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REPUBLIC OF KENYA

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*Revised Scheme of Service*  
*for*  
*Cultural Officers*

June, 2011

APPROVED BY THE PUBLIC SERVICE COMMISSION OF KENYA

AND

ISSUED BY MINISTRY OF STATE FOR PUBLIC SERVICE  
OFFICE OF THE PRIME MINISTER  
NAIROBI

## REVISED SCHEME OF SERVICE FOR CULTURAL OFFICERS

### 1. AIMS AND OBJECTIVES

- (i) To provide a clearly defined structure for career development and vertical mobility which will attract, motivate and facilitate retention of suitably qualified Cultural Officers in the Civil Service.
- (ii) To provide for clearly defined job descriptions with clear delineation of duties and responsibilities at all level in the career structure to enable culture personnel to understand the requirements and demands of their jobs.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of academic qualification, knowledge of the job, competence, 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, responsible for culture in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that they are confirmed in their appointment on successful completion of probation period.

#### (b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that officers acquire necessary qualifications prescribed in the Scheme. In addition, the Permanent Secretary will ensure that appropriate induction, mentoring 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



career structure. Officers should also be encouraged to undertake training privately for self development. However, in all matters of training, the Permanent Secretary administering the Scheme will consult with the Public Service Commission of Kenya.

### 3. THE CULTURAL FUNCTION

The cultural function entails the following:- developing policies and legislations to guide the culture sub-sector; mobilizing funds for the cultural development programmes; establishing and developing physical and institutional cultural infrastructure for cultural expressions of tangible and intangible cultural heritage; promoting Kiswahili, indigenous languages, and other languages in conjunction with stakeholders; safeguarding cultural heritage through research, documentation and dissemination; promoting local, regional and global integration and appreciation of cultural diversity; coordinating, managing, regulating and monitoring cultural exchange programmes; implementing regional, continental and international cultural agenda; empowering cultural practitioners for socio-economic development; promoting cultural values and practices in harmony with national goals and aspirations; partnering with stakeholders in promotion and development of cultural programmes; providing technical assistance to the public on cultural programmes; registering cultural practitioners for recognition, monitoring and planning purposes; promoting and developing Kenya's indigenous knowledge systems; liaising with relevant organizations on protection of cultural rights; promoting and developing creative cultural industries; recommending national heroes and heroines in the culture sector for awards and honours; and offering consultancy services on cultural matters.

### 4. GRADING STRUCTURE AND SCOPE

#### (a) Grading Structure

The Scheme of Service establishes nine (9) grades of Cultural Officers who will be designated and graded as follows:-

Designation	Job Group
Cultural Officer II	'J'
Cultural Officer I	'K'



Designation	Job Group
Senior Cultural Officer	'L'
Chief Cultural Officer	'M'
Principal Cultural Officer	'N'
Assistant Director of Culture	'P'
Senior Assistant Director of Culture	'Q'
Deputy Director of Culture	'R'
Director of Culture	'S'

(b) **Conversion to the new Grading Structure**

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

Present Designation	Job Group	New Designation	Job Group
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'	Principal Cultural Officer	'N'
Assistant Director of Culture	'P'	Assistant Director of Culture	'P'
-----	---	Senior Assistant Director of Culture	'Q'
Deputy Director of Culture	'Q'	Deputy Director of Culture	'R'
Director of Culture	'R'	Director of Culture	'S'



*Note: The grades of Cultural Officer II/II/Senior/Chief Job Groups 'J/K/L/M' will form a common establishment for the purpose of this Scheme.*

**(c) Serving Officers**

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

**5. PROVISION OF POSTS**

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure provided in the Scheme of Service must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission of Kenya.

**6. ENTRY INTO THE SCHEME OF SERVICE**

**(a) Direct Appointment**

Direct appointment will be made in the grades of Cultural II Job Group 'J'. In exceptional circumstances, however, direct appointment may be made in higher grades by the Public Service Commission on the recommendation of the Permanent Secretary in charge of Cultural services, provided the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

**(b) Incremental Credit**

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each complete year of approved experience provided that the

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 or promotion to a particular grade may be excluded.

## 7. ADVANCEMENT WITHIN THE SCHEME

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 which entitle an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) the 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 of Kenya.

