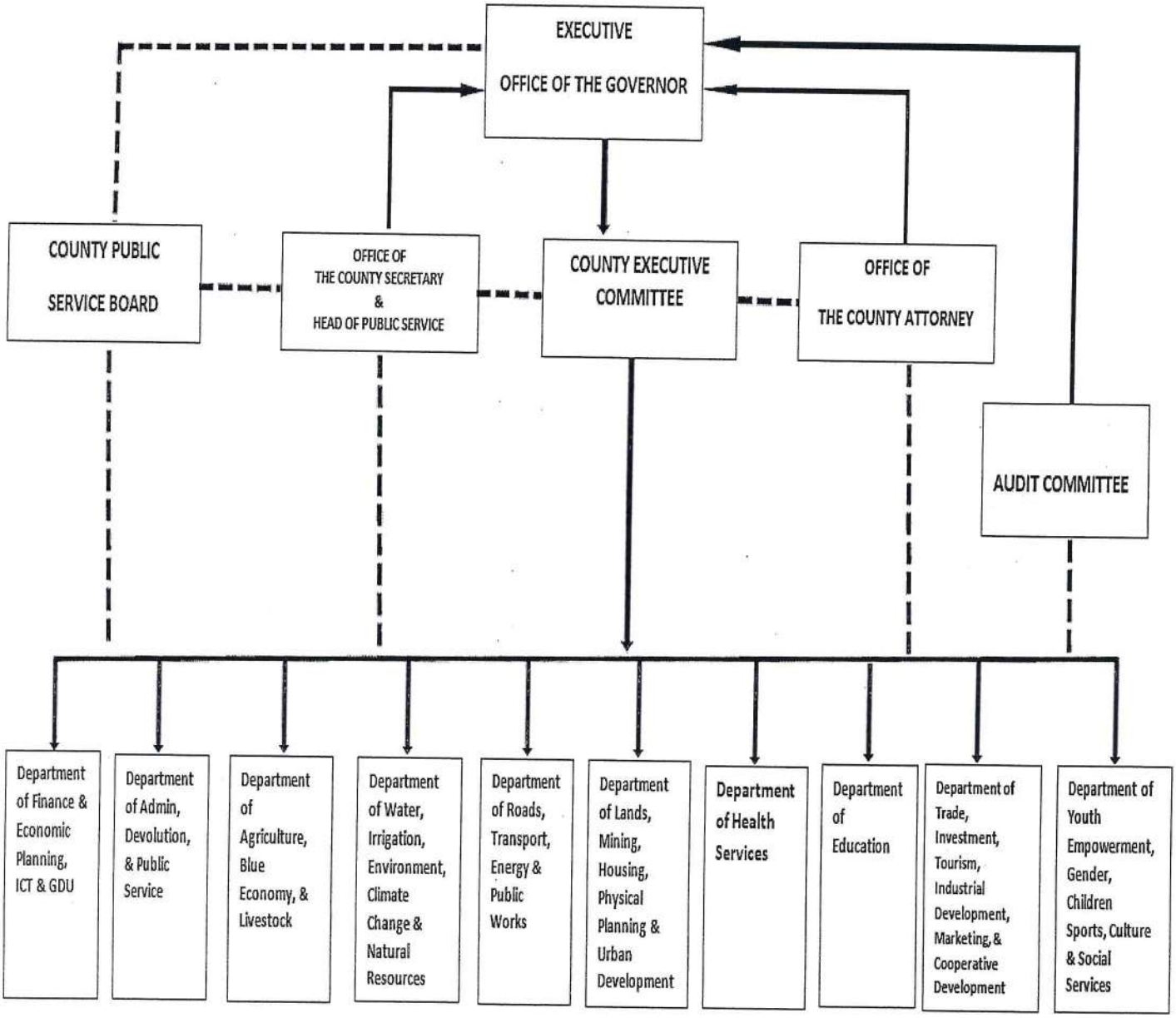
1.5.3 The County Government of Embu

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

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2.0 OVERALL COUNTY ORGANOGRAM

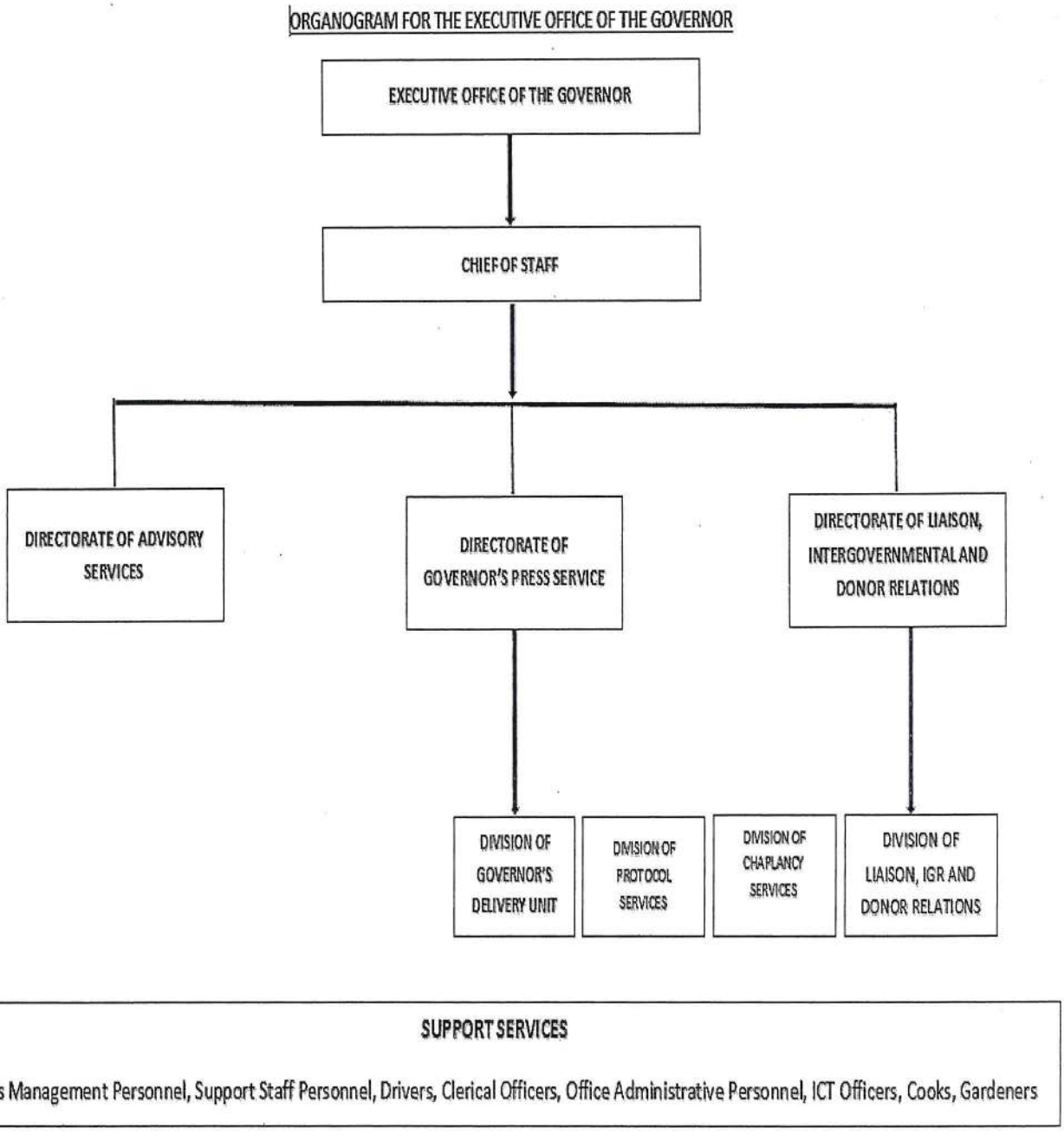
EMBU COUNTY GOVERNMENT (EXECUTIVE) OVERALL ORGANOGRAM



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3.0 EXECUTIVE OFFICE OF THE GOVERNOR – EMBU COUNTY GOVERNMENT

3.1 Organogram



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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

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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 the Governor's dairy, Handling of correspondence and enquiries, Managing appointments for the Governor, Managing personal staff of the Governor's office

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16.	Chief Administrative Officer (Chief of Protocol)	M/N	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	0	Deputize the Chief of Protocol
18.	Administrative officer III (Protocol Officers)	H,J,K	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	0	
20.	Chief/Principal Assistant Office Administrator (Executive Secretary)	M,N	2	0	2	Recording dictation in shorthand and transcribing it in typewritten form, Typing from drafts, manuscripts or recording from dictation machines, Operating office equipment, Ensuring security of office records, equipment and documents, including classified materials 1 – Liaison office-Nairobi
21.	Senior Assistant Office Administrator (Secretary)	L	4	3	1	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

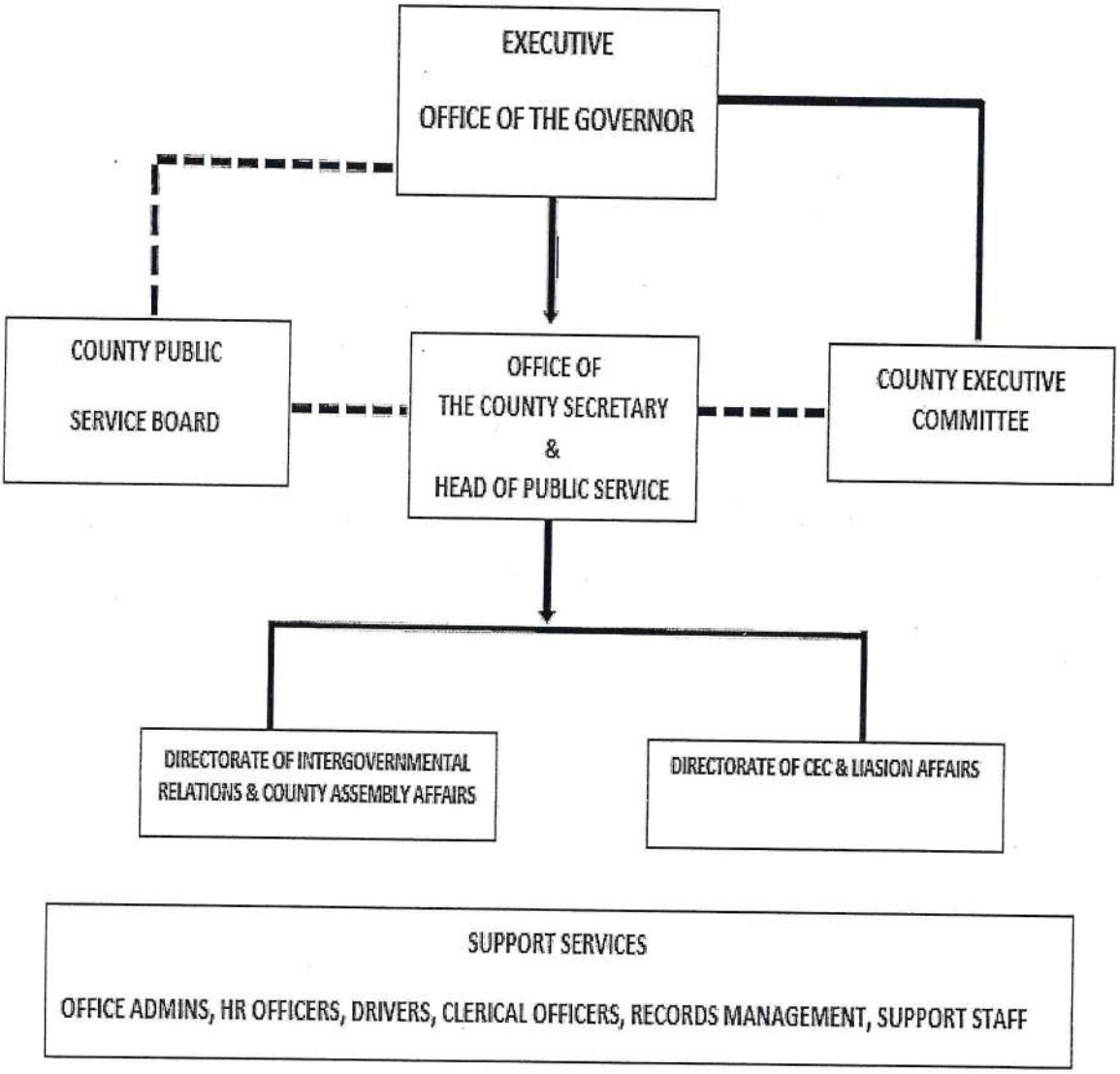
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						activities
23.	Graphic Designer	H,J,K,L	2	1	1	Production of video, print for dissemination to the Public, Media
26.	Principal Drivers	J	2	0	2	
24.	Chief Drivers	H	5	5	0	1 - Governor 1 – Deputy Governor 1 – Chief of Staff 2 – Pool for the office of the Governor
25.	Clerical Officers	F,G,H,J	4	2	2	1-Governor 1- Deputy Governor 2- Serve others
26.	Senior Support Staff	D,E,F,G	4	4	0	
27.	Cook	E,F,G	4	3	1	2 – Alternate for Governor 2 – Alternate for Deputy Governor
28.	Gardener	D	3	1	2	2 -Governor 1- Deputy Governor
TOTAL			**57**	**41**	**16**	

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

4.1 Organogram



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4.2 Staff Establishment

S/ No	Designation	Job Group	No. Required	No. in place	Variance	Justification
1.	County Secretary & Head of Public Service	T/E2	1	1	0	Head of County Public Service
2.	Director -Administration Head the following sections; -Cabinet affairs -Intergovernmental Relations/County Assembly Affairs)	R	2	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 /Deputy Director - Administration Head the following sections; -Cabinet affairs -Intergovernmental Relations/County Assembly Affairs)	P/Q	3	0	3	-1 To Deputize the Director Administration (Cabinet Affairs) -1 To deputize 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 Deputize the Assistant Director Administration (Cabinet Affairs) -1 To deputize the Assitsant 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
HUMAN RESOURCE MANAGEMENT OFFICERS-DEGREE HOLDERS						
6.	Assistant Director/Deputy	P/Q	2	0	2	To head the HR unit in the County

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

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	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	
RECORD MANAGEMENT OFFICERS						
23.	Assistant Director Record Management/Deputy Director Records Management	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

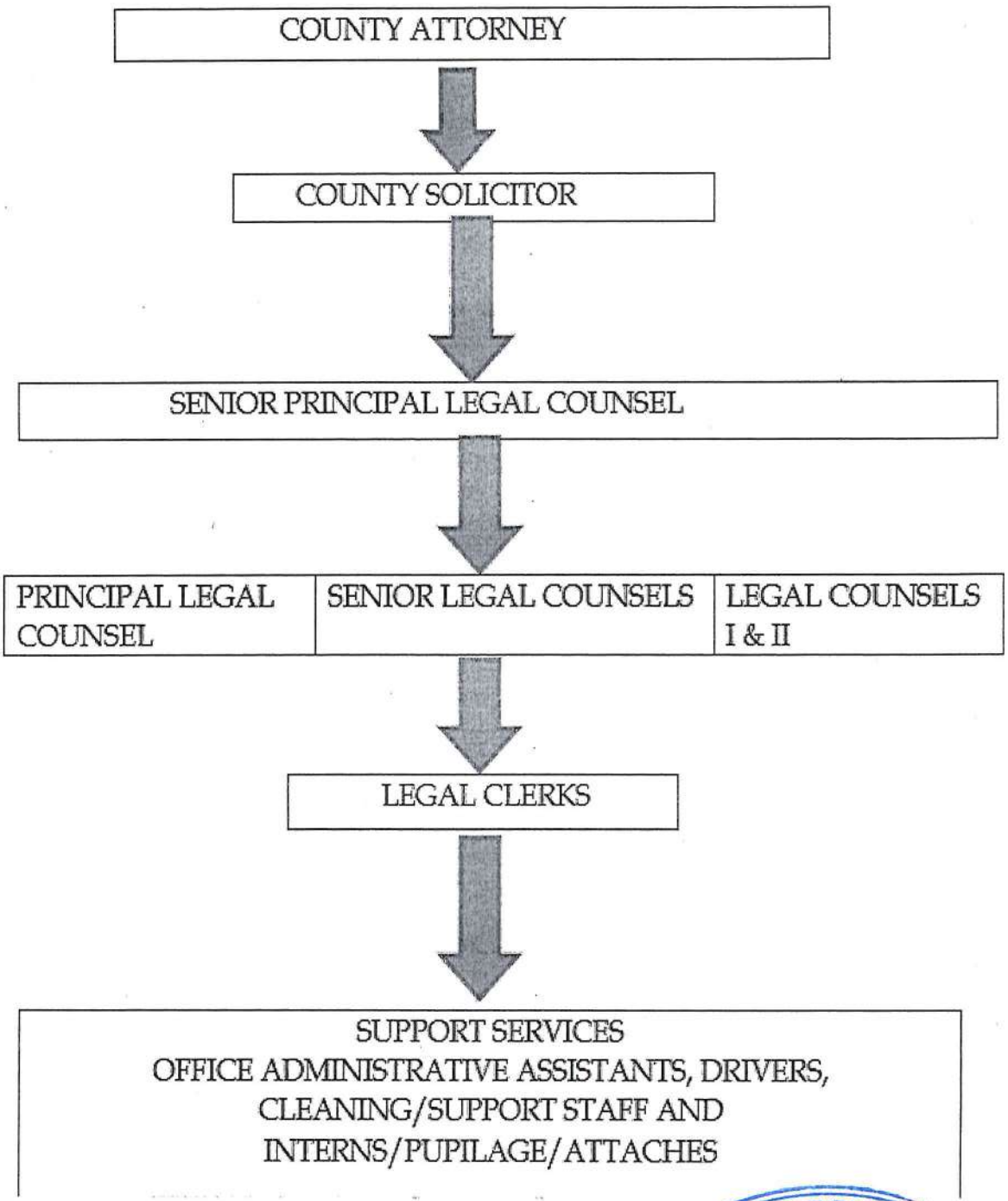
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	Management Officer II/ Record Management Officer I					

