



REPUBLIC OF KENYA

'DRAFT'

Scheme of Service For Social Welfare Personnel

April, 2006

ISSUED BY THE PERMANENT SECRETARY/DIRECTOR OF PERSONNEL MANAGEMENT
OFFICE OF THE PRESIDENT

DRAFT SCHEME OF SERVICE FOR SOCIAL WELFARE PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified Social Welfare Personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineations of duties and responsibilities at all levels within the career structure to enable each officer understand the requirements and demands of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, 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, Office of the Vice President and Ministry of Home Affairs 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 the provisions of the Scheme 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 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 training matters, the Permanent Secretary administering the Scheme will consult the Permanent Secretary/Director of Personnel Management.

3. THE SOCIAL WELFARE FUNCTION

The Social Welfare function entails the promotion and management of social welfare programmes in prison that enhance and encourage inmates' self esteem, respect and reliance. The function further involves preparation of inmates for positive change through rehabilitation, dissemination of knowledge, and training in skills and attitudes that motivate them to participate in nation building as law abiding citizens.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

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

Designation

Job Group

Social Welfare Officer III	
Social Welfare Officer II	
Social Welfare Officer I	
Senior Social Welfare Officer	
Chief Social Welfare Officer	
Deputy Principal Social Welfare Officer	
Senior Deputy Principal Social Welfare Officer	
Principal Social Welfare Officer	

'H'	Superior upst I
'J'	
'K'	
'L'	
	graduates

Note: The grades of Social Welfare Officer III/II, Job Groups H/J for Diploma holders and Social Welfare Officer II/I Job Group J/K for graduates will form a common establishment for the purpose of this scheme.

(b) Serving Officers

Serving officers will adopt as appropriate to the grading and designations provided in the Scheme of Service though they may not

be in possession of the requisite minimum qualifications and/or experience prescribed in the Scheme of Service for the grades. However, for advancement to higher grades, all officers must possess the prescribed minimum qualifications and/or experience stipulated in the Scheme of Service.

5. PROVISION OF POSTS

~~A Scheme of Service does not constitute authority for creation of posts. Any additional post(s) required under the new grading structure~~ provided in the Scheme of Service must be included in the Ministry's establishment proposal for consideration and approval by the Permanent Secretary/Director of Personnel Management in the normal manner.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will be made in the grades of Social Welfare Officer III, Job Group 'H' and Social Welfare Officer II, Job Group 'J' provided that the candidate is in possession of the minimum basic qualification stipulated for the grade. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission on the recommendation of the Permanent Secretary administering the Scheme, 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 credit(s) for approved experience acquired after obtaining the requisite minimum qualifications for the grade will be awarded at the rate of one increment for each completed year of approved experience provided 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 will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for appointment or 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) 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.

8. RECOGNIZED QUALIFICATIONS

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its recognized equivalent qualifications.
- (ii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Counselling, Mental Health or other equivalent qualification from a recognized Institution.
- (iii) Bachelor of Arts Degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following disciplines: Sociology, Social work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.

- (v) Management Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Such other equivalent qualification(s) as may be approved by the Permanent Secretary/Director of Personnel Management.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

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

10. JOB AND APPOINTMENT SPECIFICATIONS

I. SOCIAL WELFARE OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibility

This will be the entry grade for Diploma Holders. At this level, an officer will be deployed in either a Borstal Institution, a Youth Corrective Training Centre or in a small Prison. Duties and responsibilities will involve taking statistics on matters pertaining to prisoners' welfare services; individual counseling of prisoners. The officer will also be involved in mobilizing prison staff and inmates on awareness of pandemic diseases.

(b) Requirements for Appointment

Direct Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification.
- (ii) Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.

(iii) *Welfare course*

II. SOCIAL WELFARE OFFICER II, JOB GROUP 'J'

(a) Duties and responsibilities

An officer at this level will assist in taking charge of social welfare duties in a Borstal Institution, a Youth Corrective Training Centre or a Small Prison. Specific duties will entail counseling, discharge boards, hobbies and handicraft scheme; act as a link between the inmates and their relatives or handling social problems in Penal Institutions.

(b) Requirements for Appointment

Direct appointment

For direct appointment to this grade, a candidate must have a Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution.

