

Public Communications Secretary &
Government Spokesperson
KICC
NAIROBI

The Secretary
Public Service Commission
NAIROBI



The Solicitor General/Permanent Secretary
State Law Office
NAIROBI

The Clerk
National Assembly
NAIROBI



The Registrar
The Judiciary
NAIROBI

IMPLEMENTATION OF JOB EVALUATION EXERCISE: UPGRADING OF LIBRARY PERSONNEL

Reference is made to this office letter No. MGS/9/47(S)/28 dated 30th October 2006 in which you were requested to confirm availability of funds to cater for the upgrading of Library personnel in your Ministry.

Following the job evaluation exercise and subsequent authority to upgrade Library Personnel vide DPM letter ref. no. DPM2/5/2A Vol.V/(31) of 7th December 2006 and Ref no. DPM 2/5/2A Vol. V/ (92) of 5th April 2007, I am happy to inform you that you may now upgrade your Library Personnel with effect from 7th December 2006.

Enclosed please find the grading structure for the Library Personnel for your implementation.

MRS. RACHEL DZOMBO, C.B.S.
PERMANENT SECRETARY

C.C.

The Permanent Secretary
Ministry of State for Public Service
P.O. BOX 30050-00100
NAIROBI

Encls.

The Permanent Secretary
Ministry of Regional Development Authorities
NAIROBI.

The Permanent Secretary
Ministry of Roads and Public Works
NAIROBI.

The Permanent Secretary
Ministry of Tourism and Wildlife
NAIROBI.

The Permanent Secretary
Ministry of Trade and Industry
NAIROBI.

The Permanent Secretary
Ministry of Transport
NAIROBI.

The Permanent Secretary
Ministry of Water & Irrigation
NAIROBI.

The Permanent Secretary
Office of the Vice President &
Ministry of Home Affairs
NAIROBI.

The Permanent Secretary
Ministry of Youth Affairs
NAIROBI.

The Permanent Secretary
Ministry of National Heritage
NAIROBI.

The Permanent Secretary/Secretary to
the Cabinet & Head of Public Service
Office of the President
NAIROBI

The Permanent Secretary
Public Service Reform & Development Secretariat
NAIROBI

Private Secretary/Comptroller of State House
State House
NAIROBI



MINISTRY OF GENDER, SPORTS, CULTURE AND SOCIAL SERVICES

Telegrams: "Gender", Nairobi
Telephone: Nairobi 2727980/
Fax No. 2734417

NSSF Building Eastern Wing
P. O. Box 16936-00100
NAIROBI

Ref: **MGS/4/84(S)/ (27)**

12th April 2007

The Permanent Secretary
Ministry of Provincial Administration & National Security
NAIROBI.

The Permanent Secretary
Ministry of Agriculture
NAIROBI.

The Permanent Secretary
Ministry of Defence
NAIROBI.

The Permanent Secretary
Ministry of Co-operative Development & Marketing
NAIROBI.

The Permanent Secretary
Ministry of State for Immigration & Registration of Persons
NAIROBI.

The Permanent Secretary
Ministry of East Africa Community
NAIROBI.

The Permanent Secretary
Ministry of Special Programmes
NAIROBI.

The Permanent Secretary
Ministry of Education
NAIROBI.

The Permanent Secretary
Ministry of Science & Technology
NAIROBI.

The Permanent Secretary
Ministry of Energy
NAIROBI.

The Permanent Secretary
Ministry of Environment and Natural Resources
NAIROBI.

The Permanent Secretary
Ministry of Finance
NAIROBI.

The Permanent Secretary
Ministry of Foreign Affairs
NAIROBI.

The Permanent Secretary
Ministry of Health
NAIROBI.

The Permanent Secretary
Ministry of Information & Communication
NAIROBI.

The Permanent Secretary
Ministry of Justice & Constitutional Affairs
NAIROBI.

The Permanent Secretary
Ministry of Labour & Human Resource Development
NAIROBI.

The Permanent Secretary
Ministry of Lands
NAIROBI.