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5.0 OFFICE OF THE COUNTY ATTORNEY

5.1 Organogram



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5.2 Staff Establishment

S/No	Designation	Job Group	No. Required	No. in place	Variance	Justification
1.	County Attorney	T	1	1	0	The head of the department and the legal advisor to the County Government.
2.	County Solicitor	S	1	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/ pupilage	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, public liaison and

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

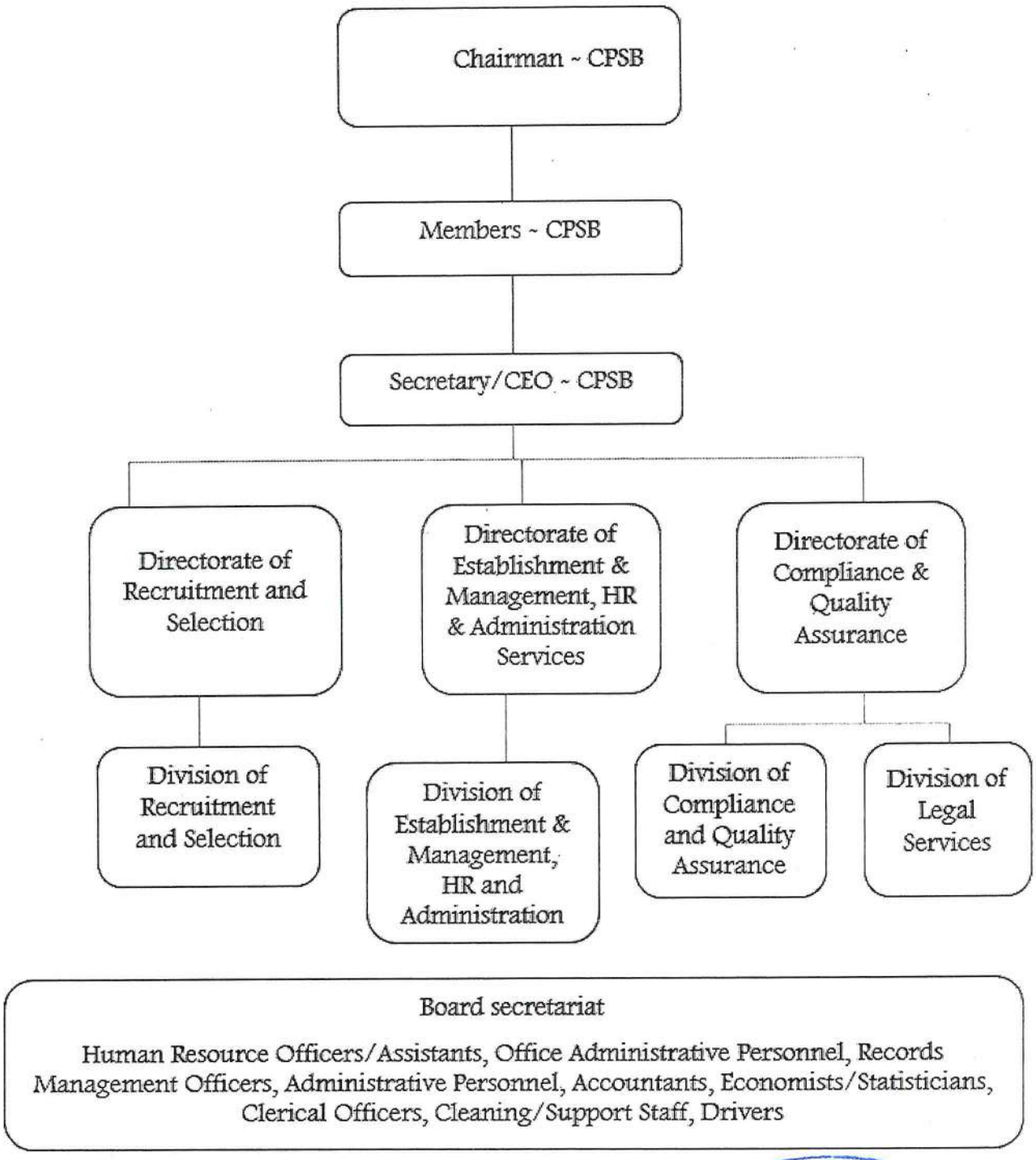
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13.	Cleaning Supervisor III/ Senior Support Staff/Cleaning Supervisor/Support Staff Supervisor /Cleaning Supervisor 11a/Cleaning Supeervisor I	D/E/F/ G	2	0	2	To offer support services to the office of the County Attorney.

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6.0 EMBU COUNTY PUBLIC SERVICE BOARD

6.1 Organogram



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6.2 Staff Establishment

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

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	Human Resource & Development Officer					
7.	Human Resource Management & Development Officer II/ Human Resource Management & 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/Senior Statitician 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/ Statitician II/ Economist I/Statitician I	K/L	1	0	1	
OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DIPLOMA HOLDERS						
13.	Senior Assistant Office Administrator/Chief Assistant Office Administrator/ Principal Assistant Office Administrator	L/M/ N	3	2	1	To perform office administrative duties at the County Public Service Board. -One (1) for the Chairman-CPSB -One (1) for the CEO CPSB. -One (1) for the board members -One (1) for the board secretariat.
14.	Assistant Office Administrator III/ Assistant Office Administrator II/ Assistant Office Administrator I	H/J/K	3	0	3	
OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DEGREE HOLDERS						
15.	Assistant Director-Office Administrative Services/ Deputy Director-Office Administrative Services	P/Q	1	0	1	Head the administrative services section
16.	Chief Office	M/N	1	0	1★	To perform office

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	Administrator/Principal Office Administrator					administrative duties at the County Public Service Board.
17.	Office Administrator II/Office Administrator I/Senior Office Administrator	J/K/L	1	0	1	
RECORDS MANAGEMENT OFFICERS						
18.	Assistant Director/Deputy Director-Records Management	P/Q	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	

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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 CPSB
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						

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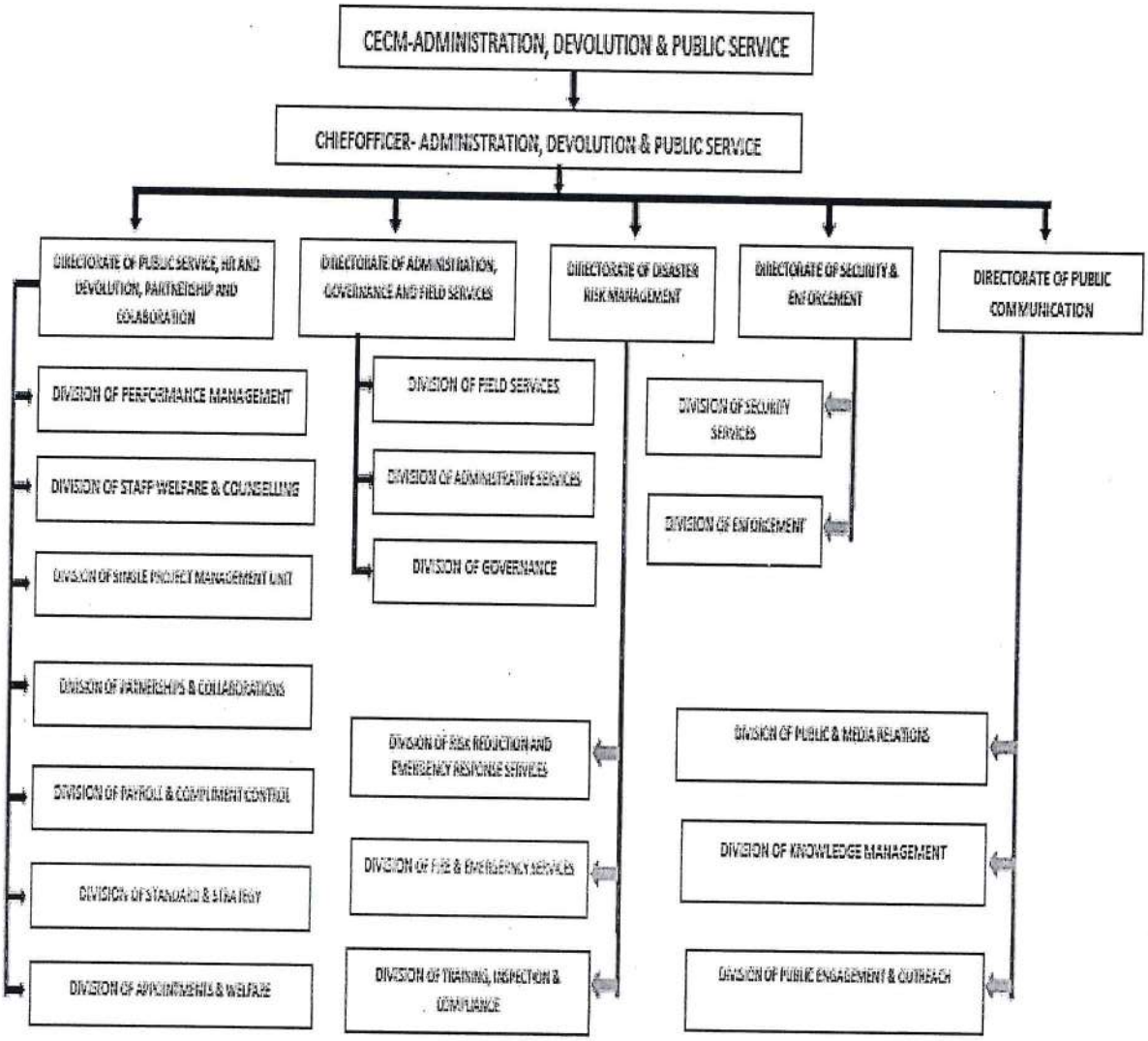
37.	Assistant Director-ICT/Deputy Director-ICT	**P/Q**	1	0	1	To Head the ICT Unit
38.	Senior Information Communication Technology Officer/ Chief Information Communication Technology Officer/ Principal Information Communication Technology Officer	L/M/N	1	0	1	To perform ICT related services, maintenance 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	
LEGAL PERSONNEL						
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
INTERNAL AUDITOR						
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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	Communications Officer/ Principal Public Communications Officer					public -Preparing & organizing
49.	Public Communication Officer III/ Public Communication Officer II/ Public Communication Officer I	H/J/ K	1	0	1	media/press briefs on weekly or monthly basis

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, ICT Officers, Accountants, Administrative Personnel

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7.2 Staff Establishment

No	Designation	Job Group	Required	In-post	Variance	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, PARTENERSHIP AND COLLABORATION					
	HUMAN RESOURCE MANAGEMENT					
	HUMAN RESOURCE MANAGEMENT OFFICERS-DEGREE HOLDERS					
3.	Director Human Resource Management	R	1	0	1	To head directorate
4.	Assistant Director/ Deputy Director HRM	P/Q	15	5	10	To head the Divisions & sections as per organogram: 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:** 1 Education 2 Lands 2 Municipal

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						Board 2 Trade 2 Youth 7 PSA
	HUMAN RESOURCE ASSISTANTS - DIPLOMA HOLDERS					
7.	Senior/ Chief / Principal Human Resource Assistant,	L/M/N	21	3	18	**To undertake HR functions as follows:** 3 ECRA 3 Trade 3 Youth 2 Agriculture 10 PSA
8.	Human Resource Assistant III/II/I	H/J/K	25	7	18	To undertake HR functions as follows in the following departments: 15 PSA 2 Agriculture 3 Youth 3 Trade 1 Education 1 ECRA
	ACCOUNTANTS- PAYROLL SECTION					
9.	Assistant Director/Deputy Director-Accounting Services	P/Q	2	1	1	**To head the payroll unit** **To perform accounting duties in the Human Resource and Payroll Section**
10.	Chief /Principal Accountant	M/N/P	2	0	2	
11.	Accountant II/I/Senior	J/K/L	3	0	3	
	RECORDS MANAGEMENT OFFICERS					
12.	Assistant Director/Deputy Director Records Management	P/Q	5	0	5	1 PSA 1Trade 1Municpal

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						Board 1Youth 1County Secretary
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
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 Required**	**In-post**	**Variance**	**Justification**
16.	Assistant/Deputy Director Office Administrative Services	P/Q	7	0	7	To perform Administrative duties as follows: 1 Trade 1 Municipal

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						3 Youth 1 County Secretary 1 PSA
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
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

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20.	Assistant Office Administrator III/II/I	H/J/K	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	G/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

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						7 Youth 5 Roads 2 County Secretary 2 Agriculture 10 PSA
	CLEANING SUPERVISORS/SUPPORT STAFF					
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
	DRIVERS					
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

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						headquarters and Sub counties. 20 Agriculture 2 County Secretary 6 Youth 12 Trade 8 Municipal Board 6 lands 3 Finance 3 Resource Mobilization 8 ECRA 3 Education 1 County Secretary 2 ICT 25 PSA
	DEVOLUTION, PATNERSHIPS & COLLABORATIONS					
28.	County SPMU Cordinator (Director Level)	R	1	0	1	To head he SPMU Directorate
29.	Couty Program Technical Leads	The Officers under the SPMU Unit will be sourced from various departments & Programs.				
30.	SPMU Fiducial Team (On Financial, Procurement, and Internal Audit)					
31.	SPMU Environmental Safeguards Officer, Social Safeguard Officer, Disaster Risk Mangement Officer					
32.	Monitoring, Evaluation, Learning & Reporting					
33.	Public Participation, Grievance Redress Mechanism Cordinators of Project Management Commiittee Specialists					

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34.	ICT Communication Officers					
35.	OSH-Ocupational Health & Safety					
	PUBLIC SERVICE					
36.	Director Public Service (Administration)	R	1	0	1	To head the Directorate
	COUNSELLING PERSONNEL					
37.	Assistant /Senior Director Counselling Services	P/Q	1	0	1	To Head the Unit
38.	Senior/Chief/Principal Counsellor	L/M/N	2	0	2	To be deployed at the County Headquarters offices to assist in staff welfare and employee assistance programs in the departments
39.	Counsellor II/I	J/K	3	0	3	To be deployed at high level/ voluminous depts.
	STAFF FROM THE DEFUNCT LOCAL AUTHORITY					
40.	Market Master	C	1	1	0	This is guided as per the SRC guideline Ref No: SRC/TS/29 (81) dated 10th August 2023 implementation Notes No. 8 which stipulates that "County
41.	Senior Auditor	K	1	1	0	
42.	Senior Market Master	L	2	2	0	
43.	Clerical Officer III	E/D	12	12	0	
44.	Accountant II/I	J/K	5	5	0	

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45.	Fireman III	C	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 obtaining the defunct Local Authority".
46.	Human Resource Officers	J	3	3	0	
47.	Junior Market Collectors	A	17	17	0	
48.	Askaris	A/B/C	10	10	0	
49.	Drivers	A/B	8	8	0	
50.	Senior Market Collectors/Market Collectors	D	9	9	0	
51.	Senior Sergeant Askaris	D	2	2	0	
52.	Master Collector	B	1	1	0	
53.	ICT Officers	J	2	2	0	
54.	Secretary	J	1	1	0	
55.	Artisan	E	2	2	0	
56.	Procurement Officer	J	1	1	0	
57.	Unresolved Job Groups		32	32	0	
	DIRECTORATE OF ADMINISTRATIVE SERVICES, GOVERNANCE AND FIELD SERVICES					
58.	Director Administration & Devolution	R	1	1	0	To head the unit
59.	Deputy Director, Field Services ad Headquarters (Sub County Administrators)	Q	5	5	0	1 Developing and reviewing administrative policies,

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						procedures
60.	Assistant Director Administrative Services	P	15	0	15	and strategies; 2. fleet management; coordinating identification of obsolete assets and manage the disposal process; 3.planning and coordinating office accommodation; 4.preparing briefs and memos; ensuring provision of adequate office equipment and supplies; keeping and updating tools and equipment register; 5.coordinating renewal of insurance policies and transport licenses; 6 making proposals for rental management; managing telephone; registry and security services; and

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						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
63.	Senior Administration Officer	L	10	0	10	vehicles; preparing reports on motor vehicles;
64.	Administration Officer 1	K	20	0	20	3.ensuring provision of office equipment and materials; 4. maintaining and updating furniture and office equipment inventory; overseeing telephone and registry services; 5.maintenance of buildings and equipment; ensuring

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						cleaning of offices; and coordinating security services
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
	GOVERNANCE					
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	

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	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 Deputize/head the Public Communicatio n 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 Admiistration)	Q	1	1	0	To head the division
76.	Assistant Director Enforcement (Assistant Director Admiistration)	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 1 Youth

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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 dairy 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.

