

REPUBLIC OF KENYA



*Scheme of Service*  
*for*  
*Community Health Services*  
*Personnel*

November, 2013

APPROVED BY THE PUBLIC SERVICE COMMISSION  
AND  
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

*Scheme of Service*  
*for*  
*Community Health Services*  
*Personnel*

November, 2013

REPUBLIC OF KENYA



THE PRESIDENCY  
MINISTRY OF DEVOLUTION AND PLANNING

Telegraphic address: "Personnel",  
Nairobi  
Telephone: Nairobi 222 7411  
Fax: 243620  
When Replying please quote

Directorate of Public Service Management  
P.O. BOX 30050 - 00100  
NAIROBI.

Ref. No. MDP/DPSM/HRM/4/1(42)

Date: 15<sup>th</sup> January, 2014

**The Principal Secretary**  
Ministry of Health  
**NAIROBI**

**SCHEME OF SERVICE FOR COMMUNITY HEALTH SERVICES PERSONNEL**

I am pleased to inform you that the Scheme of Service for Community Health Services Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 28<sup>th</sup> November, 2013.

The Scheme establishes four (4) grades of Community Health Assistants, six (6) grades of Assistant Community Health Officers and eight (8) grades of Community Health 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 Community Health Services Personnel.

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 'J. Nkoroi'.

**Juster Nkoroi, EBS**  
**PRINCIPAL ADMINISTRATIVE SECRETARY**

Copy to. **The Secretary**  
Public Service Commission of Kenya  
**NAIROBI**



## **SCHEME OF SERVICE FOR COMMUNITY HEALTH SERVICES PERSONNEL**

### **1. AIMS AND OBJECTIVES**

- (i) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified Community Health Services Personnel 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 which will ensure proper deployment and utilization of Community Health Services Personnel and to enable them 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, 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 Principal Secretary responsible for the Community Health Services Function in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Principal Secretary will ensure that its provisions 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. However, in order to maintain standards in the profession, the provisions of the scheme may be applied by the County Governments as appropriate.

#### **(b) Training Scope**

In administering the Scheme, the Principal Secretary will ensure that officers acquire necessary qualifications prescribed in the Scheme. In addition, the Principal Secretary will ensure that all new entrants into the Scheme undergo appropriate induction, coaching and mentoring. Also that 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 Principal Secretary administering the Scheme will consult with the Public Service Commission of Kenya.

### 3. **COMMUNITY HEALTH SERVICES FUNCTION**

The Community Health Services function entails: sensitizing communities for uptake of quality health services; managing common ailments and minor injuries at community level; tracing defaulters to ensure compliance with health interventions such as immunization, tuberculosis treatment, malaria control, antiretrovirals, malnutrition, antenatal care; conducting community health diagnosis and recommending suitable interventions; referring health cases to appropriate health facilities; and coordinating community health activities, workers and committees.

Further the functions entails: monitoring, evaluating and preparing community health reports; facilitating planning activities at community level; mobilizing the community and other stakeholders; advocating and mobilizing resources for community health activities; and facilitating, training and developing community health volunteers/workers and members of community health committees.

### 4. **GRADING STRUCTURE AND SCOPE**

#### (a) **The Grading Structure**

The Scheme of Service establishes four (4) grades of Community Health Assistants, six (6) grades of Assistant Community Health Officers and eight (8) grades of Community Health Officers who will be designated and graded as follows:-

#### **COMMUNITY HEALTH ASSISTANTS**

#### **APPENDIX 'A'**

<b>New Designation</b>	<b>Job Group</b>
Community Health Assistant III	'G'
Community Health Assistant II	'H'
Community Health Assistant I	'J'
Senior Community Health Assistant	'K'

#### **ASSISTANT COMMUNITY HEALTH OFFICERS APPENDIX 'B'**

<b>New Designation</b>	<b>Job Group</b>
Assistant Community Health Officer III	'H'
Assistant Community Health Officer II	'J'
Assistant Community Health Officer I	'K'
Senior Assistant Community Health Officer	'L'
Chief Assistant Community Health Officer	'M'
Principal Assistant Community Health Officer	'N'