The Permanent Secretary
Ministry of Housing
NAIROBI.

The Permanent Secretary
Ministry of Livestock and Fisheries Development
NAIROBI.

The Permanent Secretary
Ministry of Local Government
NAIROBI.

The Permanent Secretary
Ministry of Planning and National Development
NAIROBI.



**OFFICE OF THE PRESIDENT
MINISTRY OF STATE FOR PUBLIC SERVICE**

AD/Her (21)
JNA JR/6014
SOS
4-9-06

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 227411
Telex: 23125
Fax: 243620

P.O. BOX 30050 – 00100
NAIROBI,
KENYA.

When Replying please quote

Date: 31st August, 2006

Ref. No. DPM2/5/2A VOL.IV/(97)

Mrs. Rachel Dzombo,
Permanent Secretary,
Ministry of Gender, Culture, Sports and
Social Services,
NAIROBI.

20



Dear Rachel

RE: JOB EVALUATION EXERCISE

This is with reference to my letter No.DPM 38/1/1A/57 dated 9th May, 2006 and our meeting held in my Boardroom on 28th July, 2006 on the above subject.

Further to the above, I am also in receipt of the study report on the Reorganization of Gender and Social Services departments vide your letter No. MGS/9/47/(S)/20 of 7th August, 2006, which inter-lia, merged the functions of Gender and Social Development Departments. I note the decision to merge the two functions will result in savings on the Exchequer as Social Development Officers will be retrained on Gender functions thereby enriching their job and eliminating the necessity for recruitment of Gender specific personnel.

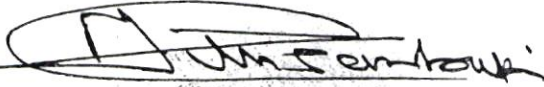
In this regard, and to enable me to consider the matter of upgrading of posts in your Ministry conclusively, you are requested to liaise with the Ministry of Finance to confirm availability of funds to cater for the resultant financial implications.

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Attached is the schedule of the proposed grading structure.

Yours

Sincerely



**Titus M. Ndambuki, HSC.,
PERMANENT SECRETARY**

CC: Mr. Joseph K. Kinyua, CBS.,
Permanent Secretary,
Ministry of Finance,
NAIROBI

Mrs. Bernadette M. Nzioki, EBS.,
Secretary,
Public Service Commission of Kenya,
NAIROBI.

MINISTRY OF GENDER, SPORTS, CULTURE & SOCIAL SERVICES

Cultural Officers

<i>Current Designation</i>	<i>Job Group</i>	<i>New Designation</i>	<i>Job Group</i>
Cultural Officer II	J	Cultural Officer II	J
Cultural Officer I	K	Cultural Officer I	K
Senior Cultural Officer	L	Senior Cultural Officer	L
Chief Cultural Officer	M	Chief Cultural Officer	M
.....	Principal Cultural Officer	N
Assistant Director of Culture	N	Assistant Director of Culture	P
Deputy Director of Culture	P	Deputy Director of Culture	Q
Director of Culture	R	Director of Culture	R

Library Personnel

a) Library Assistants

.....	Library Assistant III	G
Library Assistant II/Documentalist Assistant	G	Library Assistant II	H
Librarian Assistant I/Documentalist Trainee	H	Library Assistant I	J
Senior Library Assistant	J	Senior Library Assistant	K

b) Librarians

.....	Librarian III	H
Librarian III	H	Librarian II	J
Librarian II/Documentalist II	J	Librarian I	K
Librarian I/Documentalist I	K	Senior Librarian	L
Senior Librarian/Documentalist II	L	Chief Librarian	M

Chief Librarian	M	Principal Librarian	N
Principal Librarian	N	Assistant Director of Library Services	P
Senior Principal Librarian	P	Director of Library Services	Q