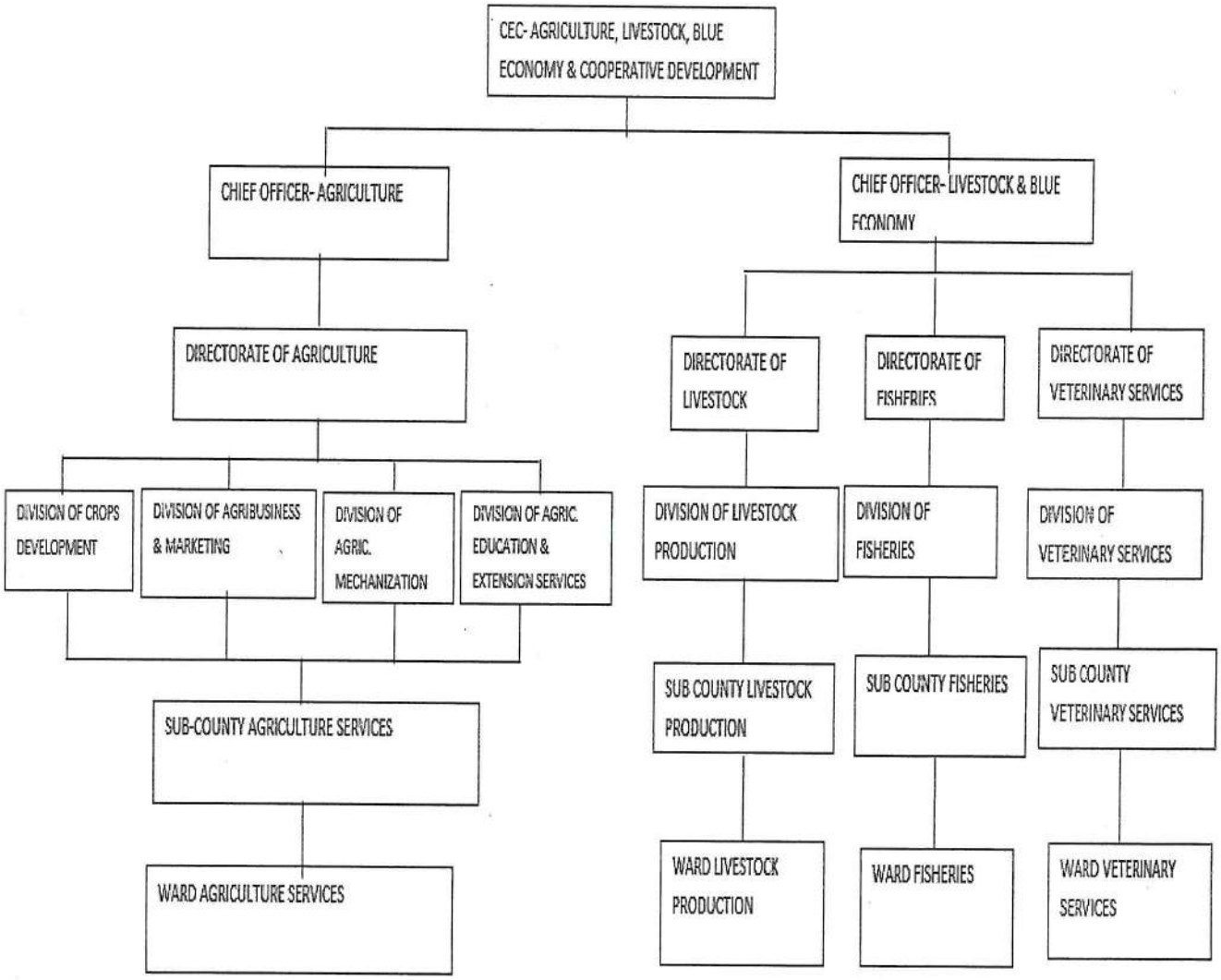
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	DIRECTORATE OF DISASTER RISK MANAGEMENT					
84.	Director Administration (Emergency and Disaster Management)	R	1	1	0	Head of directorate
85.	Deputy Director Administration (Emergency and Disaster Management)	Q	1	0	1	To deputize the head of the directorate
86.	Disaster Risk Reduction Managers	K/L/M/N	4	0	4	To cordinate/lead operational duties
87.	Disaster Risk Management officers	H/J	5	0	5	
88.	Emergency responders EMT/Divers	E/f/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	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	

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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)

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8.2 Staff Establishment

Function	Cadre	Job group	Required	In post	Varaince	Remarks
Executive	CEC	T	1	1		
AGRICULTURE						
Agriculture	Chief Officer - Agriculture	S	1	1	0	
Agriculture -Degree	Director - Agriculture	R	1	1	0	In charge of Agriculture
	Assistant / Deputy (Senior Assistant) Director Of Agriculture	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
	Agricultural Officer /Senior	K/L	34	2	32	To undertake crop development,agri business and home economics, land development and agricultural extension in the subcounties

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
Diploma	Senior/Chief/Principal Assistant Agricultural Officer	L/M/N	61	13	48	Progression
	Assistant Agricultural Officer III/II/I	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/Agricultural Asst. II/I	E/F	13	13	0	This Cadre is obsolete
HRM - Degree	Assistant/ Deputy/ Director Human Resource Management	P/Q	2	0	2	Progression
	Senior/Chief/Principal /Human Resource Management Officer	L/M/N	2	0	2	Progression
	Human Resource Management Officer II/I	J/K	2	0	2	
Diploma	Senior/Chief/Principal /Human Resource Management Assistant	L/M/N	3	0	3	Progression
	Human Resource Management	H/J/K	3	0	3	

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
	Assistant III/II/I					
Accounts - Degree	Senior/Chief/Principal Accountant	L/M/N	2	0	2	Progression
	Accountant II/I	J/K	2	0	2	
Supply Chain	Senior/Chief/Principal /Supply Chain Mnangement officer	L/M/N	2	0	2	Progression
	Supply Chain Mnangement officer III/II/I	H/J/K	2	0	2	
Hospitality	Senior/Chief/ Principal Hospitality officer	L/M/N	1	0	1	Progression
	Head House keeper/ Hospitality officer I/II	J/K	1	1	0	
	Senior/Chief/Principal Telephone supervisor	L/M/N	1	1	0	Progression
	Telephone supervisor II /I	J/K	1	1	0	
Drivers	Senior/Chief/Principal Driver	G/H/J	5	1	4	Progression
	Driver III/II/I	D/E/F	10	3	7	
Office Administrators	Senior/Chief / Principapl Assistant Office Administrator	L/M/N	1	0	1	Progression
	Assistant Senior Office	H/J/K	7	1	6	

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
	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	
Support Staff	Cleaning supervisor IIA /I	F/G	6	2	4	Progression
	Senior Support Staff (Cleaning supervisor III) /Support Staff Supervisor (Cleaning supervisor IIB)	D/E	30	2	28	
Clerical Officers	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/ I(Agriculture)	K/L	2	1	1	

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Function	Cadre	Job group	Required	In post	Varaince	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	
Plant Operators	Senior/Chief/Principal Plant Operator	G/H/J	5	0	5	Progression
	Plant Operator III/II/I	D/E//F	8	5	3	
Charge Hands	Senior/Chief/Principal Charge Hand - Plant / Mechanical	G/H/J	1	0	1	Progression
	Charge Hand - Plant /Mechanical III/II/I	D/E//F	2	1	1	
	Senior/Chief/Principal Charge Hand - Building	G/H/J	1	0	1	Progression
	Charge Hand - Building III/II/I	D/E//F	1	1	0	
Drivers	Senior/Chief/PrincipalDriver III/II/I/	G/H/J	1	0	1	Progression
	Driver III/II/I	D/E/F	1	0	1	
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	Required	In post	Varaince	Remarks
	Administrator III/II/I					
Support Staff	Support Staff /Senior/ Supervisor/ Cleaning supervisor	F/G	2	0	2	Progression
	Support Staff /Senior/ Supervisor/ Cleaning supervisor	D/E	2	0	2	
Clerical Officers	Chief / Principal Clerical Officer	J/K	2	0	2	Progression
	Clerical Officer II/I/Senior	F/G/H	2	1	1	
Security	Assistant Security Officer/ Security Officer II/I	H/J/K	2	0	2	
	Security Warden III/II/I	E/F/G	4	0	4	
AGRICULTURAL TRAINING CENTRE						
Lecturers	Senior Principal Lecturer	P	2	0	2	
	Chief/ Principal Lecturer	M/N	3	0	3	
	Lecturer/ Senior Lecturer	K/L	4	0	4	
			396	**101**	**295**	
LIVESTOCK PRODUCTION SECTION						
Livestock & Blue	Chief Officer - Livestock & Blue	S	1	1	0	

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
Economy	Economy					
Livestock production - 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 / Senior	K/L	15	8	7	
Diploma	Senior /Chief /Principal Assistant Livestock production Officer	L/M/N	8	1	7	Progression
	Assistant Livestock production Officer III/II	H/J/K	19	6	13	
Certificate	Senior / Chief Livestock production Assistant	J/K	10	4	6	Progression
	Livestock production Assistant II/I	G/H	10	2	8	
Drivers	Senior/Chief/Principal Driver	G/H/J	2	0	2	Progression
	Driver III/II/I	D/E/F	5	0	5	

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
Office Administrators	Senior /Chief / Principal Office Administrator	L/M/N	2	0	2	Progression
	Office Administrator II/I/	J/K	2	0	2	
	Senior/Chief / Princiapl Assistant Office Administrator	L/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	3	Progression
	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	4	1	3	progression
	Clerical Officer II/I/ Senior	F/G/H	6	2	4	
			125	**37**	**88**	
EMBU VETERINARY STAFF ESTABLISHMENT						
Veterinary - Degree	Director Veterinary Services	R	**1**	0	1	
	Assistant / Deputy (Senior Assistant)	P/Q	2	0	2	

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

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
	Technitian II/I					
Leather Dvpt - Diploma	Senior/Chief/Principal Assistant Leather Development Officer	L/M/N	2	0	2	Progression
	Assistant Leather Development Officer III/II/I	H/J/K	5	0	5	
Certificate	Senior /Chief Leather Development Assistant	J/K	2	0	2	Progression
	Leather Development Assistant II/I	G/H	5	1	4	
Office Administrators	Senior /Chief / Principal Office Administrator	L/M/N	2	0	2	Progression
	Office Administrator II/I/	J/K	2	0	2	
	Senior/Chief / Principapl Assistant Office Administrator	L/M/N	6	0	6	Progression
	Assistant Senior Office Administrator III/II/I	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	

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Function	Cadre	Job group	Required	In post	Varaince	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/Principal Driver	G/H/J	2	1	1	Progression
	Driver III/II/I	D/E/F	2	0	2	
			156	**45**	**111**	
FISHERIES						
Fisheries - Degree	Director of Fisheries	R	1	1	0	To head Fisheries in the 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
Diploma	Senior /Chief/ principal Assistant Fisheries Officer	L /M/N	5	0	5	
	Assistant Fisheries Officer III/II/I	H/J/K	10	0	10	To be in charge of wards that have

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Function	Cadre	Job group	Required	In post	Varaince	Remarks
						Fish Hatcheries
Certificate	Fisheries Assistants III/II/Senior/Chief	G/H/J/K	11	11	0	This cadre is obsolete.
	Coxwain	D	1	0	1	This cadre is obsolete.
	Ship Crew	D	5	5	0	This cadre is obsolete.
Office Administrator	Senior /Chief / Principal Office Administrator	L/M/N	2	0	2	Progression
	Office Administrator II/I/	J/K	2	0	2	
	Senior/Chief / Principl Assistant Office Administrator	L/M/N	2	0	2	Progression
	Assistant Senior Office Administrator III/II/I	H/J/K	6	0	6	
Support Staff	Cleaning supervisor IIA /I	F/G	2	0	2	Progression
	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

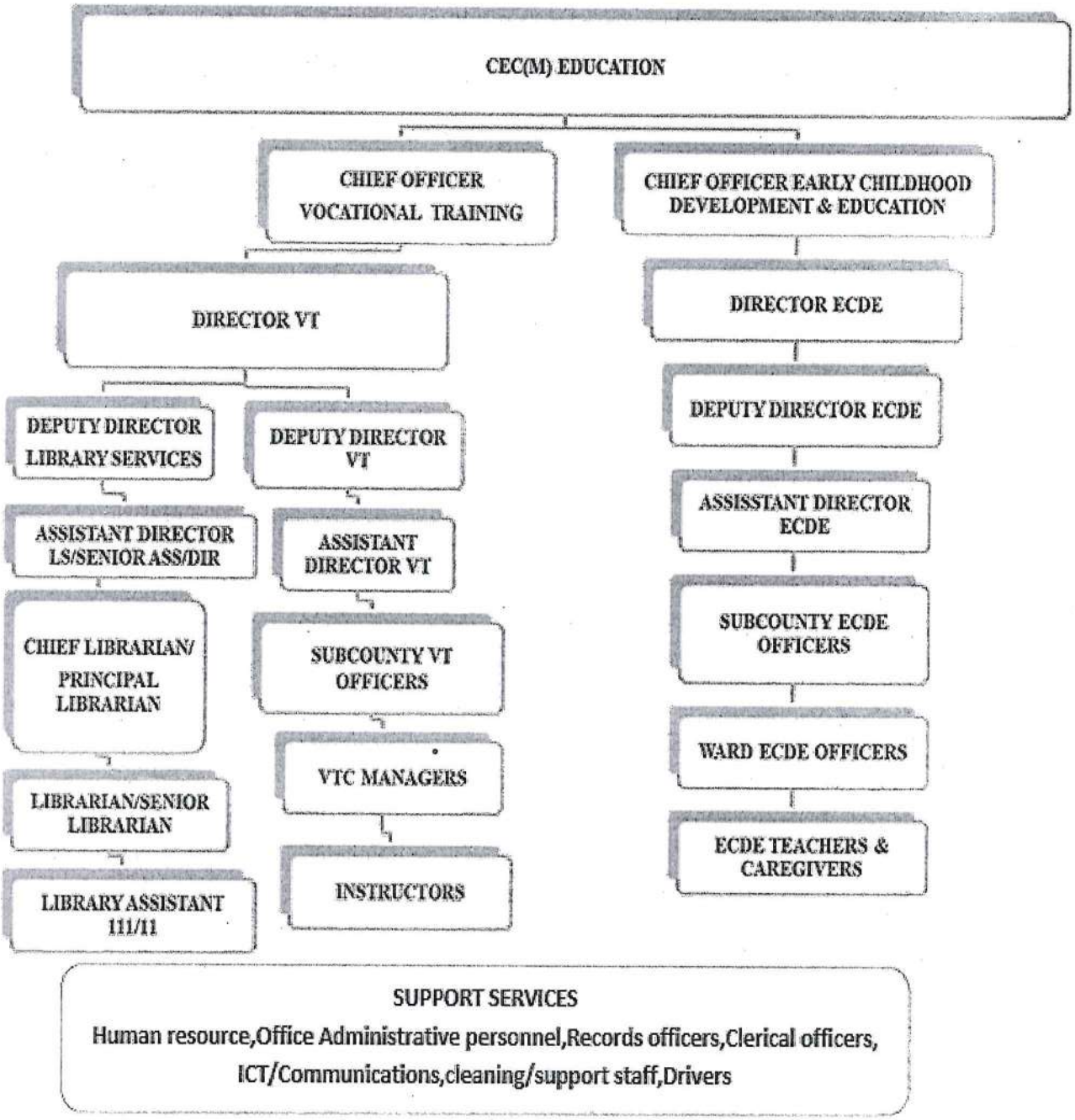
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Function	Cadre	Job group	Required	In post	Varaince	Remarks
	Clerical Officer II/I/ Senior	F/G/H	6	2	4	One at county HQ and 5 in the subcounties
Drivers	Senior/Chief/Principal Driver	G/H/J	2	1	1	Progression
	Driver III/II/I	D/E/F	2	0	2	
			77	**26**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

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9.0 DEPARTMENT OF EDUCATION

9.1 Organogram



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9.2 Staff Establishment

S/No	Designation	Job Group	No. Required	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- Mbeere North 1- Mbeere South
5.	Assistant Directors ECDE	P	6	0	6	-Two at the Headquarters and the rest in the four sub counties -To coordinate ECDE functions at the sub counties - Not in Place
6.	Principal Graduate ECDE Teacher II	N	10	4	6	Curriculum delivery in ECDE & can be deployed as an ECDE Officer in charge of a Sub-county Can be deployed to be in charge of ECDE Programmes at the sub-counties to

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						coordinate ECDE Teachers.
7.	Graduate ECDE Teacher III/II/I	K/L/ M	66	13	53	Curriculum delivery in ECDE At job group M the officer can be deployed as an ECDE Officer in charge of a Sub County At job group K the officer can be deployed as ECDE Programmes officer at the Ward Level.
ECDE TEACHERS DIPLOMA						
8.	Senior ECDE Teachers III/II/I	L/M/ N	450	0	450	Classroom teaching and being in charge of ECDE Centres
9.	ECDE Teacher III/II/I	H/J/K	595	295	300	Classroom teaching and being in charge of ECDE Centres
ECDE TEACHERS CERTIFICATE						
10.	Senior Assistant ECDE Teacher III/II/I	J/K/L	229	0	229	Classroom teaching and being in charge of ECDE Centres
11.	Assistant ECDE Teacher III/II/I	F/G/ H	495	299	196	Classroom teaching and being Assistant teachers in the ECDE Centres
12.	Care Givers	F/G	45	00	45	To be in charge of the proposed 15 day-care centers. -In each centre three care givers to be deployed
VOCATIONAL TRAINING DIRECTORATE						
13.	Chief Officer (VTC)	S	1	1	0	The accounting officer of the department and reporting to CECM
14.	Director (VTC)	R	1	1	0	Administration & Management of VTC Directorate

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15.	Deputy Director VTC	Q	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-Runyenjes 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.