**COMMUNITY HEALTH OFFICERS****APPENDIX 'C'**

<b>New Designation</b>	<b>Job Group</b>
Community Health Officer II	'J'
Community Health Officer I	'K'
Senior Community Health Officer	'L'
Chief Community Health Officer	'M'
Principal Community Health Officer	'N'
Assistant Director, Community Health Services	'P'
Senior Assistant Director, Community Health Services	'Q'
Deputy Director, Community Health Services	'R'

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

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

**COMMUNITY HEALTH ASSISTANTS****APPENDIX 'A'**

<b>Present Designation</b>	<b>Job Group</b>	<b>New Designation</b>	<b>Job Group</b>
Community Health Extension Workers	G	Community Health Assistant III	'G'
.....		Community Health Assistant II	'H'
.....		Community Health Assistant I	'J'
.....		Senior Community Health Assistant	'K'

**Note:**

- (i) *The grades of Community Health Assistant III/II/I/Senior, Job Groups, 'G/H/J/K', Assistant Community Health Officer III/II/I/Senior, Job Groups, 'H/J/K/L' and Community Health Officer II/I/Senior/Chief, Job Groups 'J/K/L/M' will form a common establishment for the purpose of this scheme of service.*
- (ii) *Serving officers deployed in the Division may convert appropriately to the new grading structure and designations.*

**(c) Serving Officers**

Serving Officers will adopt and convert as appropriate to the new grading structure and designations provided in the revised Scheme of Service though they may not be in possession of the minimum qualifications and/or experience stipulated in the Scheme of Service. However, for advancement to higher

grades, all candidates must possess the prescribed minimum qualifications and/or experience required for appointment to the next 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 must be included in the 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 normally be made in the grades of Community Health Assistant III, Job Group 'G', Assistant Community Health Officer III, Job Group 'H' and Community Health Officer II, Job Group 'J'. In exceptional circumstances however, direct appointment may be made beyond these grades by the Public Service Commission of Kenya on the recommendation of the Principal Secretary responsible for Community Health Services Function provided that the candidate is in possession of the prescribed minimum qualification(s) and experience required for appointment to the grade.

**(b) Incremental Credit**

Incremental credit(s) for approved experience acquired after obtaining prescribed minimum qualifications may be awarded at the rate of one increment for each completed year of approved experience provided the maximum scale is not exceeded. In awarding incremental credit(s), any period of service 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, 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) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission of Kenya.



## 8. RECOGNIZED QUALIFICATIONS

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

- (i) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work, Community Development or its equivalent qualification from a recognized institution.
- (ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development, Health Promotion and Education or its equivalent qualification from a recognized institution.
- (iii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion, Population and Health or its equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health, Epidemiology or its equivalent qualification from a recognized institution.
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in Computer Application Skills from a recognized institution.
- (x) Such other qualifications as may be adjudged to be equivalent by the Public Service Commission of Kenya.



## **9. IMPLEMENTATION OF THE SCHEME OF SERVICE**

The Scheme of Service will become operational with effect from 28<sup>th</sup> November, 2013. On implementation, all serving officers will automatically become members of the Scheme.

## **10. JOB AND APPOINTMENT SPECIFICATIONS**

### **COMMUNITY HEALTH ASSISTANTS**

### **APPENDIX 'A'**

#### **I. COMMUNITY HEALTH ASSISTANT III, JOB GROUP 'G'**

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

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include: visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; identifying common ailments and minor injuries at community level; collecting health data at household level for analysis; distribution of Information Education Communication materials, mosquito nets and other commodities to households; identifying defaulters of health interventions and other health cases and referring them to health facilities; and maintaining and updating health data using health registers.

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

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

- (i) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

#### **II. COMMUNITY HEALTH ASSISTANT II, JOB GROUP 'H'**

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

An officer at this level will provide Community Health Services where specific duties and responsibilities will include: collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level for appropriate action; identifying and referring health cases to

appropriate health facilities; visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health interventions and referring them to appropriate health facilities; and convening and coordinating monthly community meetings and action days.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have;

- (i) served in the grade of Community Health Assistant III for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and result.