## 8. RECOGNIZED QUALIFICATIONS

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

- (i) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution.
- (ii) Masters degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism, Regional Planning and Resource Development, Project Planning and Management, Development Studies, International Studies, Rural Economic and Extension Education or its equivalent from a recognized institution.



- (iii) Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution.
- (v) Certificate in computer applications.
- (vi) Such other qualifications as may be approved by the Public Service Commission of Kenya.

## 9. IMPLEMENTATION OF THE SCHEME

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

## 10. JOB AND APPOINTMENT SPECIFICATIONS

### I. CULTURAL OFFICER II, JOB GROUP 'J'

#### (a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: - participating in identification and registration of cultural practitioners; encouraging formation of associations and committees by cultural practitioners; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; and participating in cultural development activities and preparing periodic reports.

#### (b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution; and
- (ii) certificate in computer applications.

## **II. CULTURAL OFFICER I, JOB GROUP 'K'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - participating in identification and registration of cultural practitioners; encouraging formation of associations and committees by cultural practitioners; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; and educating the public on cultural rights.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Cultural Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) shown merit and ability as reflected in work performance and results.

## **III. SENIOR CULTURAL OFFICER, JOB GROUP 'L'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - identifying and verifying cultural practitioners for registration; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous



languages; disseminating cultural information to the community; initiating and participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; mobilizing cultural groups during public functions; and participating in identification of viable elements of intangible cultural heritage for inscription and safeguarding.

**(b) Requirement for Appointment**

- (i) served in the grade of Cultural Officer I or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) shown merit and ability as reflected in work performance and results.

**IV. CHIEF CULTURAL OFFICER JOB GROUP 'M'**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - endorsing registration forms for cultural practitioners; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; initiating and participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; mobilizing

cultural groups during public functions; participating in identification of viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programmes and preparing periodic reports; participating in the promotion of creative cultural industries; identifying persons to be recommended for awards and honours as national heroes and heroines; sensitizing communities to preserve and promote tangible and intangible cultural diversity; and participating in the empowerment of cultural practitioners.

**(b) Requirements for Appointment**

For appointment to the grade, an officer must have:-

- (i) served in the grade of Senior Cultural Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) certificate in computer applications; and
- (iv) shown merit and ability as reflected in work performance and results.

**V. PRINCIPAL CULTURAL OFFICER JOB GROUP 'N'**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - endorsing registration forms for cultural practitioners; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; initiating and participating in cultural development activities; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural



rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; and vetting cultural groups to participate during public functions.

In addition, duties and responsibilities will entail:- identifying and documenting viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programmes and preparing periodic reports; promoting creative cultural industries; recommending persons for awards and honours as national heroes and heroines; mobilizing resources to empower cultural practitioners; sensitizing communities to preserve and promote tangible and intangible cultural diversity; and identifying development partners and strengthening existing linkages with stakeholders for cultural development and posterity.

**(b) Requirements for Appointment**

For appointment to the grade, an officer must have:-

- (i) served in the grade of Chief Cultural Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) certificate in computer applications; and
- (v) shown outstanding professional competence and administrative ability as reflected in work performance and results.

## VI. ASSISTANT DIRECTOR OF CULTURE, JOB GROUP 'P'

### (a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - verifying and endorsing registration forms for cultural practitioners; ensuring that cultural practitioners form associations and committees for effective service delivery; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; initiating and participating in cultural development activities; coordinating community activities to preserve and promote tangible and intangible cultural diversity; educating the public on cultural rights; undertaking capacity building workshops, seminars, symposia, exhibitions, concerts, festivals, competitions, and research, meetings and disbursement of cultural grants; and preparing cultural groups to participate during national and international functions.

In addition, duties and responsibilities will entail: - documenting viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programmes and preparing periodic reports; ensuring the development of creative cultural industries; recommending persons for awards and honours as national heroes and heroines; mobilizing resources to empower cultural practitioners; identifying development partners and strengthening existing linkages with stakeholders for cultural development and posterity; writing cultural proposals for research and funding; establishing and managing the community cultural centre; and participating in cultural cooperation protocol meetings and organizing local, regional and international cultural exchange programmes.

### (b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Principal Cultural Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;



- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) certificate in computer applications; and
- (v) shown outstanding professional competence and administrative ability as reflected in work performance and results.