Promotion

For appointment to this grade, an officer must have;

- (i) served in the grade of Social Welfare Officer III for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

(iii) 

III. SOCIAL WELFARE OFFICER 1, JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level may be required to take charge of Social Welfare duties in either a Borstal Institution, a Youth Corrective

Training Centre or a small Prison. Specifically the officer will convene reception boards and make follow up; organize trade test registration, adult literary classes, recreational and sports activities. In addition, the officer will evaluate monthly reports and supervise staff and trainees working under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Social Welfare Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown outstanding competence, ability and initiative in work performance and results.

IV. SENIOR SOCIAL WELFARE OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be expected to take charge of welfare programmes relating to inmates and staff in a medium district prison. Duties will include convening reception boards regularly; arranging for booking Trade Test; participating in the drawing of an appropriate social sciences curriculum and actively lecturing on the same; directing and controlling social welfare staff in their work.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Social Welfare Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) demonstrated competence, ability and initiative in work performance and results.

(a) Post a TOT course

V. CHIEF SOCIAL WELFARE OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

important
social
recording
An officer at this level will be deployed in a major district prison. Duties include; convening reception boards regularly, giving technical advice, planning and coordinating social welfare programmes related to vocational training, hobbies and handicrafts, adult literacy and nursery school programmes; staff training; liaison with Non Governmental Organizations at district level regarding donations and formulation of Social Welfare policy.

a major court case - when opened up.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Demonstrated competence, ability and initiative in work performance and results.

VI. DEPUTY PRINCIPAL SOCIAL WELFARE OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

a deputy principal social welfare officer
here - at the late
A Deputy Principal Social Welfare Officer may be deployed at a Provincial Command Prison or Prison's Headquarters and will be responsible for the efficient management and administration of social welfare programmes. The Officer will be expected to be fully conversant with the Government policy on rehabilitation and treatment of inmates in Penal Institutions; giving technical advice; ensuring implementation of policies on social welfare programmes in prisons and communities; liaising with Non-Governmental

Organizations regarding donations and social welfare policy formulation. The officer will also co-ordinate and participate in social services programmes; be involved in formal and informal teaching of Social Welfare Officers in the latest developments in their area of specialization; and facilitate courses relevant to the needs of Social Welfare Officers.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Chief Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) be fully conversant with Government Policy on rehabilitation and treatment of offenders in the penal institutions in accordance with Prisons Act (Cap. 90) Mental Health Act (Cap. 248) and Borstal Institutions Act (Cap.92);
- (iii) have attended a management course lasting not less than four (4) weeks; and
- (iv) have demonstrated proven competence, ability and initiative in work performance and results.

at least
not less
Spent at least a degree?

VIII.

SENIOR DEPUTY PRINCIPAL SOCIAL WELFARE OFFICER, JOB GROUP 'P'

(a) Duties and Responsibilities

A Senior Deputy Principal Social Welfare Officer will be stationed at Prisons headquarters. An officer at this level will assist the Principal Social Welfare Officer in the formulation, implementation, coordination and supervision of Social Welfare Programmes. Specific responsibilities will entail co-ordination of both Government and Non-Governmental Organizations involved in Social Welfare work and delivery of welfare care services; coordinate policy as well as management of any donor funded support; procurement and distribution of education/medical and recreational materials and equipment. In addition, the officer will assist in coordination of general administrative duties; drawing up budget for the division; and dealing with human resource matters in the division.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Deputy Principal Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) have ^a Degree in any of the following disciplines; Social work, Sociology, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iii) be fully conversant with the Government policy on Social Welfare and rehabilitation; and
- (iv) have demonstrate high degree of professional competence and administrative capability.

VIII. PRINCIPAL SOCIAL WELFARE OFFICER – JOB GROUP 'Q'

(a) Duties and Responsibilities

A Principal Social Welfare Officer will be the head of the division and will answerable to the Commissioner of Prisons. Duties and responsibilities will include assisting the Commissioner of Prisons in policy implementation on matters related to rehabilitation programmes; co-ordinating the formulation, development and implementation of Social Welfare policies as well as management of any donor funded support for the division; and co-ordinate staff development programmes in the division and prisoners' welfare matters in the whole country.

(b) Requirements for Appointment

For appointment to this grade an officer must:-

- (i) have served in the grade of Senior Deputy Principal Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) have Masters degree in any of the following disciplines; Sociology, Social work, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iii) be fully conversant with the Government policy on Social Welfare and rehabilitation; and
- (iv) have demonstrated administrative ability and professional competence as reflected in work performance and results.

*a master of his level
will be ideal.*