



REPUBLIC OF KENYA

SCHEME OF SERVICE

for

RADIATION PROTECTION OFFICERS

April, 2004

**ISSUED BY THE PERMANENT SECRETARY/DIRECTOR OF PERSONNEL
MANAGEMENT**

OFFICE OF THE PRESIDENT

SCHEME OF SERVICE

for

RADIATION PROTECTION OFFICERS

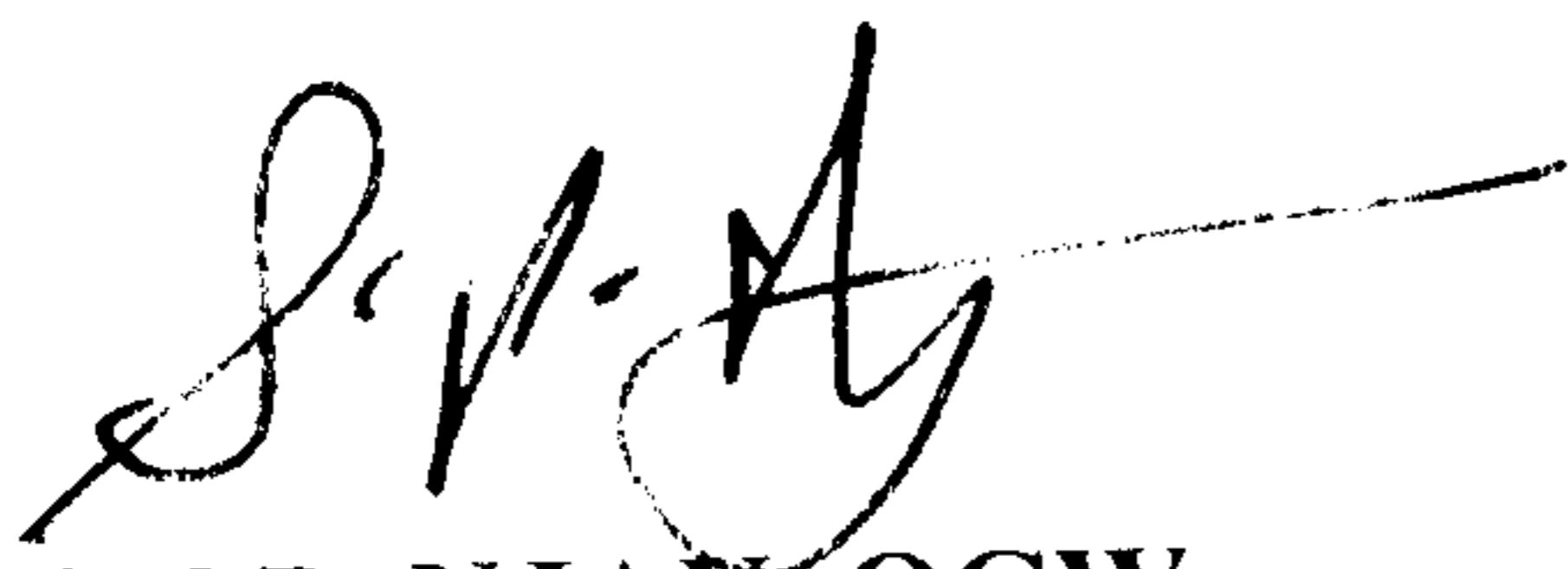
The Permanent Secretary,
Ministry of Health,
NAIROBI.

SCHEME OF SERVICE FOR RADIATION PROTECTION OFFICERS

I am pleased to inform you that the Scheme of Service for Radiation Protection Officers which forms an appendix to this letter, has been finalized and is ready for implementation with effect from 1st September, 2003.

The Scheme of Service establishes seven (7) grades of Radiation Protection 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 Radiation Protection Officers.

Please take necessary action and also ensure that the provisions of the Scheme are brought to the attention of all Radiation Protection Officers.



SIMON P. NJAU, OGW.,
PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT

CC. The Secretary,
Public Service Commission,
NAIROBI.

SCHEME OF SERVICE FOR RADIATION PROTECTION OFFICERS

1. AIM AND OBJECTIVES

- (i) To provide for a well-defined career structure, which will attract, motivate and retain suitably qualified Radiation Protection Officers within 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 officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement to higher grades within the career structure on the basis of knowledge, qualifications, merit 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 Health, in conjunction with the Public Service Commission and in consultation with the Permanent Secretary/Director of Personnel Management. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in 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 performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self-development. In all matters of training however, the Permanent Secretary administering the Scheme will consult the Permanent Secretary/Director of Personnel Management.