## VII. SENIOR ASSISTANT DIRECTOR OF CULTURE, JOB GROUP 'Q'

### (a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating community activities to preserve and promote tangible and intangible cultural diversity; ensuring that capacity building workshops, seminars, symposia, exhibitions, concerts, festivals, competitions, and research, meetings and disbursement of cultural grants are undertaken; verifying documentation of viable elements of intangible cultural heritage for inscription and safeguarding; monitoring the implementation of cultural programmes and preparing periodic reports; validating the list of the recommended persons for awards and honours as national heroes and heroines; mobilizing resources to empower cultural practitioners; liaising with development partners and strengthening existing linkages with stakeholders for cultural development and posterity; writing cultural proposals for research and funding; coordinating establishment and management of community cultural centres; preparing cultural cooperation agreements; participating in cultural cooperation protocol meetings and

organizing local, regional and international cultural exchange programmes; and offering consultancy services on cultural matters.

In addition, the officer will participate in development of departmental budget and strategic/work plans.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Director of Culture or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (v) certificate in computer applications; and
- (vi) demonstrated high degree of professional competence, administrative capabilities and initiative in the general organization and management of cultural development work.



## VIII. DEPUTY DIRECTOR OF CULTURE, JOB GROUP 'R'

### (a) Duties and Responsibilities

An officer at this level will be responsible for effective coordination of a Division and field activities. Specific duties and responsibilities will entail: coordinating the establishment of the National Council for Culture and Heritage, Endowment Fund for Cultural Practitioners and cultural committees; writing and reviewing proposals aimed at empowerment of cultural practitioners; ensuring implementation of programmes on the national policy on culture and heritage; identifying strategies for the promotion of Kiswahili, indigenous language and other languages; monitoring and evaluating cultural programmes and preparing periodic reports; coordinating the establishment and management of community cultural centres, art galleries and research institutes; liaising with stakeholders to forge partnership for involvement and participation in cultural programmes; ensuring that capacity building workshops, seminars, symposia, exhibitions, concerts, festivals, competitions, and research, meetings and disbursement of cultural grants are undertaken; verifying and validating documentation of viable elements of intangible cultural heritage for inscription and safeguarding; validating the list of the recommended persons for awards and honours as national heroes and heroines; preparing cultural cooperation agreements; participating in cultural cooperation protocol meetings and organizing local, regional and international cultural exchange programmes; and offering consultancy services on cultural matters.

In addition, the officer will be responsible for developing and implementing departmental budget and strategic/work plans; preparing the Department's performance appraisal systems and contracts; and deployment, training and development of staff in the department.

### (b) Requirements for Appointment

For appointment to this grade, an officer must have:-



- (i) served in the grade of Senior Assistant Director of Culture or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (v) certificate in computer applications; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to cultural function.

## **IX. DIRECTOR OF CULTURE, JOB GROUP 'S'**

### **(a) Duties and Responsibilities**

The Director of Culture will be answerable to the Permanent Secretary for the overall administrative and coordinative functions of the department. Duties and responsibilities will involve: - overseeing the formulation and implementation of cultural policies, strategies and programmes. Specific duties will entail:- implementation of bilateral and multilateral cultural matters; ensuring the establishment and management of community cultural centres, art galleries and research institutes; overseeing monitoring and evaluation of cultural programmes and submit periodic reports; spearheading the establishment of the National Council for Culture and Heritage, Endowment Fund for Cultural



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Practitioners and cultural committees; endorsing proposals to development partners aimed at empowerment of cultural practitioners; registering cultural practitioners; endorsing nomination documents of viable elements of intangible cultural heritage for inscription and safeguarding; recommending outstanding cultural personalities for awards and honours as national heroes and heroines; liaising with stakeholders in the preparation of cultural cooperation agreements, ratification and domestication of cultural conventions; initiating and participating in cultural cooperation protocol meetings and implementing local, regional and international cultural exchange programmes; being a board member of institutions related to cultural matters; participating in East African Community (EAC), African Union (AU), United Nations Educational, Scientific and Cultural Organization (UNESCO) meetings and other cultural meetings and implementing decisions related to culture; and offering consultancy services on cultural matters.

In addition, the Director will be responsible for: - implementing the Department's performance appraisal systems and contracts; overseeing the financial and assets management of the Department; instituting operational accountability; and overall supervision, control, discipline, recruitment, staff training and development.

#### (b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director of Culture; or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, Indigenous Languages or its equivalent from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative

- Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
  - (v) certificate in computer applications; and
  - (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to cultural function.