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

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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
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 prograsion and making proposals for career development, Undertaking training assesment, Monitoring and implementation of HR management and development policies,
32.	Deputy Director Human Resource Management and development	Q/R	1	1	0	Overseing HR function in the entire Department of Education.
DIPLOMA HOLDERS						
33.	Human Resource Assistant III/II/I,	H/J/K	4	0	4	Perform HR functions in the Directorates 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 Directorates 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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						and prividing user support.
36.	Communications officer /II/I	J/K	1	0	1	Capture and record video picture evidence of departmental events
RECORD MANAGEMENT OFFICERS						
37.	Records Management Officer III/II & I,	H/J/K	2	1	1	To perform record Management Functions in each of the Directorates.
SUPPORT STAFF						
38.	Cleaning Supervisor/Senior Sanitary Cleaner, Cleaning Suppervisor IIB/Support Staff Suppervisor, Ceanining Suppervisor IIA, Ceaning Suppervisor I	D/E/F /G	2	1	1	To offer Supports services in the 2 Directorates and the CECM 's Office
ADMINISTRATIVE PERSONNEL						
39.	Assistant Director & Deputy Director – Administration	P/Q	1	0	1	To offer administrative services
40.	Senior/Chief/Principal Administrative Officer	L/M/ N	2	0	2	
41.	Administrative Officer I/II/III	H/J/K	2	1	1	
OFFICE ADMINISTRATOR						
DEGREE HOLDERS						
42.	Office Administrator II/I/SeniorOffice Administrator, Chief Office Adminstrator.	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
DIPLOMA HOLDERS						
43.	Assistant Office Administrator III/II/I/, Senior Assistant Office 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
CLERICAL SERVICES						

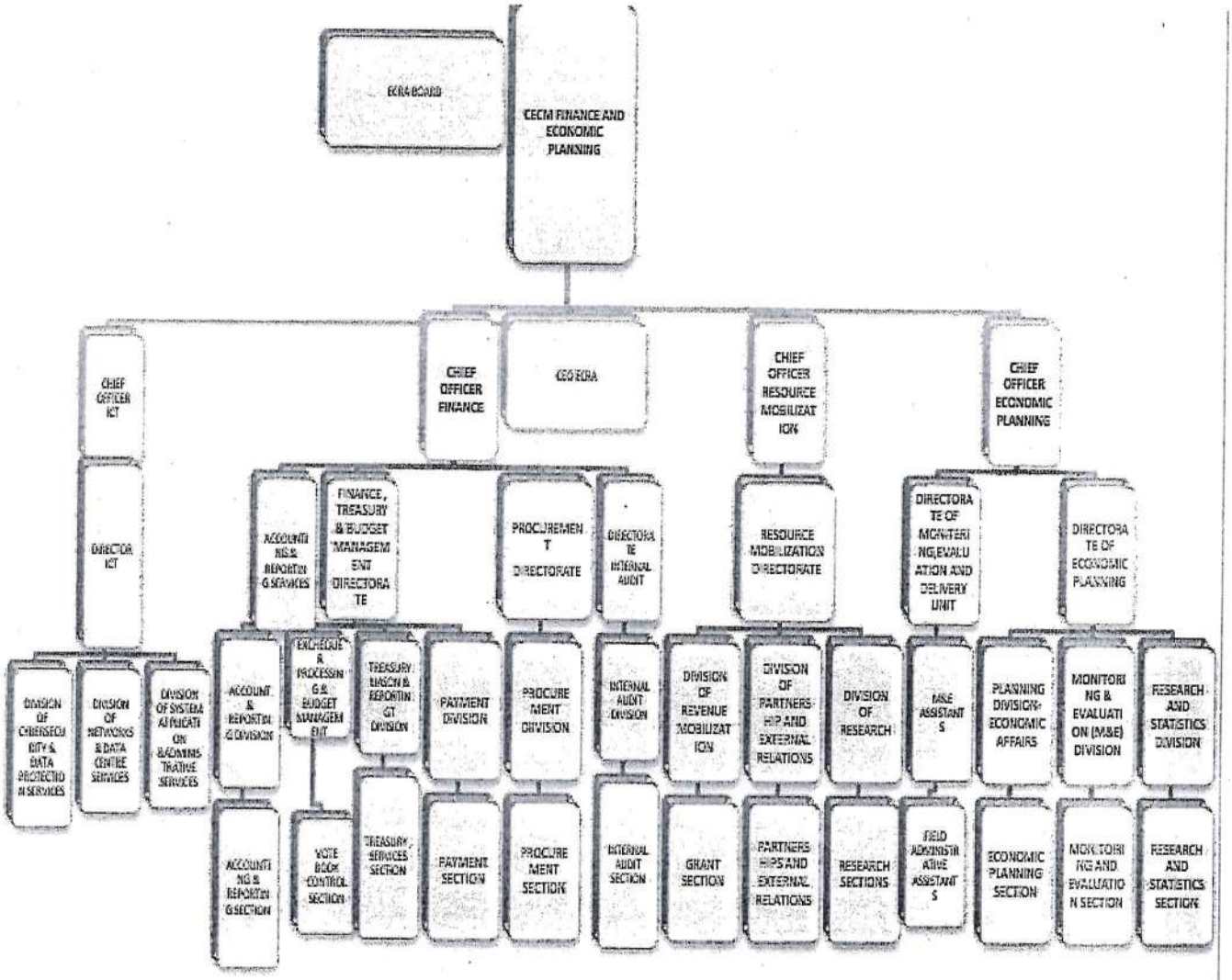
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44.	Clerical Officers II/I /Senior Clerical Officer/Chief/	F/G/ H/J	4	1	3	To offer Clerical services in the Department
DRIVERS						
45.	Drivers III/II/I/Senior Driver/ Chief driver/Principal driver	D/E/F /G/H/ J	5	1	4	-To offer Services in the two 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	

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10.0 DEPARTMENT OF FINANCE, ECONOMIC PLANNING, ICT & GDU

10.1 Organogram



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10.2 Staff Establishment - Finance

(I) CECs and COs

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

(II) ACCOUNTING SERVICES UNITS

S/N	DESIGNATION	Job Group	Required	In Post	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
3.	Assistant Director/Deputy Director Finance & Treasury Management	P/Q	1	0	1	and Payments
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 Budget/Deputy Chief Finance Officer/ Assistant Budget	P	3	2	1	-Departmental & sectrol liason. -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 and treasury services

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	Principal Finance Officer					
10.	Finance officer III/II	J/K	6	0	6	
11.	Chief Economis/Chief Statistician	R	1	0	1	-Departmental & sectrol liason. -coordination of budget & policy development -Exchequer processing, budget management
12.	Deputy Chief Economist /Statistician/ Principal Economist /Statistician	P/Q	2	1	1	
13.	Economist I & Senior Economist II/I /Statistician II/1	L/M/N	2	0	2	
14.	Economist/Statistician II	K	2	0	2	
Office Administrative Services- Diploma Holders						
15.	Senior/Chief/Principal Assistant Office Administrator	L/M/N	3	1	2	To perform Office administrative duties in Finance Offices
16.	Office Administrative Assistant III/I/I	H/J/K	1	1	0	
Office Administrative Services- Degree Holders						
17.	Assistant/Deputy Director, Office Administrative Services	P/Q	1	0	1	To perform Key Office administrative duties in the Department
18.	Senior/Chief/Principal Office Administrator	L/M/N	3	0	3	To perform Office administrative duties in Finance Offices
19.	Office Administrator II/I	J/K	2	0	2	
Clerical Officers						
20.	Chief/Principal Clerical Officer	J/K	3	1	2	To perform Clerical duties in Finance Department
21.	Clerical Officer II/I/Senior	F/G/H	4	1	3	
Drivers						
22.	Principal Driver	J	2	0	2	To Drive vehicles attached to Finance department
23.	Driver III/II/I/Senior/Chief	D/E/F/G/H	2	1	1	
Cleaning Staff/Support Staff						
14	Cleaning supervisor III/ Senior Support Staff/ Senior Sanitary Cleaner/Cleaning Supervisor IIB/ Support	D/E/F/G	4	4	0	To perform support staff duties in Finance Department

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	Supervisor /Cleaning Supervisor IIA/ Cleaning Supervisor I					

(III) PROCUREMENT UNIT

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

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

(IV) INTERNAL AUDIT UNIT

Internal Audit Directorate						
1.	Director Audit	R	1	1	0	Heading the internal audit unit
2.	Deputy Director	Q	1	1	0	Lead in technical support
3.	Internal Auditors I	L/M/N	5	4	1	internal Audit duties
4.	Internal Auditor II	J/K	5	0	5	

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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 II/1	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	
Administrative Officers – Degree Holders						
14.	Assistant Director/Deputy Director Administration	P/Q	1	0	1	To perform Administrative
15.	Senior/Chief/Principal Administrative Officer	M/N	2	0	2	

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16.	Administrative Officer III/II/I	H/J/K /L	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/Senior Principal Library Assistant	K/L/ M/N	3	1	2	To be deployed in departmental records offices
20.	Library 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 /Cleaning 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 Resiource 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	

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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 The Principal 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						

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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 /Cleaning 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 Resiource 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	

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

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

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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 Ofiicer 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/Principal ICT Officer	L/M/N	30	4	26	3 ECRA 3 Lands 4 Health 3 Finance 3 Municipal Board 4 Trade 3 Youth 1 CPSB 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

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							2 Procurement 2 Municipal 3 Trade 3 Youth 1 CPSB 22 ICT
	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 advisory and implementation of HRM policies
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 advisory and 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 Assistant Office 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	

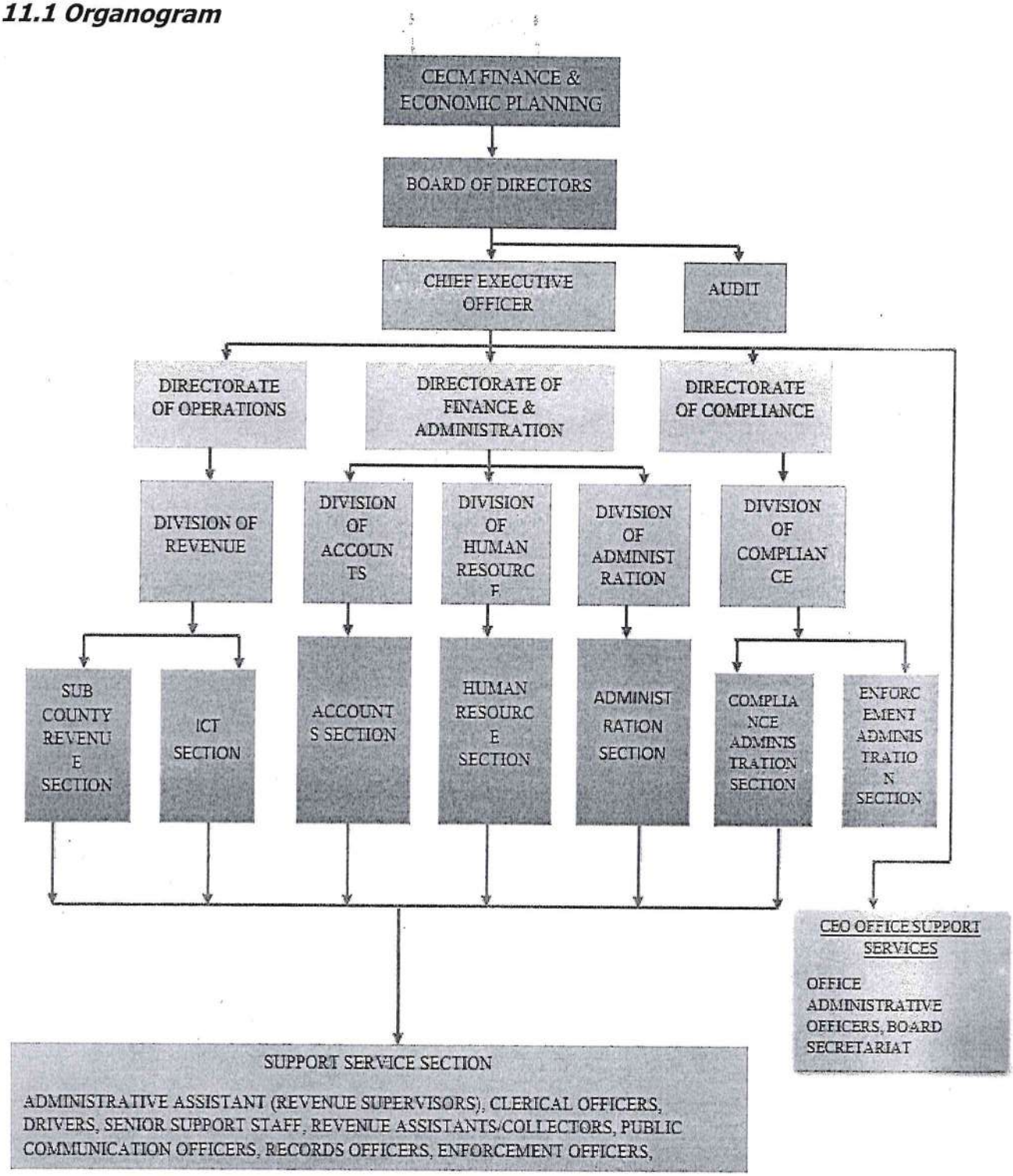
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		Administrator I					
	OFFICE ADMINISTRATIVE SERVICES PERSONNEL-DEGREE HOLDERS						
15.		Assistant Director-Office Administrative Services/ Deputy Director-Office Administrative Services	P/Q	2	0	2	Head the administrative services section
16.		Chief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

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11.0 EMBU COUNTY REVENUE AUTHORITY

11.1 Organogram



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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	3	

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

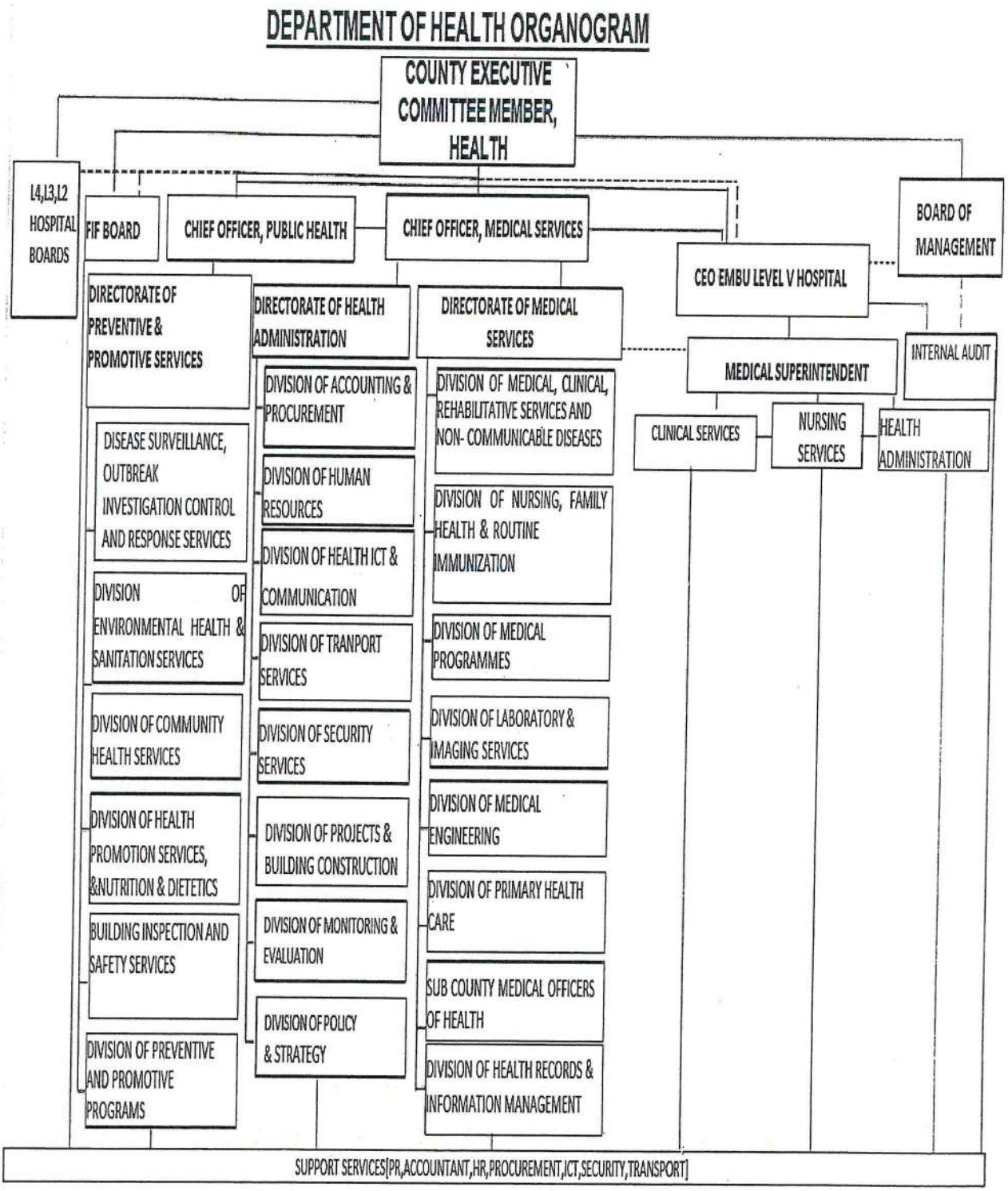
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28.	Human Resource Management Assistant I/II/III	H/J/K	1	0	1	
HUMAN RESOURCE PERSONNEL – DEGREE HOLDERS						
29.	Assistant/Deputy Director Human Resource Management	P/Q	1	0	1	
30.	Senior/Chief/Principal Human Resource Management Officer	L/M/N	1	0	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

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2.0 DEPARTMENT OF HEALTH

12.1 Organogram



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12.2 Staff Establishment

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		Medical Specialist (Paediatric Endocrinologist)	S	0	0	0
		Medical Specialist (Paediatric Endocrinologist)	R	0	0	0
		Medical Specialist (Paediatric Endocrinologist)	Q	0	0	0
		Medical Specialist (Critical care physician/ Intensivist)	S	0	0	0
		Medical Specialist (Critical care physician/ Intensivist)	R	0	0	0
		Medical Specialist (Critical care physician/ Intensivist)	Q	0	0	0
		Medical specialist (Anaesthesiologist)	S	2	0	2
		Medical specialist (Anaesthesiologist)	R	3	1	2
		Medical specialist (Anaesthesiologist)	Q	3	1	2
		Medical specialist (Neurologist)	S	0	0	0
		Medical specialist (Neurologist)	R	0	0	0
		Medical specialist (Neurologist)	Q	0	0	0
		Medical Specialist (Nephrologist)	S	0	0	0
		Medical Specialist (Nephrologist)	R	1	0	1
		Medical Specialist (Nephrologist)	Q	0	0	0
		Medical Specialist (Urologist)	S	0	0	0
		Medical Specialist (Urologist)	R	1	0	1
		Medical Specialist (Urologist)	Q	1	1	0
		Medical Specialist (Gynecology and Obstetrics)	S	1	0	1
		Medical Specialist (Gynecology and Obstetrics)	R	1	0	1
		Medical Specialist	Q	8	1	7