3. THE RADIATION PROTECTION FUNCTION

The Radiation Protection function entails enforcing nuclear and radiation safety standards at all private and public radiation facilities and monitoring of radiation and radioactivity levels in the environment. This involves monitoring environmental radiation, radioanalysis of consumables and other imports/exports, calibration of nuclear instruments, monitoring of disposal of radioactive materials, protection of the public against ionising radiation, response to radiological emergencies, authorization for transport of radioactive materials and prosecution of offenders in a court of law and regulation of all matters pertaining to the use of ionising radiation in accordance with the law.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes seven (7) grades of Radiation Protection Officers who will be designated and graded as follows: -

Designation	J/G
Radiation Protection Officer II	'K'
Radiation Protection Officer I	'L'
Senior Radiation Protection Officer	'M'
Principal Radiation Protection Officer	'N'
Deputy Chief Radiation Protection Officer	'P'
Senior Deputy Chief Radiation Protection Officer	'Q'
Chief Radiation Protection Officer	'R'

(b) Conversion to the New Grading Structure

Serving officers will adopt to the new grading structure as follows:-

Present Designation	JG	New Designation	JG
Radiation Protection Officer II	'K'	Radiation Protection Officer II	'K'
Radiation Protection Officer I	'L'	Radiation Protection Officer I	'L'
Senior Radiation Protection Officer	'M'	Senior Radiation Protection Officer	'M'
.....	Principal Radiation Protection Officer	'N'
Deputy Chief Radiation Protection Officer	'N'	Deputy Chief Radiation Protection Officer	'P'
.....	Senior Deputy Chief Radiation Protection Officer	'Q'
Chief Radiation Protection Officer	'P'	Chief Radiation Protection Officer	'R'

Notes:

- (i) *The grades of Radiation Protection Officer II/I, Job Groups 'K/L' will form a common establishment for the purpose of this Scheme of Service.*
- (ii) *Serving Radiophysicists deployed in radiation protection services will be redesignated as Radiation Protection Officers.*

(c) Serving Officers

Serving officers will adopt as appropriate to the new designations and grading structure provided in the Scheme of Service though they may not be in possession of the requisite minimum qualification and/or experience prescribed in the scheme of service. For advancement to higher grades, however, officers must be in possession of the prescribed minimum qualification and experience required for appointment to the grade.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation or upgrading of post(s). Any additional post(s) required under the new grading structure must be included in the Ministerial establishment proposals for consideration and approval by the Permanent Secretary/Director of Personnel Management.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Radiation Protection Officer II, Job Group 'K'. In exceptional circumstances, however, direct appointment may be made beyond this grade by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health and in consultation with the Permanent Secretary/Director of Personnel Management provided the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the scale is not exceeded. In awarding incremental

credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on: -

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) the approval of the Public Service Commission.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service: -

- (i) Bachelor of Science degree in radiophysics, biophysics, radiochemistry, medical physics, health physics, and physical sciences with topics in atomic, radiation nuclear sciences and nuclear engineering from a recognized university.
- (ii) Postgraduate diploma in Radiation Protection from a recognized institution.
- (iii) Master of Science degree in radiophysics, biophysics, radiochemistry, health physics, medical physics, nuclear techniques, nuclear engineering, physical sciences with topics in atomic, radiation and nuclear sciences.
- (iv) Certificate in investigation and prosecution.
- (v) Management course lasting not less than four (4) weeks from a recognized institution.
- (vi) Such other equivalent qualifications as may be approved by the Permanent Secretary/Director of Personnel Management.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st September, 2003. On implementation, all serving officers will automatically become members of the Scheme.

10. **JOB AND APPOINTMENT SPECIFICATION**

I. RADIATION PROTECTION OFFICER II, JOB GROUP 'K'

(a) Duties and Responsibilities

This is the entry grade for the Radiation Protection Officer's cadre. Work at this level will entail investigation procedures as required under Cap. 80 of the Laws of Kenya; assisting in research projects in the field of radiation protection and/or nuclear science at recognized institutions and carry out radiation surveys at radiation facilities as required by the Radiation Protection Act, under supervision of a more experienced Radiation Protection Officer.

(b) Requirements for Appointment

For appointment to the grade of Radiation Protection Officer II, candidates must be in possession of a Bachelor of Science degree in either radiophysics, radiochemistry, biophysics, medical physics, health physics, physical sciences with topics in atomic, radiation and nuclear sciences or nuclear engineering from a recognized university.

II. RADIATION PROTECTION OFFICER I, JOB GROUP 'L'

(a) Duties and Responsibilities:

Duties and responsibilities at this level will include calibration and inspection of radiation devices or radioactive sources during transportation, installation, use or disposal so as to ensure compliance with the requirements of the Radiation Protection Act and any other supplementary legislation published under the Act such as the Radiation Protection Standards and Code of Practice for users of ionising radiations. The officer will also be expected to assist with research in radiation protection and nuclear safety either at fixed radiation facilities or in the environment.

(b) Requirements for Appointment

For appointment to the grade of Radiation Protection Officer I, an officer must have: -

- (i) served in the grade of Radiation Protection Officer II for at least three (3) years; and

- (ii) shown merit and ability as reflected in work performance and results.