Social Services Personnel

<i>Social Development Assistants</i>			
Social Development Assistant III	E	Gender and Social Development Assistant II	F
Social Development Assistant II	F	Gender and Social Development Assistant I	G
Assistant Social Development Officer	G	Senior Gender and Social Development Assistant	H
<i>Social Development Officers</i>			
Assistant Social Development Officer	H	Gender and Social Development Officer II	J
Social Development Officer II	J	Gender and Social Development Officer I	K
Social Development Officer I	K	Senior Gender and Social Development Officer	L
Senior Social Development Officer	L	Chief Gender and Social Development Officer	M
Chief Social Development Officer	M	Principal Gender and Social Development Officer	N
Assistant Commissioner for Social Services	N	Assistant Commissioner for Gender and Social Services (Social Development)	P
Deputy Commissioner for Social Services	P	Deputy Commissioner for Gender and Social Services (Social Development)	Q

MINISTRY OF GENDER, SPORTS, CULTURE & SOCIAL SERVICES

Cultural Officers

<i>Current Designation</i>	<i>Job Group</i>	<i>New Designation</i>	<i>Job Group</i>
Cultural Officer II	J	Cultural Officer II	J
Cultural Officer I	K	Cultural Officer I	K
Senior Cultural Officer	L	Senior Cultural Officer	L
Chief Cultural Officer	M	Chief Cultural Officer	M
.....	Principal Cultural Officer	N
Assistant Director of Culture	N	Assistant Director of Culture	P
Deputy Director of Culture	P	Deputy Director of Culture	Q
Director of Culture	R	Director of Culture	R

Library Personnel

a) Library Assistants

.....	Library Assistant III	G
Library Assistant II/Documentalist Assistant	G	Library Assistant II	H
Librarian Assistant I/Documentalist Trainee	H	Library Assistant I	J
Senior Library Assistant	J	Senior Library Assistant	K

b) Librarians

.....	Librarian III	H
Librarian III	H	Librarian II	J
Librarian II/Documentalist II	J	Librarian I	K
Librarian I/Documentalist I	K	Senior Librarian	L
Senior Librarian/Documentalist II	L	Chief Librarian	M

Chief Librarian	M	Principal Librarian	N
Principal Librarian	N	Assistant Director of Library Services	P
Senior Principal Librarian	P	Director of Library Services	Q

Social Services Personnel

<i>Social Development Assistants</i>			
Social Development Assistant III	E	Gender and Social Development Assistant II	F
Social Development Assistant II	F	Gender and Social Development Assistant I	G
Assistant Social Development Officer	G	Senior Gender and Social Development Assistant	H
<i>Social Development Officers</i>			
Assistant Social Development Officer	H	Gender and Social Development Officer II	J
Social Development Officer II	J	Gender and Social Development Officer I	K
Social Development Officer I	K	Senior Gender and Social Development Officer	L
Senior Social Development Officer	L	Chief Gender and Social Development Officer	M
Chief Social Development Officer	M	Principal Gender and Social Development Officer	N
Assistant Commissioner for Social Services	N	Assistant Commissioner for Gender and Social Services (Social Development)	P
Deputy Commissioner for Social Services	P	Deputy Commissioner for Gender and Social Services (Social Development)	Q

Chief Librarian	M	Principal Librarian	N
Principal Librarian	N	Assistant Director of Library Services	P
Senior Principal Librarian	P	Director of Library Services	Q

Social Services Personnel

<i>Social Development Assistants</i>			
Social Development Assistant III	E	Gender and Social Development Assistant II	F
Social Development Assistant II	F	Gender and Social Development Assistant I	G
Assistant Social Development Officer	G	Senior Gender and Social Development Assistant	H
<i>Social Development Officers</i>			
Assistant Social Development Officer	H	Gender and Social Development Officer II	J
Social Development Officer II	J	Gender and Social Development Officer I	K
Social Development Officer I	K	Senior Gender and Social Development Officer	L
Senior Social Development Officer	L	Chief Gender and Social Development Officer	M
Chief Social Development Officer	M	Principal Gender and Social Development Officer	N
Assistant Commissioner for Social Services	N	Assistant Commissioner for Gender and Social Services (Social Development)	P
Deputy Commissioner for Social Services	P	Deputy Commissioner for Gender and Social Services (Social Development)	Q