



REPUBLIC OF KENYA

Revised Scheme of Service

for

Library Assistants and Librarians

March, 2016

APPROVED BY THE PUBLIC SERVICE COMMISSION

ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT
MINISTRY OF DEVOLUTION AND PLANNING

**Revised Scheme of Service
for
Library Assistants and Librarians**

March, 2016

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

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Date: **10th December, 2015**

The Principal Secretary
Ministry of Sports, Culture and Arts
NAIROBI.

REVISED SCHEME OF SERVICE FOR LIBRARY ASSISTANTS AND LIBRARIANS

I am pleased to inform you that the Revised Scheme of Service for Library Assistants and Librarians which forms an appendix to this letter has been finalized and is ready for implementation with effect from 4th November, 2015.

The Revised Scheme of Service establishes establishes six (6) grades of Library Assistants and eight (8) grades of Librarians. It also 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 recruitment, deployment, retention and general development of Library Assistants and Librarians.

Please take the necessary action and ensure that the provisions of the Scheme of Service are brought to the attention of all officers concerned.

A handwritten signature in black ink, appearing to read 'G. A. Otieno'.

G. A. Otieno (Mrs), MBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to: The Secretary
Public Service Commission
NAIROBI.

REVISED SCHEME OF SERVICE FOR LIBRARY ASSISTANTS AND LIBRARIANS

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified library personnel in the Public Service.
- (ii) To provide for well defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure which will ensure proper deployment and utilization of officers and to enable each officer understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, experience, 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 Cabinet Secretary, Ministry of Sports, Culture and the Arts in conjunction with the Public Service Commission. In administering the Scheme, the Principal Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that the Library Assistants and Librarians are confirmed in appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Cabinet Secretary will ensure that officers acquire necessary qualifications prescribed in the Scheme. In addition, the Principal Secretary will ensure that appropriate induction, coaching and mentoring; training opportunities and facilities are provided to assist serving officers. This will enable the officers acquire the

necessary additional qualifications, specialization and experience for both efficient and effective performance of their duties and advancement within the career structure. The Library Assistants and Librarians should also be encouraged to undertake training privately for self development. However, in all matters of training, the Principal Secretary administering the Scheme will consult with the Public Service Commission.

3. THE LIBRARY SERVICES FUNCTION

The library services function involves:- Development, implementation, coordination and management of library information programmes and services.

Specifically, the function entails:- formulation, development, interpretation, implementation, review, monitoring and evaluation of library service policies and legislation; development of guidelines, norms and standards to guide library and information services in the Public Service; collection, processing, management, storage, repackaging, retrieval, dissemination, preservation and conservation of information resources; compilation and maintenance of a union catalogue of publications, databases and websites; and establishment and management of libraries in Ministries/Departments. In addition, the Function entails:- to ensure safe custody of library resources and facilities; to undertake research and consultancy in library services; and to collaborate and network with stakeholders in the promotion and marketing of library services.

4. GRADING STRUCTURE AND SCOPE

(a) The Grading Structure

The Scheme of Service establishes six (6) grades of Library Assistants and eight (8) grades of Librarians who will be designated and graded as follows:

LIBRARY ASSISTANTS

APPENDIX 'A'

Designation	Job Group
Library Assistant III	'H'
Library Assistant II	'J'