III. SENIOR RADIATION PROTECTION OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Work at this level involves management of radiation health and safety measures of a radiation facility as defined in the Radiation Protection Act. Specifically, work entails evaluation of radiation survey results; enforcement of the Radiation Protection Act and Regulations made thereof; management of a section or department of the National Radiation Protection Laboratory; involvement in the development of nuclear instrumentation and preparation of charge sheets and prosecution of violators of Radiation Protection Act.

(b) Requirements for Appointment

For appointment to the grade of Senior Radiation Protection Officer, an officer must have:-

- (i) served in the grade of Radiation Protection Officer I for at least three (3) years;
- (ii) a certificate in investigation and prosecution;
- (iii) a Post-graduate diploma in Radiation Protection; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL RADIATION PROTECTION OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Work at this level involves coordination of radiation surveys for a group of radiation facilities in a District and/or environmental radiation monitoring. The officer shall be responsible for the development of radioactive waste management codes of practice in collaboration with the producers of disused radioactive material. He/she will also be responsible for the development of radiological emergency preparedness plans for users of radioactive materials and may be called upon to run the National

Radiation Protection Laboratory and or direct a relevant project or research on behalf and for the benefit of the competent authority in radiation protection matters.

(b) Requirements for Appointment

For appointment to the grade of Principal Radiation Protection Officer, an officer must: -

- (i) have served the grade of Senior Radiation Protection Officer for at least three (3) years;
- (ii) be well versed with both local and international guidelines for safe use of radiation sources;
- (iii) have attended a management course lasting not less than four (4) weeks from a recognized institution.

**V. DEPUTY CHIEF RADIATION PROTECTION OFFICER,
JOB GROUP 'P'**

(a) Duties and Responsibilities

Work at this level involves participation in the total management of radiation health and safety measures, including radiological emergency preparedness and response at District and/or Provincial levels. This includes the administration and management of all round resources; preparations for issuance of radiation licenses; induction of new officers; public education on radiation protection matters; research in the fields of public and medical exposure; offering consultancy services on behalf of the Radiation Protection Board to users of radiation facilities; development of general codes of practice and regulations for users of ionizing radiation; evaluation of charge sheets and initiate prosecution of offenders and any other duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Deputy Chief Radiation Protection Officer, an officer must have:-

- (i) served in the grade of Principal Radiation Protection Officers for at least three (3) years;

- (ii) Master of Science degree in either radiophysics, biophysics, radiochemistry, health physics, medical physics, nuclear techniques, nuclear engineering or physical sciences with topics in atomic, radiation and nuclear sciences; and
- (iii) shown merit and ability as reflected in work performance and results.

VI. SENIOR DEPUTY CHIEF RADIATION PROTECTION OFFICER, JOB GROUP 'Q'

(a) Duties and Responsibilities:

Work at this level involves participation in the total management of radiation health and safety measures including radiological emergency response at the national level. This includes management of national resources allocated to radiation protection work in consultation with the secretary to the Radiation Protection Board. The officer will be the head of the inspectorate arm of the Radiation Protection Board and prepare technical notes for use by the Radiation Protection Board for purposes of licensing radiation facilities and workers. The officer will also be the liaison person between the Radiation Protection Board and national affiliated bodies and will be responsible for the co-ordination of development of codes of practice and standards.

(b) Requirements for Appointment

For appointment to the grade of Senior Deputy Chief Radiation Protection Officer, an officer must: -

- (i) have served in the grade of Deputy Chief Radiation Protection Officer for at least three (3) years; and
- (ii) be well versed with both local and international legislation in radiation protection and nuclear safety and have practical knowledge and experience in safe handling and disposal of radioactive waste to specified standards.

VII. CHIEF RADIATION PROTECTION OFFICER, JOB GROUP 'R'

(a) Duties and Responsibilities

This is a statutory post as stipulated in section 13 of the Radiation Protection Act No. 20 of 1982. Duties and responsibilities are as

stipulated in the Act and in other Government directives. An officer at this level will be the head of radiation protection in Kenya and secretary/chief executive to the Radiation Protection Board. He/she will be responsible to the Permanent Secretary in the Ministry of Health, for administrative matters related to the Radiation Protection Inspectorate. The officer will be part of Kenya Government delegation to the International Atomic Energy Agency general conferences. He/she will also be the liaison person between the Radiation Protection Board and both regional and international radiation standardization centres and will also be involved in the development of laws and regulations for users of ionizing radiation.

(b) Requirements for Appointment

For appointment to grade of Chief Radiation Protection Officer, an officer must have: -

- (i) served in the grade of Senior Deputy Chief Radiation Protection Officer for at least three (3) years;
- (ii) be experienced in the formulation of radiation protection regulations and development of radiation protection standards; and
- (iii) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management in radiation protection and must be familiar with government regulations related to radiation protection.