



REPUBLIC OF KENYA

Scheme of Service for Records Management Officers

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**

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 227411
Telex: 23125
Fax: 210192

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

When Replying please quote

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Date: **19th September, 2006**

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

Dear *Bernadette*

SCHEME OF SERVICE FOR RECORDS MANAGEMENT OFFICERS

I am pleased to inform you that the Scheme of Service for Records Management Officers, which forms an appendix to this letter, has been finalized and is ready for implementation.

The Scheme of Service establishes eight (8) grades of Records Management Officers 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 the officers concerned.

This Ministry will ensure that the provisions of the Scheme are brought to the attention of all Records Management Officers.

Yours *Emmanuel*

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

SCHEME OF SERVICE FOR RECORDS MANAGEMENT OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Records Management Officers in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, appointment, training and advancement within the career structure on the basis of merit, competence and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of State for Public Service in conjunction with the Public Service Commission. 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 appointment on successful completion of their probation period.

(b) Training Scope

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

RECORDS MANAGEMENT FUNCTION

The Records Management Function entails ensuring security of information and records in a registry; storage and maintenance of files and personnel records; management of files movement; supervision of the registry; receipt and dispatch of mail including maintenance of related registers; sorting and classifying documents for filing and storage; updating and maintenance of personnel records and file index; controlling opening of files; custody and maintenance of Government documents; and liaising with Kenya National Archives and Documentation Services on appraisal and disposal of dormant files/documents.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes eight (8) grades of Records Management Officers who will be designated and graded as follows:

Designation	Job Group
Records Management Officer III	'H'
Records Management Officer II	'J'
Records Management Officer I	'K'
Senior Records Management Officer	'L'
Chief Records Management Officer	'M'
Principal Records Management Officer	'N'
Asst. Director of Records Management	'P'
Snr. Asst. Director of Records Management	'Q'

Note: The grades of Records Management Officer III/II, Job Groups 'H/J' for Diploma holders and 'J/K' for Degree holders will form common establishment for the purpose of this Scheme of Service.