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Services	Cadre	Designation	JG	Required	In post	Variance
Top Management		CEC Member	T	1	1	0
		Chief Officer-Medical Services	S	1	1	0
		Chief Officer-Public Health	S	1	1	0
		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	Chief Medical Specialist	S	0	0	0
		Senior Medical Specialist	R	0	0	0
		Medical Specialist I	Q	1	1	0
		Medical Specialist II	P	3	3	0
		Senior Medical Officer	N	53	28	25
		Medical Officer	M	53	7	46
	Specialists	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

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

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		Diabetes)				
		Medical Specialist (Palliative care specialist)	S	0	0	0
		Medical Specialist (Palliative care specialist)	R	0	0	0
		Medical Specialist (Palliative care specialist)	Q	0	0	0
		Medical Specialist (Orthopaedic Surgeon)	S	1	0	1
		Medical Specialist (Orthopaedic Surgeon)	R	3	0	3
		Medical Specialist (Orthopaedic Surgeon)	Q	2	2	0
		Medical Specialist (ENT Surgeon)	S	1	0	1
		Medical Specialist (ENT Surgeon)	R	1	1	0
		Medical Specialist (ENT Surgeon)	Q	3	1	2
		Medical Specialist (General Surgeon)	S	2	1	1
		Medical Specialist (General Surgeon)	R	3	1	2
		Medical Specialist (General Surgeon)	Q	4	1	3
		Medical Specialist (Cardiothoracic surgeon)	S	0	0	0
		Medical Specialist (Cardiothoracic surgeon)	R	0	0	0
		Medical Specialist (Cardiothoracic surgeon)	Q	0	0	0
		Medical Specialist (Paediatric Surgeon)	S	0	0	0
		Medical Specialist (Paediatric Surgeon)	R	0	0	0
		Medical Specialist (Paediatric Surgeon)	Q	0	0	0
		Medical Specialist (Pathologist)	S	0	0	0
		Medical Specialist (Pathologist)	R	1	0	1
		Medical Specialist (Pathologist)	Q	4	1	3

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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 (child and adolescent psychiatrist)	Q	0	0	0
		Medical specialist (Community psychiatrist)	S	0	0	0
		Medical specialist (Community 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,	R	1	0	1

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		Health services management, Health Economics)				
		Medical Specialist (Public health specialist, Health services management, Health Economics)	Q	1	1	0
		Medical Specialist (Family Physician)	S	1	0	1
		Medical Specialist (Family Physician)	R	2	1	1
		Medical Specialist (Family Physician)	Q	1	0	1
		Medical Specialist (Rheumatologist)	S	0	0	0
		Medical Specialist (Rheumatologist)	R	0	0	0
		Medical Specialist (Rheumatologist)	Q	0	0	0
		Medical Specialist (Neurosurgeon)	S	1	1	0
		Medical Specialist (Neurosurgeon)	R	1	0	1
		Medical Specialist (Neurosurgeon)	Q	0	0	0
		Sub Total		**198**	**59**	**139**
		Dental specialist (Paediatric Dentist)	S	0	0	0
		Dental specialist (Paediatric Dentist)	R	0	0	0
		Dental specialist (Paediatric Dentist)	Q	1	0	1
		Dental specialist (Periodontology,prosthodontics, orthodontics,oral pathology,oral and maxillofacial radiology, community dentistry)	S	0	0	0
		Dental specialist (Periodontology,prosthodontics, orthodontics,oral pathology,oral and maxillofacial radiology, community dentistry)	R	0	0	0
		Dental specialist (Periodontology,prostho	Q	1	0	1

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		dontics, orthodontics,oral pathology,oral and maxillofacial radiology, community dentistry)				
		Dental specialist (Oromaxillofacial surgeon)	S	0	0	0
		Dental specialist (Oromaxillofacial surgeon)	R	0	0	0
		Dental specialist (Oromaxillofacial surgeon)	Q	1	0	1
		Dental Specialist 11	P	2	2	0
		Senior Dental Officer	N	5	1	4
		Dental Officer	M	5	1	4
		Sub Total		**15**	**4**	**11**
	Dental Technologists	Chief Dental Technologist	N	0	0	0
		Deputy Chief Dental Technologist	M	0	0	0
		Senior Dental Technologist	L	1	0	1
		Dental Technologist 1	K	5	1	4
		Dental Technologist 11	J	5	0	5
		Dental Technologist 111	H	5	0	5
		Sub Total		**16**	**1**	**15**
	Community Oral Health Officers	Chief Community Oral Health Officer	N	0	0	0
		Deputy Chief Community Oral Health Officer	M	1	0	1
		Senior Community Oral Health Officer	L	1	1	0
		Community Oral Health Officer 1	K	2	0	2
		Community Oral Health Officer 11	J	2	1	1
		Community Oral Health Officer 111	H	2	0	2
		Sub Total		**8**	**2**	**6**
Pharmaceutical Services	Pharmacist	Senior Deputy Director of Pharmaceutical Services I/Senior Chief Pharmaceutical Specialist	T	0	0	0
		Senior Deputy Director	S	0	0	0

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		of Pharmaceutical Services II/Chief Pharmaceutical Specialist				
		Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	R	0	0	0
		Senior Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist I	Q	14	0	14
		Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II	P	14	13	1
		Senior Pharmacist	N	14	9	5
		Pharmacist	M	14	4	10
		Sub Total		**56**	**26**	**30**
	Pharmaceutical	Senior Principal Pharmaceutical Technologist	P	0	0	0
		Principal Pharmaceutical Technologist	N	1	0	1
		Chief Pharmaceutical Technologist	M	1	1	0
		Senior Pharmaceutical Technologist	L	2	0	2
		Pharmaceutical Technologist I	K	31	0	31
		Pharmaceutical Technologist II	J	31	9	22
		Pharmaceutical Technologist III	H	31	7	24
		Sub Total		**97**	**17**	**80**
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 1	K	1	0	1
		Orthopaedic Trauma Technologist 11	J	1	1	0
		Orthopaedic Trauma Technologist 111	H	1	0	1

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	Certificate Orthopaedic Trauma	Senior Orthopaedic Trauma technician	K	3	0	3
		Orthopaedic Trauma technician 1	J	3	2	1
		Orthopaedic Trauma technician 11	H	3	1	2
		Orthopaedic Trauma technician 111	G	3	0	3
		Sub Total		**17**	**5**	**12**
Health Records and Information Management Personnel	Health Records and information Management Officers-Degree Holders	Deputy Director Health Records and Information Management Officer	R	0	0	0
		Senior Assistant Director Health Records and Information Management Officer	Q	1	0	1
		Assistant Director Health Records and Information Management Officer	P	1	0	1
		Principal Health Records and Information Management Officer	N	1	0	1
		Chief Health Records and Information Management Officer	M	2	1	1
		Senior Health Records and Information Management Officer	L	3	1	2
		Health Records and Information Management Officer	K	2	0	2
	Assistant Health Records & Information Management Officers - Diploma Holders	Assistant Principal Health Records and Information Management Officer	N	2	0	2
		Assistant Chief Health Records and Information Management Officer	M	4	0	4
		Assistant Senior Health Records and Information Management Officer	L	6	5	1
		Assistant Health Records and Information Management Officer I	K	5	0	5
		Assistant Health Records and Information Management Officer II	J	5	4	1
		Assistant Health Records and Information	H	5	0	5

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		Management Officer III				
	Health Records & Information Management Assistants - Certificate Holders	Senior Health Records and Information Management Assistant	K	5	3	2
		Health Records and Information Management Assistant I	J	6	2	4
		Health Records and Information Management Assistant II	H	6	0	6
		Health Records and Information Management Assistant III	G	6	0	6
		Sub Total		**60**	**16**	**44**
Nutrition & Dietetics Services	Certificates- Nutrition and Dietetics Technicians	Senior Nutrition and dietetics Technician	K	0	0	0
		Nutrition and Dietetics Technician 1	J	0	0	0
		Nutrition and Dietetics Technician 11	H	0	0	0
		Nutrition and Dietetics Technician 111	G	0	0	0
	Diploma-Nutrition and Dietetics Technologists	Principal Nutrition and Dietetics Technologist	N	1	0	1
		Chief Nutrition and Dietetics Technologist	M	2	1	1
		Senior Nutrition and Dietetics Technologist	L	4	0	4
		Nutrition and Dietetics Technologist 1	K	15	3	12
		Nutrition and Dietetics Technologist 11	J	15	10	5
		Nutrition and Dietetics Technologist 111	H	15	0	15
	Degree-Nutrition and Dietetics Officers	Director, Nutrition and Dietetics Services	S	0	0	0
		Deputy Director, Nutrition and Dietetics	R	1	0	1
		Senior Assistant Director, Nutrition and Dietetics	Q	1	0	1
		Assistant Director, Nutrition and Dietetics	P	2	0	2
		Principal Nutrition and Dietetics	N	3	1	2
		Chief Nutrition and Dietetics	M	4	4	0
		Senior Nutrition and	L	4	1	3

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		Dietetics				
		Nutrition and Dietetics Officer	K	4	0	4
		Sub Total		**71**	**20**	**51**
Hospitality Services	Hospitality-Cateress	Assistant Director Hospitality Services	P	0	0	0
		Principal Hospitality Officer	N	0	0	0
		Senior Hospitality Officer	L	2	0	2
		Hospitality Officer 1	K	2	0	2
		Hospitality Officer 11	J	2	0	2
		Sub Total		**6**	**0**	**6**
Medical Engineering Services	Medical Engineering Personnel -Degree	Deputy Director Medical Engineering Services	R	0	0	0
		Senior Assistant Director Medical Engineering Services	Q	0	0	0
		Assistant Director, Medical Engineering Services	P	1	0	1
		Principal Medical Engineer	N	0	0	0
		Chief Medical Engineer	M	0	0	0
		Senior Medical Engineer	L	0	0	0
		Medical Engineer	K	0	0	0
	Medical Engineering Personnel -Diploma	Senior Principal Medical Engineering Technologist	P	0	0	0
		Principal Medical Engineering Technologist	N	2	1	1
		Chief Medical Engineering Technologist	M	4	1	3
		Senior Medical Engineering Technologist	L	4	3	1
		Medical Engineering Technologist 1	K	6	1	5
		Medical Engineering Technologist 2	J	6	2	4
		Medical Engineering Technologist 3	H	6	1	5
	Medical Engineering Personnel	Senior Medical Engineering Technician	K	1	0	1
		Medical Engineering Technician 1	J	6	0	6

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	- Certificate	Medical Engineering Technician 2	H	6	1	5
		Medical Engineering Technician 3	G	6	1	5
		Sub Total		**48**	**11**	**37**
		Senior Charge hand	J	0	0	0
		Charge hand	H	0	0	0
		Artisan 1(Plumber, Carpentry, masonry, welding,	G	0	0	0
	Artisan	Artisan 11(Plumber, Carpentry, masonry, welding,	F	2	0	2
		Artisan 111 (Plumber, Carpentry, masonry, welding,)	E	2	0	2
		Sub Total		**4**	**0**	**4**
Orthopaedic Technologist	Orthopaedic Technologist	Chief Orthopaedic Technologist	N	1	0	1
		Deputy Chief Orthopaedic Technologist	M	2	1	1
		Senior Orthopaedic Technologist	L	2	0	2
		Orthopaedic Technologist 1	K	5	1	4
		Orthopaedic Technologist 11	J	5	3	2
		Orthopaedic Technologist 111	H	5	0	5
		Sub Total		**20**	**5**	**15**
Occupational Therapist personnel	Occupational Therapist-Diploma	Senior Principal Assistant Occupational Therapist	P	1	0	1
		Principal Assistant Occupational Therapist	N	4	1	3
		Chief Assistant Occupational Therapist	M	4	4	0
		Senior Assistant Occupational Therapist	L	1	0	1
		Assistant Occupational Therapist 1	K	7	0	7
		Assistant Occupational Therapist 11	J	7	3	4
		Assistant Occupational Therapist 111	H	7	0	7
	Occupational Therapist-	Deputy Assistant Director ,Occupational Therapy	R	0	0	0

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

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

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		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
	Medical Laboratory Officer(Degree Holders)	Principal Medical Laboratory Officer	N	2	0	2
		Chief Medical Laboratory Officer	M	3	0	3
		Senior Medical Laboratory Officer	L	3	0	3

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

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	y Technologist (Certificate)	Senior Medical Laboratory Technician II	K	1	0	1
		Medical Laboratory Technician III	J	8	1	7
		Medical Laboratory Technician II	H	7	7	0
		Medical Laboratory Technician III	G	0	0	0
		Sub Total		**182**	**51**	**131**
Health Promotion Personnel	Health Promotion officer-Diploma	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 officer11	J	4	0	4
		Assistant health Promotion officer 111	H	4	0	4
	Health Promotion officer-Degree	Deputy director Health Promotion Officer	R	0	0	0
		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 1	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

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

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

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

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		Scan/MRI)				
		Chief Radiographer(Radiation Monitoring & Safety)	N	0	0	0
		Chief Radiographer(Radiation Monitoring & Safety)	M	0	0	0
		Sub Total		**24**	**6**	**18**
Medical Social work services	Medical Social Worker	Senior Deputy Principal Medical Social Worker	R	0	0	0
		Deputy Principal Medical Social Worker	Q	1	0	1
		Senior Assistant Principal Medical Social Worker	P	1	0	1
		Assistant Principal Medical Social Worker	N	1	0	1
		Chief Medical Social Worker	M	1	0	1
		Senior Medical Social Worker	L	4	1	3
		Medical Social Worker 1	K	15	4	11
		Medical Social Worker 11	J	15	11	4
		Medical Social Worker 111	H	15	0	15
		Sub Total		**53**	**16**	**37**
Nursing Services	Nursing Specialists	Principal Nursing Specialist	R	0	0	0
		Senior Nursing Specialist	Q	1	0	1
		Nursing Specialist	P	8	0	8
	Nursing Officers	Deputy Director, Nursing Services.	R	1	0	1
		Senior Assistant Director, Nursing Services.	Q	1	0	1
		Assistant Director, Nursing Services.	P	5	1	4
		Principal Nursing Officer.	N	10	1	9
		Chief Nursing Officer.	M	21	9	12
		Senior Nursing Officer.	L	21	11	10
		Nursing Officer /NO intern	K	21	1	20
	Registered Nurses	Senior Principal Registered Nurse.	P	4	0	4
		Principal Registered Nurse.	N	29	4	25

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		Officer				
		Assistant Community Health Officer 1	K	2	0	2
		Assistant Community Health Officer 11	J	2	0	2
		Assistant Community Health Officer 111	H	2	0	2
	Community Health Assistant - Certificate	Senior Community Health Assistant	K	1	0	1
		Community Health Assistant 1	J	4	0	4
		Community Health Assistant 11	H	4	0	4
		Community Health Assistant 111	G	4	0	4
		Sub Total		**25**	**0**	**25**
Diagnostics & Imaging Services	Diploma Radiographer	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 1	K	5	2	3
		Radiographer 11	J	5	3	2
		Radiographer 111	H	5	1	4
	specialized Radiographer	Senior Radiographer (Sonographer)	N	0	0	0
		Senior Radiographer (Sonographer)	M	0	0	0
		Senior Radiographer (Sonographer)	L	5	0	5
		Senior Radiographer(Mammography)	N	0	0	0
		Senior Radiographer(Mammography)	M	0	0	0
		Senior Radiographer(Mammography)	L	0	0	0
		Senior Radiographer(CT Scan/MRI)	N	0	0	0
		Senior Radiographer(CT Scan/MRI)	M	0	0	0
		Senior Radiographer(CT	L	0	0	0

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

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		Sub Total		**1654**	**461**	**1193**
Health Administration Services	Human Resource Management Officer-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 & Development Officer	N	0	0	0
		Chief Human Resource Management & Development Officer	M	0	0	0
		Senior Human Resource Management & Development Officer	L	0	0	0
		Human Resource Management & Development Officer 1	K	0	0	0
		Human Resource Management & Development Officer 11	J	2	0	2
		Principal Human Resource Assistant	N	0	0	0
	Human Resource Management-Diploma Holders	Chief Human Resource Assistant	M	0	0	0
		Senior Human Resource Assistant	L	0	0	0
		Human Resource Assistant 1	K	2	0	2
		Human Resource Assistant 11	J	2	1	1
		Human Resource Assistant 111	H	2	0	2
		Sub Total		**12**	**2**	**10**
	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 1	K	6	0	6
		Accountant 11	J	6	1	5
		Sub Total		**25**	**7**	**18**
	Supply Chain Managem	Deputy Director, Supply Chain Management Services	Q	0	0	0

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	ent Personnel -Degree	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
	Supply Chain Managem ent Personnel -Diploma	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**
	Health Administr ative Officers	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**

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	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	3	0	3

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		Senior Telephone Operator	H	8	3	5
		Telephone Operator 1	G	0	0	0
		Telephone Operator 11	F	0	0	0
		Sub Total		**11**	**3**	**8**
	Office Administrative personnel - Degree	Assistant Director/ Deputy Director Office Administrative Services	P/Q	0	0	0
		Principal Office Administrator	N	0	0	0
		Chief Office Administrator	M	0	0	0
		Senior Office Administrator	L	0	0	0
		Office Administrator 1	K	0	0	0
		Office Administrator 11	J	0	0	0
	Office Administrative personnel - Diploma	Principal Assistant Office Administrator	N	0	0	0
		Chief Assistant Office Administrator	M	2	0	2
		Senior Assistant Office Administrator	L	2	0	2
		Assistant Office Administrator 1	K	7	2	5
		Assistant Office Administrator 11	J	7	3	4
		Assistant Office Administrator 111	H	7	0	7
	Office Administrative personnel - Certificate	Senior Office Administrative Assistant	K	3	0	3
		Office Administrative Assistant 1	J	5	3	2
		Office Administrative Assistant 11	H	2	2	0
		Office Administrative Assistant 111	G	0	0	0
		Sub Total		**35**	**10**	**25**
	Records Management Officers	Deputy Director Records Management	Q	0	0	0
		Assistant Director Records Management	P	0	0	0
		Principal Records Management Officer	N	0	0	0
		Chief Records Management Officer	M	1	0	1
		Senior Records Management Officer	L	1	0	1
		Records Management Officer 1	K	1	1	0

