



REPUBLIC OF KENYA

Revised Scheme of Service

for

Economists/Statisticians

SEPTEMBER, 2006

Issued by the Permanent Secretary
Ministry of State for Public Service
Office of the President

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

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Date: **21st August, 2006**

The Permanent Secretary,
Ministry of Planning and National Development,
NAIROBI.

RE: REVISED SCHEME OF SERVICE FOR ECONOMISTS/STATISTICIANS

I am pleased to inform you that the revised Scheme of Service for Economists/Statisticians which forms an appendix to this letter, has been finalized and is ready for implementation with effect from 1st July, 2006.

The Scheme of Service establishes nine (9) grades of Economists/Statisticians and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Economists/Statisticians.

Please take necessary action and also ensure that the provisions of the scheme are brought to the attention of all Economists/Statisticians.


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

cc. The Secretary
Public Service Commission,
NAIROBI.

REVISED SCHEME OF SERVICE FOR ECONOMISTS/STATISTICIANS

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified economic planning personnel.
- (ii) To provide for clearly defined duties and responsibilities at all levels in the career structure, which will ensure proper deployment and utilization of personnel.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of knowledge, competence, merit, experience and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATIONS AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Planning and National Development, in conjunction with the Public Service Commission (PSC) and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient and effective performance of their duties and advancement within the Scheme of Service. The officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Permanent Secretary will consult the Permanent Secretary, Ministry of State for Public Service.

3. ECONOMIC PLANNING FUNCTION

The Economic Planning Function involves: - planning and analysis of Government policies provision of advice on planning and economic policy issues to the Permanent Secretaries in the ministries of deployment; undertaking economic analysis, evaluation and monitoring of development projects and programmes; conducting prefeasibility and feasibility studies; setting project priorities; collection and analysis of data relating to productive sectors; review of development policy