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

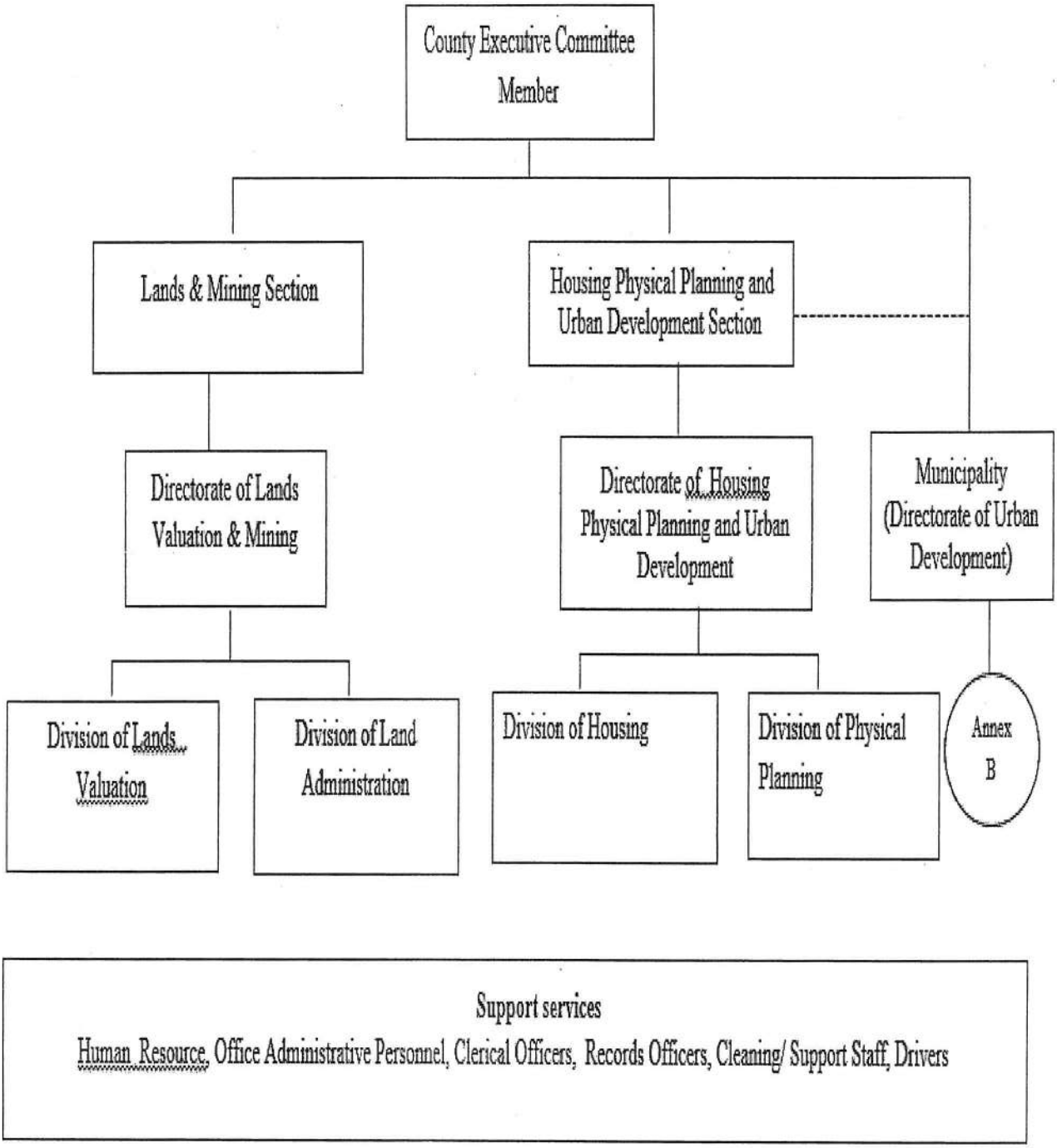
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		Chief ICT Officer	M	0	0	0
		Senior ICT Officer	L	1	0	1
		ICT Officer	K	2	0	2
		ICT Officer 11	J	2	0	2
		ICT Officer 111	H	2	1	1
		Sub Total		**7**	**1**	**6**
		Grand Totals		**3500**	**964**	**2536**

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13.0 DEPARTMENT OF LANDS, MINING, HOUSING AND URBAN DEVELOPMENT

13.1 Organogram



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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 headquarters10- 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 (1per 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:

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

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					1-Housing Development and Management Division
Principal Housing	N	1	0	1	To perform housing and Urban development functions as follows: 1 at the headquarters 8-at the sub-counties (2 per sub county)
Chief Housing	M	2	0	2	
Senior Housing Officer/Housing Officer II/I	J/K/L	6	1	5	
Total		**12**	**2**	**10**	
Physical Planning Officers					
Assistant Director, Physical Planning/Deputy Director, Physical Planning	P/Q	2	1	1	To head Physical Planning Division
Chief Physical Planner/Principal Physical Planner	M/N/P	4	0	4	To undertake physical planning functions as follows: 3-at the headquarters 5- at the sub counties (1 per sub county)
Physical Planner Chief /Senior	K/L/M/N	3	3	0	
Total		**9**	**4**	**5**	
Physical Planning Assistants					
Physical Planning Assistant I/Chief Physical Planning Assistant/Principal Physical Planning Assistant	K/L/M/N	6	1	5	To undertake physical planning functions as follows: 3-at the headquarters 5- at the sub counties (1 per sub county)
Physical Planning Assistant III/II/I/Senior Physical Planning Assistant	H/J/K/L	2	0	2	
Total		**8**	**1**	**7**	
HUMAN RESOURCE OFFICERS					
Assistant Director Human Resource Management Deputy Director Human Resource Management and Development	P/Q	1	0	1	Coordinate the Division

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Senior Human Resource Officer/ Chief/Principal Human Resource & Development Officer	L/M/N	2	0	2	To undertake HR functions: 4 Head office
Human Resource Management Officer II/I	J/K	2	0	2	
Total		**5**	**0**	**5**	
DIPLOMA					
Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	3	0	3	3 at the head office
Human Resource Assistant III/II/I	H/J/K	3	0	3	3 at the head office
Total		**6**	**0**	**6**	
ICT OFFICERS					
Assistant director ICT /Deputy Director ICT	P/Q	2	0	2	To perform the functions of ICT entail 1-at the headquarters 5- at the sub county (1 per sub county)
Senior ICT Officer / Chief ICT Officer /Principal ICT officer	L/M/N	2	0	2	
ICT Officer II / ICT Officer I	H/J/K	2	0	2	
Total		**6**	**0**	**6**	

Office Administrators- Degree					
Assistant Director Office Administrative Services/Senior Assistant Director Office Administrative Services	P/Q	1	0	1	To coordinate the Division
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 I1/I	J/K	2	0	2	
Total		**4**	**0**	**4**	
DIPLOMA					
Senior Assistant office administrator /Chief Assistant Office Administrator /Principal Assistant Office	L/M/N	3	1	2	To undertake office administration functions: 3- At the head office

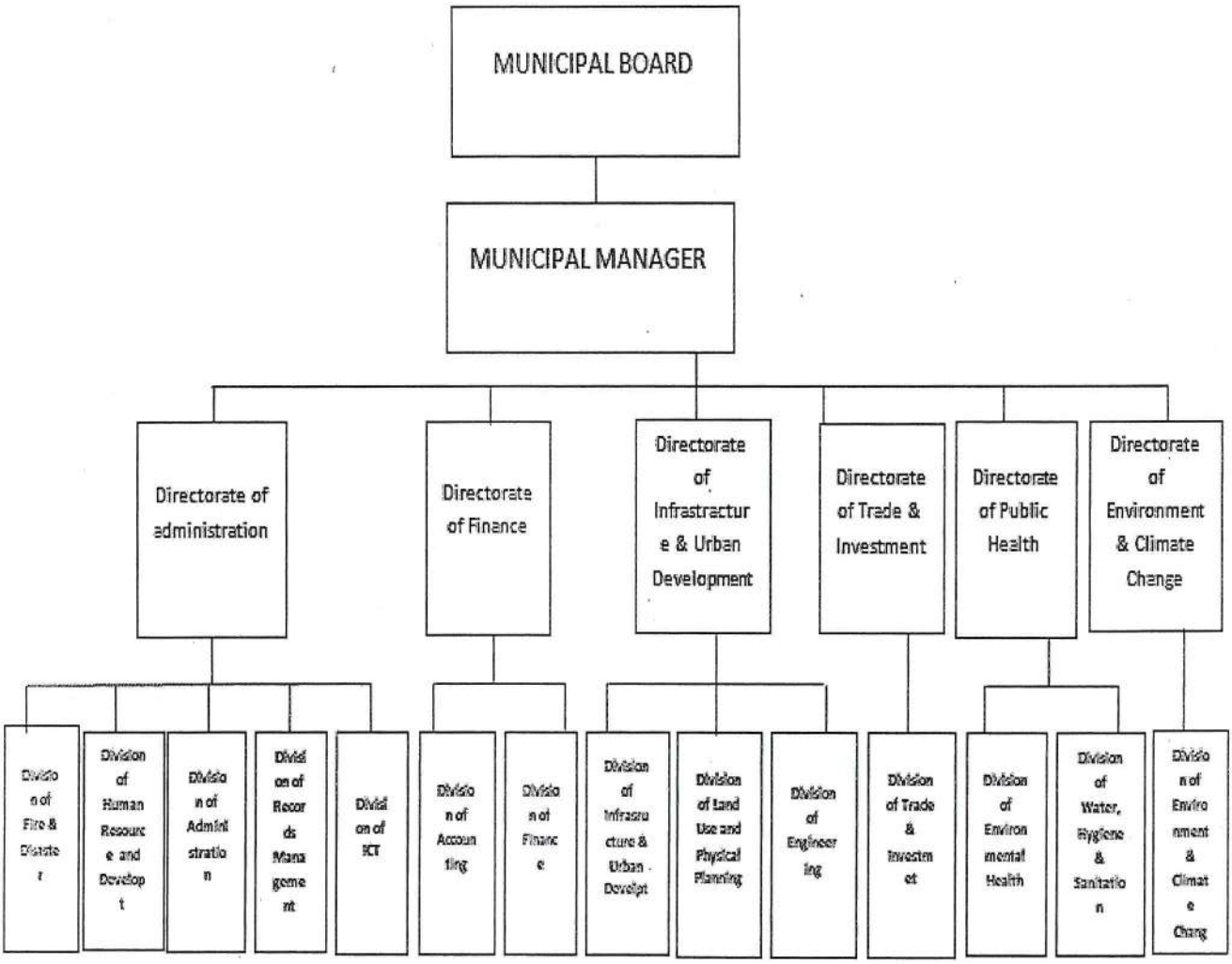
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Administrator					
Assistant Office Administrator III/II/I	H/J/K	3	1	2	
Total		**6**	**2**	**4**	
CLERICAL OFFICER					
Senior Clerical/ OfficerChief Clerical Officer/Principal Clerical Officer	H/J/K	5	1	4	The function entails Clerical duties;6 at the headquarters 5 at the sub counties (1 per sub county
Clerical Officer II/I	F/G	5	2	3	
Total		**10**	**3**	**7**	
CLEANING SUPERVISOR/SUPPORT STAFF					
Cleaning Supervisor III/Senior Support Staff/Cleaning Supervisor IIb/Support Staff supervisor/Cleaning Supervisor IIa/Cleaning Superviosor I	D/E/F/G	4	2	2	It entails 4 at the headquarters
Total		**4**	**2**	**2**	
DRIVERS					
Principal Driver	J	2	0	2	It Entails 4 at the headquarters
Driver III/II/I/Senior Driver/Chief Driver	D/E/F/G/H	4	2	2	
Total		**6**	**2**	**4**	
Grand Total		**133**	**25**	**108**	

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13.3 EMBU MUNICIPAL BOARD

13.4 Organogram



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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
	Total		**11**	**11**	**0**	
ADMINISTRATION SECTION						
S/NO	**Designation**	**Job Group**	**Number Required**	**In post**	**Variance**	**Justification**
ADMINISTRATION SECTION						
Administration officers						
1.	Director Administration/Deputy Director	R	1	1	0	To head administratio n Directorate
2.	Assistant Director Administration /Deputy Director Administration	P/Q	2	1	1	To coordinate the division
3.	Senior Administration Officer/ Chief/Principal	L/M/N	3	0	3	To undertake administratio n functions: 2-At Administrativ e Division 4-One for each section
4.	Administration officer III/II/I	H/J/K	6	1	5	
	Total		**12**	**3**	**9**	
Human Resource Officers						
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

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	Development Officer					for the municipality
7	Human Resource Management Officer II/I	J/K	2	1	1	
	Total		**7**	**1**	**6**	
DIPLOMA						
8	Senior Human Resource Assistant/Chief Human Resource Assistant/Principal Human Resource Assistant	L/M/N	3	0	3	3 at the head office
9	Human Resource Assistant III/II/I	H/J/K	3	0	3	3 at the head office
	Total		**6**	**0**	**6**	
Office Administrators- Degree						
10	Assistant Director Office Administrative Services/Senior Assistant Director Office Administrative Services	P/Q	2	0	2	To coordinate the Division
11	Senior Office Administrator/Chief Office Administrator/Principal Office Administrator	L/M/N	3	0	3	
12	Office Administrator I1/I	J/K	2	0	2	
	Total		**7**	**0**	**7**	
DIPLOMA						
13	Senior Assistant office administrator /Chief Assistant Office Administrator /Principal Assistant Office Administrator	L/M/N	3	0	3	To undertake office administration functions: 2- At the head office municipality 4-One for each section
14	Assistant Office Administrator III/II/I	H/J/K	3	0	3	
	Total		**6**	**0**	**6**	
Clerical Officers						
15	Senior Clerical Officer /Chief Clerical Officer /Principal	H/J/K	3	0	3	To undertake Clerical functions: 2- At the head office Municipality 4-One for each
16	Clerical Officer II /Clerical Officer I	F/G	4	0	4	

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						section
	Total		**7**	**0**	**7**	
Record Officers						
17	Assistant Director of Records Management /Deputy Director of Records Management	P/Q	2	0	2	To coordinate the Division
18	Senior Records Management Officer /Chief Records Management Officer /Principal Records Management Officer	L/M/N	3	0	3	To undertake record manageme nt functions: 2- At the Head quarter 4-One for each of the other units
19	Records Management Officer III / Records Management Officer II /Records Management Officer I	H/J/K	3	0	3	
	Total		**8**	**0**	**8**	
ICT Officers						
20	Assistant director ICT /Deputy Director ICT	P/Q	2	0	2	To coordinate the section.
21	Senior ICT Officer / Chief ICT Officer /Principal ICT officer	L/M/N	3	0	3	To undertake ICT functions: 2- At the head office 3-One for each section
22	ICT Officer II / ICT Officer I	H/J/K	2	1	1	
	Total		**7**	**1**	**6**	
DEGREE						
Fire & Disaster Management						
	Principal Superintending Fire Officer	Q	1	0	1	Overall coordination of fire services
	Senior Supretending Fire Officer/Chief Superintending Fire Officer	N/P	2	0	2	Coordinatio n of fire services at the fire stations
	Fire Officer II/I/Superintending Fire Officer/	K/L/M	4	0	4	Carry out designs, fire alarm services and maintenanc

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						e
	Total		**7**	**0**	**7**	
DIPLOMA						
Fire & Disaster Management						
	Inspector/Senior Inspector/Superintending/Senior Superintending	H/J/K/L	10	0	10	Carry out designs, fire alarm services, fire extinguishing and maintenance
	Total		**10**	**0**	**10**	
CERTIFICATE						
Fire & Disaster Management						
	Chief Fireman	J				Carry out designs, fire alarm services, fire extinguishing and maintenance
	Fireman III/II/I/Senior Fireman	E/F/G/H	42	22	20	
	Total		**42**	**22**	**20**	
Drivers						
23	Principal Driver	J	3	0	3	To undertake transport services: 1- For Board Vehicle 1- For Administration Vehicle 6-One for each section
24	Driver III/II/I /Senior Driver / Chief Driver	D/E/F/G/H	5	1	4	
25	Enforcement Officers /Support Staff	D/E/F/G	30	0	30	To undertake enforcement and supportive functions
	Total		**35**	**1**	**30**	
FINANCE						
FINANCE						
1	Senior Principal Finance, Assistant Director Budget services/ Deputy Chief Officer/Deputy Chief	P/Q	2	0	2	To coordinate the section

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	Fianance officer/ Senior Assistant Director Budget					
2	Finance Officer I/ Senior Finance Officer/ Principal Finance Officer	L/M/N	3	0	3	To undertake accounting functions as follows 2- At the head office Municipality. 3-for finance section
3	Finance Officer III / II/I	J/K/L	3	1	2	
	Total		**8**	**1**	**7**	
	DIPLOMA					
9	Senior Principal Finance Officer/Assistant Director Budget /Deputy Chief Finance Officer/Senior Assistant Director of Budget	P/Q	2	0	2	To coordinate the section
10	Finance officer I/Senior Finance Officer/Senior Budget Officer /Principal Finance Officer/Principal Budget Officer	L/M/N	3	0	3	To undertake Finance functions as follows 2- At the Head Quarter 3-for finance section
11	Finance Officer III/II	J/K	4	0	4	
	Total		**9**	**0**	**9**	
SUPPLY CHAIN MANAGEMENT						
1	Senior Assistant Director Supply Chain Management Services /Deputy Director Supply Chain Management Services	P/Q	2	0	2	To coordinate the section
2	Principal Supply Chain Management Assistant /Chief Supply Chain Management Assistant	L/M/N	3	0	3	To undertake supply chain management functions as follows 2-At the Head Quarter 3-for Finance Section
3	Senior Supply Chain Management Officer / Supply Chain Management Officer I / Supply Chain Management Officer II	J/K/L	3	0	3	
	Total		**8**	**0**	**8**	
DIPLOMA						

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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	
	Total		**6**	**1**	**5**	
INFRASTRUCTURE AND URBAN DEVELOPMENT SECTION						
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	
	Total		**19**	**1**	**18**	
PHYSICAL PLANNING OFFICERS DEGREE						
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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					To coordinate the Physical Planning Division
Senor Physical Planner/Chief Physical Planner/Principal Physical Planner	L /M/N	3	0	3	To undertake physical planning functions as follows: 3-at the headquarters
Physical Planner I	K	2	1	1	
Total		**8**	**1**	**7**	
PHYSICAL PLANNING ASSISTANTS DIPLOMA					
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**	

DIRECTORATE OF INVESTMENT AND TRADE

S/NO.	Designation	Job Group	Number Required	In post	Variance	Justification
1.	Assistant Director Investment and Trade /Deputy Director Investment and Trade	P/Q	2	0	2	Coordinate the Investment and trade functions
2.	Senior Investment and Trade Officer /Chief Investment and Trade Officer /Principal officer Investment and Trade	L/M/N	6	0	6	To undertake Investment and Trade functions as follows 2-At the Head Quarter 6-for investment and trade section
3.	Investment and Trade Officer II / Investment and Trade officer I	J/K	4	0	4	
	Total		**12**	**0**	**12**	
DIRECTORATE OF PUBLIC HEALTH WATER, SANITATION AND HYGIENE						
	WATER AND ENVIRONMRNT 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

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	Engineer (Water and Sewerage)					
2.	Superintending Engineer (Water and Sewerage)/ Senior Superintending Engineer (Water and Sewerage)	K/L	4	0	4	To undertake water and environment functions as follows 2-At the water and environment section 2- for water and environment section
3.	Inspector water Engineer/ Senior Inspector Engineer (Water and Sewerage)/	H/J	4	0	4	
	Total		**11**	**0**	**11**	
DEGREE						
4.	Assistant Director Public Health /Deputy Director Public Health	P/Q	2	1	1	To coordinate the section
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 2-1 for Public health and environment section
6.	Public Health Officer II/I	J/K	4	0	4	
	Total		**12**	**4**	**8**	
DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE						
	ENVIRONMENT AND CLIMATE CHANGE					
1.	Assistant Director Environment & Climate Change	P/Q	2	0	2	To coordinate the 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
3.	Environment Officer II/I	J/K	4	1	3	
	Total		**12**	**1**	**11**	
	ACCOUNTING DEGREE					
1.	Assistant Accountant General/ Senior Assistant General	P/Q	1	0	1	To coordinate accounting activities

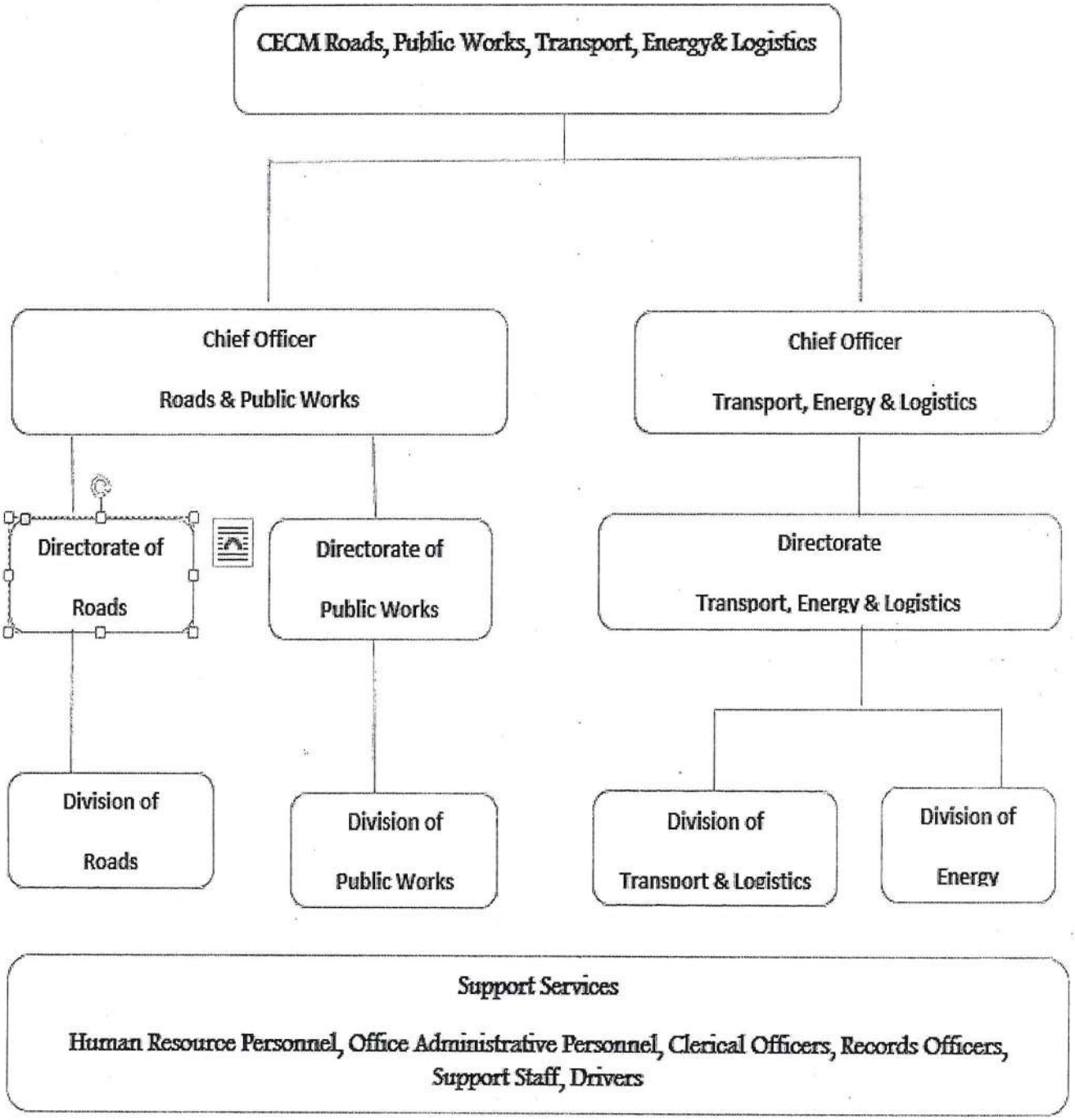
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2.	Senior Accountant/Chief Accountant/Principal accountant	L/M/N	1	1	0	To perform accounting work
3.	Accountant II/I/Senior Accountant	K/L	2	0	2	
	Total		**4**	**1**	**3**	
4.	**DIPLOMA**					
5.	Assistant Accountant General/ Senior Assistant General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

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14.0 DEPARTMENT OF ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS

14.1 Organogram



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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 Woks	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/ Superintending Engineer/Senior Superintending Engineer (Electrical/Mechanical)	K/L/M/N	15	2	13	
	Inspectors (Electrical, Electrionics And Mechanical) –Diploma Holders					
10.	Senior /Chief Principal Superintendent (Electrical/Electronics/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

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	s/Mechanical)					
12.	Inspector/ Senior Inspector/Superintendent (Electrical/Electronics/Mechanical)	H/J K	5	0	5	To undertake energy functions in the division and the sub counties
	TRANSPORT & LOGISTICS DIVISION					
13.	Deputy Director - Admnistration	Q	1	1	0	To head Transport and Logistics Division
14.	Assistant Director Admnistration	P	1	0	1	
15.	Senior/Chief/Principal Admnistrative Officer	L/M/N	2	0	2	
16.	Admnistrative Officer II /I	J/K	2	0	2	
17.	Principal Admnistrative Assistant	N	1	0	1	
18.	Admnistrative Assistant I /Senior Admnistrative Assistant/ Chief Admnistrative Assistant	K/L/M	3	0	3	
19.	Admnistrative Assistant III /II	H/J	3	0	3	
	Enginer Mechanical- Automotive					
20.	Chief/Principal Superintending Engineer [Mechanical]	P/Q	2	0	2	Overseeing maintenace and repairs. Assisnting in fleet management Conducting mechanical assessments,diagnonstics and recomending repairs Ensuring vehicles and machinery compliance with relevant laws
21.	AssistantEngineer I/Superintending/Senior Superintending Engineer [Mechanical]	L/M/N	5	0	5	
22.	Assistant Engineer II [Mechanical]	K	5	0	5	
	Artisan – Automotive (Mechanics)					
23.	Charge-Hand	H/J/K	8	1	7	To undertake

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

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	Inspector Roads - Diploma Holders					
35.	Senior Principal Superintendent	P	4	0	4	To undertake supervision of Road works
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	Senior to head the Public Works Division Assistant to head Architectural Sub -Division
39.	Assistant Architect/Superintending Architect /Senior Superintending Architect	L/M /N	5	1	4	To coordinate and undertake architectural functions
	Architectural Assistant - Diploma holders					
40.	Senior Principal Architectural Assistant	P	1	0	1	To perform architectural functions
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	To perform Landscape Architectural functions
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	To undertake supervision of building works To undertake supervision of building works
47.	Senior/Chief/Principal Suprerintendent (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					

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50.	Chief/Principal Superintending Quantity Surveyor	P/Q	2	0	2	To head Quantity Survey To coordinate 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					
	Electrical (Building Services)					
62.	Chief/Principal Superintending Engineer (Electrical)	P/Q	2	0	2	Planing,desig n and maintenance

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63.	AssistantEngineer 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	
	Mechanical (Building Services)					
65.	Chief/Principal Superintending Engineer [Mechanical(BS)]	P/Q	2	1	1	Planing,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.	AssistantEngineer 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					
68.	Charge-Hand /Senior ChargeHand (Motor Vehicle)	H/J	8	0	8	Overseeing multiple projects and

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						ensuring quality control in maintenace operations
69.	Artisan III/II/I (Motor Vehicle)	E/F/G	12	2	10	To undertake repairs, improvement work and maintenanc 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 Admnistrative 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 Admnistartive duties at the department

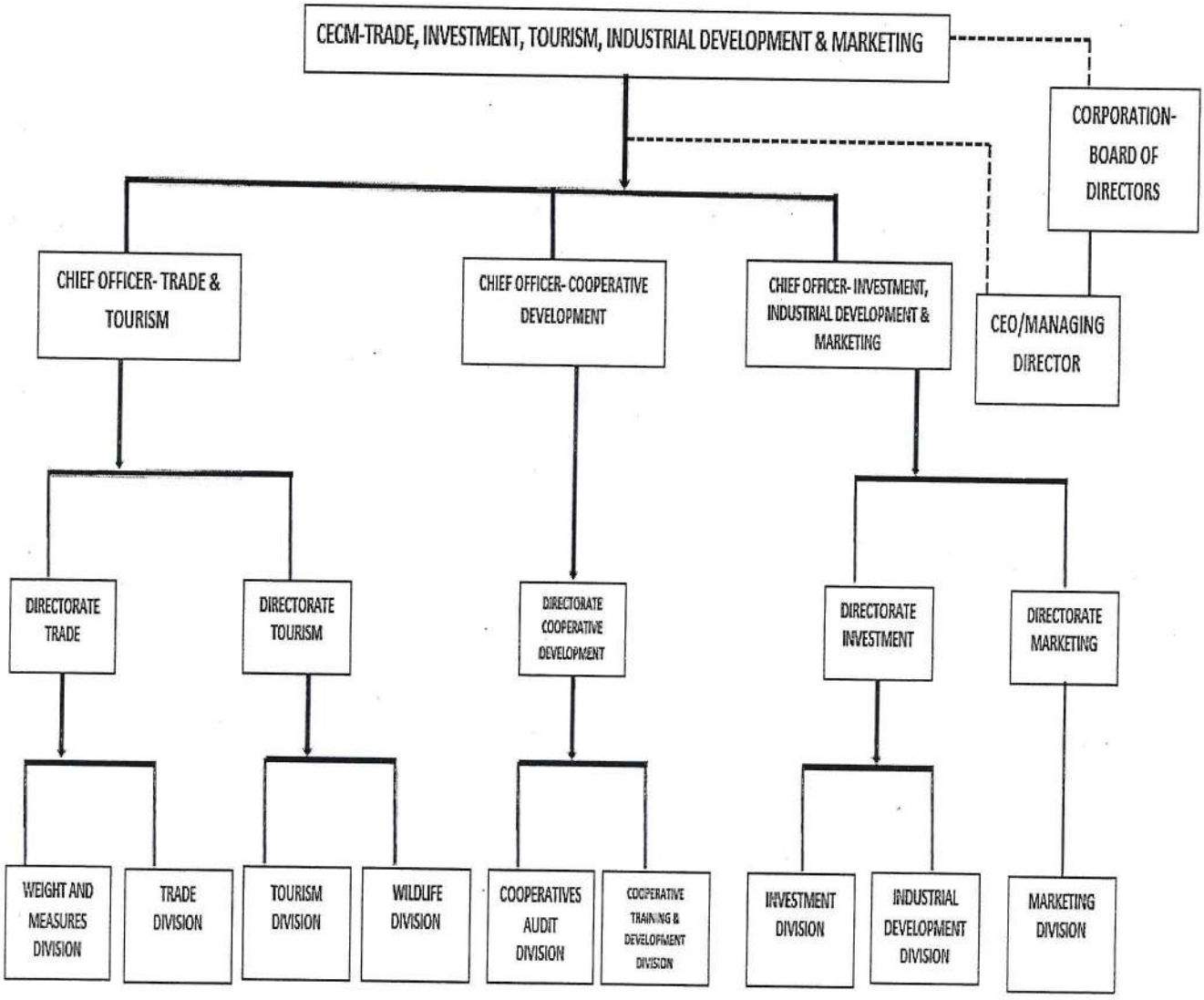
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78.	Office Administrator II/I	J/K	1	0	1	To perform office administrative duties at department
	Assistant Office Administrators -Diploma Holders					
79.	Senior/Chief/Principal Assistant Office Administrator	L/M/N	2	0	2	To undertake office administrative 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

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

15.1 Organogram



SUPPORT SERVICES

Office Administrative Personnel, Human Resource Personnel, Drivers, Procurement Personnel Clerical Officers, ICT Officers, Records Management Personnel, Support Staff

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15.2 Staff Establishment

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

S/NO	Designation	J/G	Required	Inpost	Variance	Justification
1.	County Executive Committee Member	T	1	1	0	Head of Department
2.	Chief Officer Trade and Tourism	S	1	1	0	To head sub departments
3.	Chief Officer Investment 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 Weight and Measures Officer/	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 Enterprice 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**	

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MARKETING DIRECTORATE						
1	Director Marketing	R	1	0	1	Head of directorate
2	Deputy/Assistant Director Marketing	P,Q	2	0	2	
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	To coordinate marketing functions
TOTAL			**33**	**0**	**33**	

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	Progression
	Assistant Co-Operative Officer III/II/I	H/J/K	21	7	14	
Cooperative Audit	Assistant / Deputy Director Cooperative Auditor	P/Q	1	0	1	
	Senior /Chief /Principal Co-Opertive Auditor	L/M/N	5	2	3	Progression
	Co-Operative Auditor III/II/I	H/J/K	6	1	5	
Drivers	Senior/Chief/Principal Driver	G/H/J	4	2	2	Progression
	Driver III/II/I	D/E/F	6	0	6	
Office Administrators	Senior /Chief / Principal Office Administrator	L/M/N	2	0	2	Progression
	Office Administrator II/I/	J/K	2	0	2	

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

15.3 Staff Establishment - Embu County Investment Development Corporation

DEGREE HOLDERS						
S/NO	**Designation**	**J/G**	**Required**	**In post**	**Variance**	**Justification**
	Board of Directors		5	0	5	
1	Managing Director (CEO)	S	1	0	1	Head Of Directorate
2	Director Legal Services 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						

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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					
DEGREE HOLDERS HUMAN RESOURCES PERSONNEL						
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 PESSONNEL						
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 ADMINISRATIVE SERVICES PERSONNEL						
11	Assistant Director Office Administrative/ Deputy Director Office Of Administrate Serves Office	P\Q	2	0	2	To perform secretarial duties

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12	Chief Office Administrator /Principal 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 1/Accountant II/Senior	J/K/L	3	0	3	
SUPPLY CHAIN MANAGEMENT PERSONNELL DEGREE HOLDERS						
17	Deputy/Assistant Deputy Director Supply Chain Manage**ment**	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 PERSONNELL 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 /Senior/Chief/Principal	L/M/N	2	0	2	To perform public communication duties
21	Public Communication Officer III,II,IH	H/J/K	4	0	4	
INFORMATION COMMUNICATION TECNOLOGY PERSONNEL						
22	Deputy/Assistant Deputy Director ICT	P/Q	1	0	1	To head ICT division
23	ICT Officer, Senior, Chief/ Principal	L/M/N	5	0	5	To perform ICT duties
24	ICT Officer III,II,I	H/J/K	6		6	
	TOTAL		12	0	12	

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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**	**Inpost**	**Variance**	**Justification**
1.	Assistant/Deputy Director Human Resource & Management	P/Q	2	0	2	
2.	Human Resource Mgt Asst. Snr 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 Snr Chief, Principal	L,M,N,	2	0	2	
5.	Human Resource Mgt Asst. , II, I	J,K	2	0	2	
6.	Records Mgt Officer, Snr, Chief Principal, Asst	L,M,N, P	3	0	3	

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	Director					
7.	Record Mgt Officer III, II , I	H, J, K	3	0	3	To perform, coordinate and manage records
8.	Deputy/Assistant Deputy Director Supply Chain Management	P/Q	2	0	2	To perform procurement functions
9.	Supply Chain Management Officer II, I Senior/Chief	L/M/N	2	0	2	
10.	Supply Chain Management Officer II, I	J/K	4	0	4	
11.	Supply Chain Management Ass. II, I Senior/Chief	L/M/N	4	0	4	
12.	Supply Chain Management Ass. II, I	J/K	4	0	4	
13.	Deputy/Assistant Deputy Director ICT	P/Q	2	0	2	To be deployed from ICT department when required
14.	Information, Comm' Tech' Snr, Chief, Principal,	L,M,N,	4	0	4	
15.	Information, Comm' Technology III, II, I	H, J, K	3	0	3	
16.	Research Officers Chief/Principal	M,N	2	0	2	To be deployed in the department to undertake research
17.	Research Officers I/Senior	K,L	2	0	2	
18.	Administrative Officers Senior/Chief/Principal(Mo rnitoring and Evaluation)	L,M,N	6	0	6	To be deployed in the subcounty for monitoring and evaluating
19.	Administrative Officers Iii/Ii/I (Mornitoring and Evaluation)	H/J/K	6	0	6	
20.	Asst. Office Administrator III,II,I,Senior	H,J, K	2	0	2	
21.	Asst. Office Administrator	LM,N,	4	1	3	To perform office

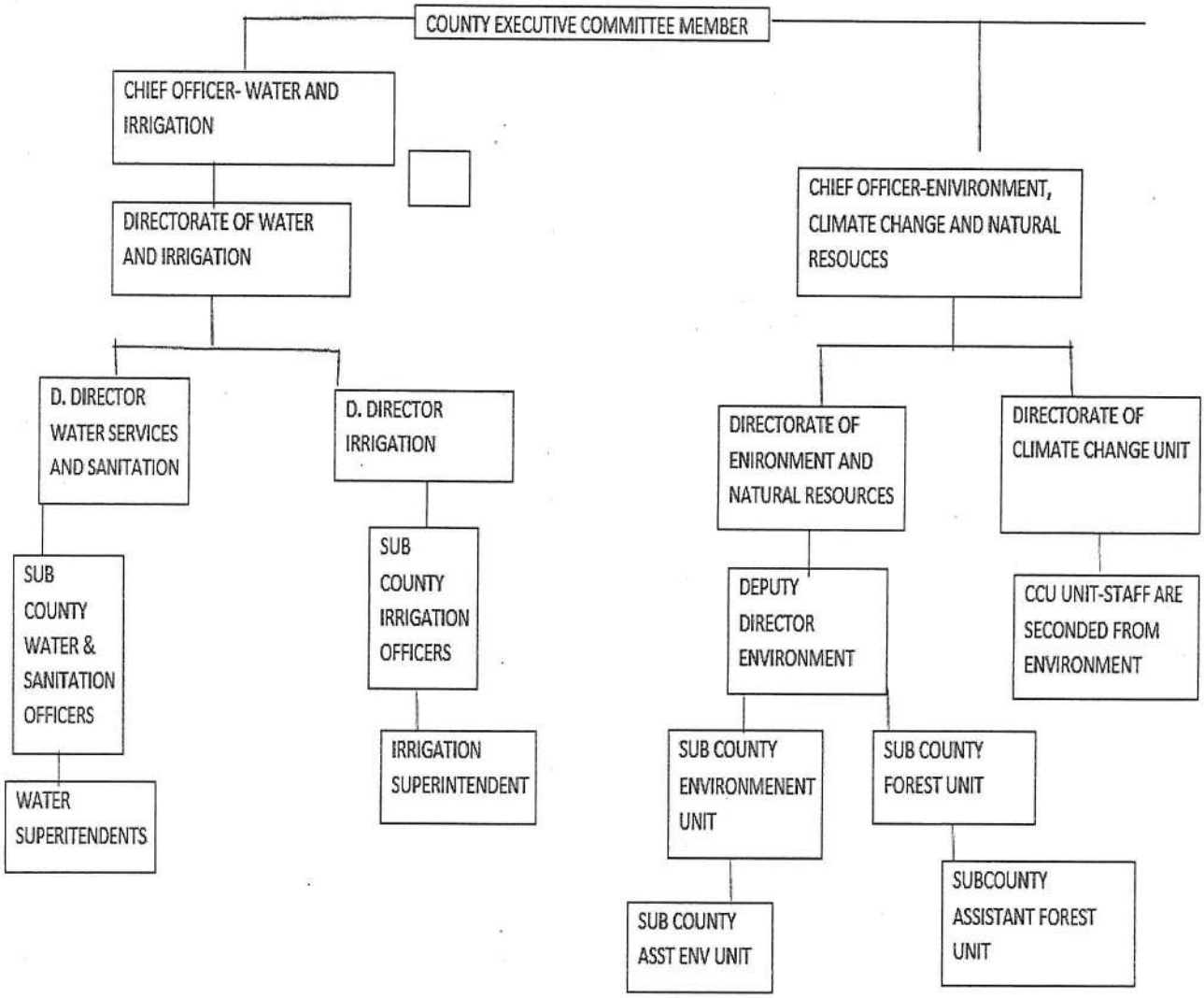
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	Snr, Chief, Principal Asst.					administrative functions in hqs and in the four sub counties
22.	Office Administrative Asst. III, II, I	G, H, J,K	8	2	6	
23.	Office Administrative Asst. Snr, Chief, Principal	K, L, M	4	0	4	
24.	Administrative Officers III,II,I,	H,J,K	6	5	1	
25.	Accountant Asst/Director Deputy Director	P,Q	2	0	2	Perform accounting services
26.	Accountant, Snr, Chief, Principal,	L,M,N,	2	0	2	
27.	Accountant II, I	J, K	2	0	2	
28.	Accountant, Snr, Chief, Principal, Asst, Director, Deputy Director	L,M,N, P,Q	2	0	2	
29.	Clerical Officer Snr, Chief, Principal	H,J,K	17	0	17	To perform clerical work
30.	Clerical Officer III, II, I	E,F,G, H,J,K	17	2	15	
31.	Cleaning Supervisor/Support Staff III, II,B, IIA, I	F,G	11	0	11	Perform cleaning services
32.	Cleaning Supervisor/Support Staff III, II,B, IIA, I	D,E	11	3	8	
33.	Driver, Snr, Chief, Principal	G,H,J	12	0	12	2 – cecm 2 –directorate 8-directorate div
34.	Driver, III, II,I	D,E,F,				

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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.

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16.2 Staff Establishment - Water and Irrigation

Sno	Designation	Job Group	Required	In-post	Valiance	Justification
	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
5.	Chief Superintending Engineer (Water Servicesand Sanitation)	P	6	0	6	5- To head water development and sewerage functions in the five (5) Sub-counties 1- To be deployed at theheadquarters
6.	Senior Superintending Engineer (Water Servicesand Sanitation)	N	6	0	6	
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 1- To be deployed at the headquarters
8.	Assistant Engineer II/I(Water Services and Sanitation)	K/L	6	0	6	
	INSPECTORS (WATER AND SEWERAGE)					
9.	Senior Principal Superintendent (Water Services and Sanitation)	P	3	0	3	To coordinate and undertake water development, sewerage andwater resources functions in the five (5) Sub-counties
10.	Principal Superintendent(Water Services and Sanitation)	N	5	0	5	To perform the functions ofwater 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 ofwater development, sewerage and water resources in the Sub-counties
12.	Senior Superintendent (Water Services and Sanitation)	L	5	4	1	To perform the functions ofwater development, sewerage and water resources in the Sub-counties
13.	Superintendent (Water Services and Sanitation)	K	5	1	4	To perform the functions ofwater 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 ofwater development, sewerage and water resources in the Sub-counties
15.	Drilling Assistant 111/ Drilling Assistant 11/ Drilling Assistant 1/ Senior Drilling rig Assistant	E/F/G/ H	2	0	2	To operate the drilling rig
16.	Drilling superintendent/drilling rig operator/ Drilling superintendent/ Senior Drilling 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

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20.	Senior Laboratory Technologist	L	1	0	1	To test and analyse water samples collected from the 5 sub-counties
21.	Laboratory Technologist 1	K	1	0	1	To test and analyse water samples collected from the 5 sub-counties
22.	Laboratory Technologist/Technician 11/111	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 Officer111/ Record Management Officer 11/ Record Management Officer 1	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 11/ Accountant 1/ 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 111/11/1	H/J/K	2	0	2	To perform Human Resource duties in the section
30.	Senior Human Resource Management Assistant	K/L	1	0	1	To perform Human Resource duties in the

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						section
31.	Chief Human Resource Management Assistant	M	1	0	1	To perform Human Resource duties in the section
32.	Human Resource Management Officer11/1	J/K	1	0	1	To perform Human Resource duties in the section
33.	Senior Human Resource Management Officer	L (Degree)	1	0	1	To perform Human Resource duties in the section
34.	Chief Human Resource Management Officer 11/1	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 11/ clerical officer1/ 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

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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 procuremet 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

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51.	Driver 111/11/1	D/E/F	3	2	1	To work at County Headquarters

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 strategicdirection
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 followingfunctions: 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 andNatural Resources	M	7	0	7	
8.	Environment and Natural Resources/Senior	K/L	7	4	3	

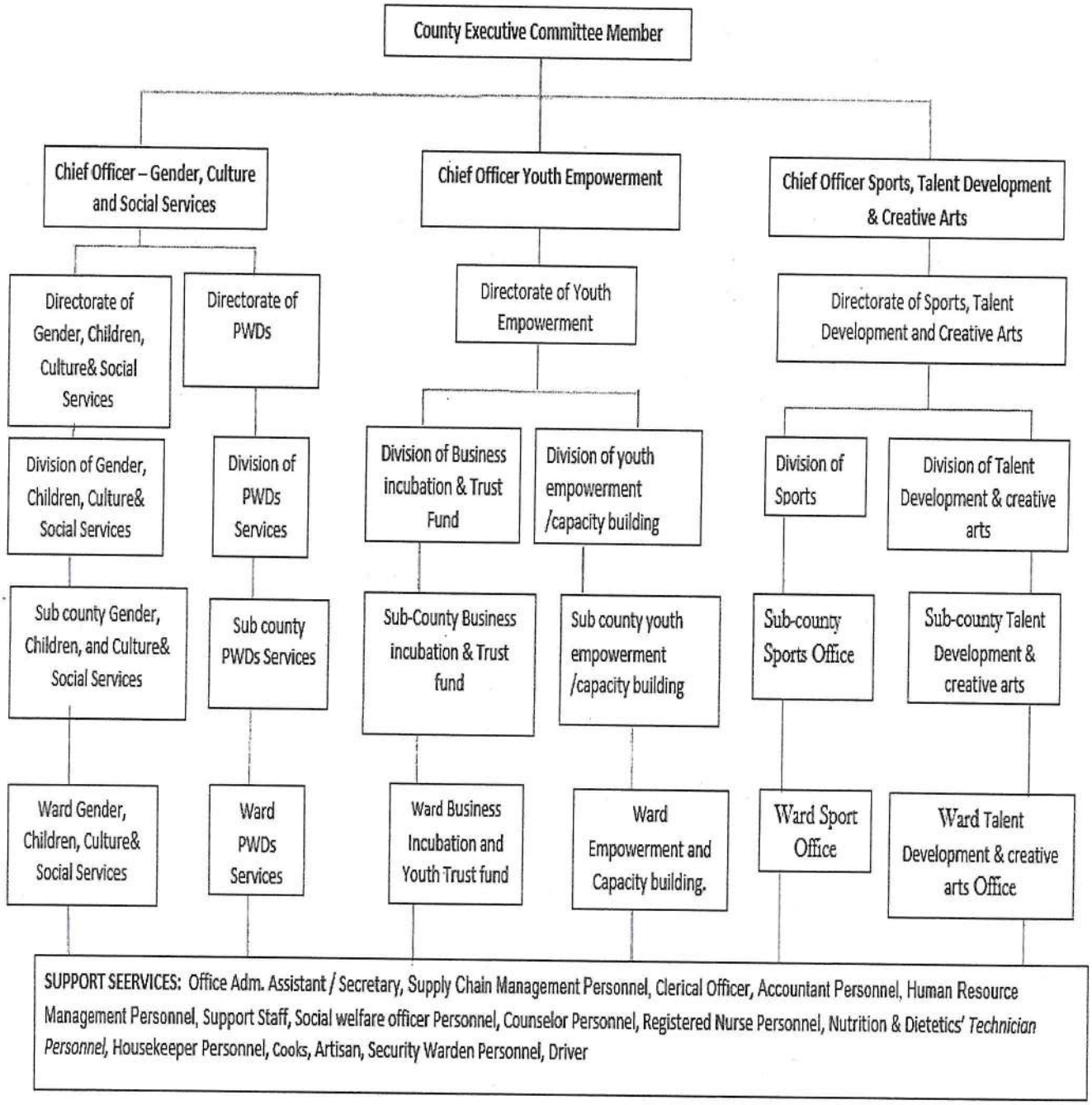
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9.	Environment and Natural Resource Assistants	H/J	7	4	3	
Forestry Officers						
10.	Assistant Director, Forestry Services	P	1	0	1	To coordinate forestryand conservation functions
11.	Principal Forestry Officer	N	7	0	7	To perform forestry and conservation functions asfollows: 6 at Sub-Counties 1 at headquarters
12.	Chief Forestry Officer	M	7	0	7	
13.	Forestry Officer/Senior	K/L	7	5	2	
14.	Forestry Assistants	H/J	13	8	5	To perform forestry and conservation functions asfollows: 12 at Sub-Counties 1 at headquarters

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

17.1 Organogram



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17.2 Staff Establishment

SNo	Cadre	Designation	JG	Required	Inpost	Variance	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.	**Sports Officers**	Director Sports	R	1	0	1	To head the Directorate
6.		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	0	1	
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	
	Youth officers						
13.		Assistant Director /Deputy Director- youth	P/Q	2	0	2	To coordinate Youth empowerment functions in the six sub-counties
14.		Senior/Chief/Principal Youth Officer	L/M/N	3	0	3	
15.		Youth Officer III/II/I	H/J/K	8	0	8	
16.	**Persons With Disability(PWD'S)**	Principal Social development officer PWD), Assistant Director social development PWD)	P/Q	2	0	2	To head the division of Persons With Disability(PWD'S)
17.		Senior social development Officer (PWD') Chief social development officer, Chief Principal Social	L/M/N	3	0		

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

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	holders						
28.	,,	Social Development Assistant 11, Social development assistant 111	G/H	11	0	11	
29.	**Children and social Services Officers Degree holders**	Senior assistant director, social development, Assistant Director social development.	P/Q	3	0	3	To coordinate Children and social Services Officers functions in the 20 wards -1 per sub county - 1 per ward
30.		Principal Social development officer, Chief social development officer, Senior social development Officer,	L/M/N	4	0	4	
31.		Social development officer I, social development officer 11	J/K	8	0	8	
32.		Senior social development assistant, social development assistant 1	J/K	11	0	11	
33.	**Diploma Holders For Children And Social Services Officers**	Social Development Assistant 11, Social development assistant 111	G/H	1	0	1	-1 required At entry level - deployed/employed to the children rescue centre
34.		Enrolled Nurse II/I/Senior Enrolled Nurse II/Senior Enrolled Nurse I	H/J/K/L	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**	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	

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		Assistant/Principal Human Resource Management Assistant					
39.	**Human Resource Management Officer-Diploma Holders**	Human Resource Management Assistant III/II/1	H/J/K	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	
41.		Senior Human Resource Development Officer/ Chief Human Resource Development Officer/ Principal Human Resource Management Officer	L/M/ N	2	1	1	
42.	**Human Resource Development Officers-Degree Holders**	Human Resource Management Officer 11/1	J/K	1	0	1	
43.	**Accountants**	Assistant Director Accounting services/Deputy Director-Accounting Services	P/Q	1	0	1	1Required to be employed/deployed to support the department -job progression
44.		Chief/Principal Accountant	M/N	1	0	1	
45.		Accountant 11/I/Senior Accountant	J/K/L	1	0	1	
46.	**Supply Chain Management Personnel-Diplom**	Supply Chain Management Assistant IV/III/II/I	G/H/ J/K	1	0	1	1Required to be employed/deployed to support the department -job progression

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47.	**Supply Chain Management Personnel- Degree**	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	
49.		Supply Chain Management Officer 11/I/ Senior Supply Chain Management Officer	J/K/L	1	0	1	
50.	**Clerical officers**	Chief Clerical Officer/Principal Clerical Officer	J/K	5	1	4	
51.		Clerical officer 11/I/Senior Clerical Officer	F/G/ H	5	3	2	-5 required to be employed/deployed to support the department -job progression
52.	**Cooks**	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.	**Drivers**	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- Certificate**	Office Administrative Assistant 111/II/I	G/H/ J/K	3	1	2	-3 required -For job progression
58.		Senior Assistant Office	L/M/	1	0		

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		Administrator/ Chief Assistant Office Administrator/ Principal Assistant Office Administrator	N			1	
59.	**Secretaries-Diploma**	Assistant Office Administrator 111/II/I	H/J/K	1	0	1	
60.		Assistant Director, Office Administrative services/ Deputy Director, Office Administrative services	P/Q	1	0	1	
61.		Chief Office Administrator/ Principal Office Administrator	M/N	1	0	1	
62.	**Secretaries-Degree**	Officer Administrator 11/I/ Senior Officer Administrator	J/K/L	1	0	1	
63.		Senior Records Management Officer/Chief Records Management Officer//Principal Records Management Officer	L/M/N	1	0	1	
64.	**Records Management Officers**	Records Management Officer 111/II/I	H/J/K	3	0	3	-3 required -For job progression
65.		Assistant Director ICT/Deputy Director-ICT	P/Q	1	0	1	
66.		Senior ICT Officer/Chief ICT officer/Principal ICT Officer	L/M/N	1	0	1	
67.		ICT Officer 111/II/I	H/J/K	1	0	1	
68.	**Nutrition and Dietetic Technicians**	Nutrition and dietetics Technician III/II/I/Senior Nutrition & Dietetics Technician	G/H/J/K	1	0	1	-1 required -For job progression
69.	**Community health Assista**	Community health Assistant 111/II/I/Senior Community Health Assistant	G/H/J/K	1	0	1	-1 required for rescue center -For job progression

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

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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 11, 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

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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 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

IMPLEMENTATION

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