**III. COMMUNITY HEALTH ASSISTANT I, JOB GROUP J'**

**(a) Duties and Responsibilities:**

An officer at this level will to provide Community Health Services where specific duties and responsibilities will include: identifying common ailments and minor injuries at community level; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from households for analysis; visiting homes to determine health situations and dialogue with household; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to health facilities; convening meetings and action days in collaboration with Community Health Committees and other stakeholders; managing community health resource centres; and requisitioning refills for the community health workers kits.

**(b) Requirements for Appointment**

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



- (i) served in the grade of Community Health Assistant II for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and result.

#### **IV. SENIOR COMMUNITY HEALTH ASSISTANT, JOB GROUP 'K'**

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

An officer at this level will provide Community Health Extension Services where specific duties and responsibilities will include: coordinating community health activities; collating health data from households for analysis; transmitting data to the Health Management Information Systems; sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions; planning and coordinating community health meetings in collaboration with other stakeholders in the health sector; identifying and taking appropriate action for common ailments and minor injuries; collecting data during community diagnosis; managing community health resource centres; and training Community Health Committees on community health issues.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Community Health Assistant I for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

**I. ASSISTANT COMMUNITY HEALTH OFFICER III, JOB GROUP 'H'****(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include: collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level; identifying and referring health cases to appropriate health facilities; visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health interventions and referring them to the appropriate health facilities; managing community health resource centres; and convening and coordinating monthly community meetings and action days.

**(b) Requirements for Appointment**

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

- (i) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution; and
- (ii) Certificate in Computer Applications Skills from a recognized institution.

**II. ASSISTANT COMMUNITY HEALTH OFFICER II, JOB GROUP 'J'****(a) Duties and Responsibilities**

An officer at this level will provide Community Health Services where specific duties and responsibilities will include: identifying common ailments and minor injuries at community level for appropriate action; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from household level for analysis; visiting homes to determine health situations and holding dialogue with household; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to appropriate health facilities; convening meetings and action days in collaboration with Community Health Committees and other stakeholders; managing community health resource centres; and requisitioning refills for the Community Health Workers kits.



**(b) Requirements for Appointment**

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

- (i) served in the grade of Assistant Community Health Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

**III. ASSISTANT COMMUNITY HEALTH OFFICER I, JOB GROUP 'K'**

**(a) Duties and Responsibilities**

An officer at this level will provide Community Health Services where specific duties and responsibilities will include: coordinating community health activities; collating health data from households for analysis; sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions; planning and coordinating community health meetings in liaison with other stakeholders in the health sector; identifying and taking action for common ailments and minor injuries; collecting data during community diagnosis; conducting community psychosocial counseling; and training Community Health Workers and Community Health Committees on community health issues.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Assistant Community Health Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community

Development or Health Promotion and Education from a recognized institution;

- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'L'**

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

Duties and responsibilities will include: sensitizing communities on available health services and emerging issues; analyzing and interpreting health data from community units; issuing and maintaining inventory of Community Health Workers' kits; recommending appropriate action for identified defaulters of health interventions and providing support; maintaining health intervention defaulter register for follow-up; monitoring and documenting completion of health referral cases; compiling community health reports; and monitoring and evaluating community health activities.

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

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

- (i) served in the grade of Assistant Community Health Officer I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.



**V. CHIEF ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'M'**

**(a) Duties and Responsibilities**

Duties and responsibilities will include: analyzing and interpreting health data from community units; submitting community health reports; validating community health services data in Sub-County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; sensitizing communities on available health services and emerging issues; monitoring and evaluating community health activities; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Assistant Community Health Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer Applications Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

**VI. PRINCIPAL ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'N'**

**(a) Duties and Responsibilities**

Duties and responsibilities will include: analyzing and interpreting health data from community units and generating community health reports; validating community health services data in Sub County (District) Health Information Systems; conducting community health diagnosis and research; conducting

functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; monitoring and evaluating community health activities; sensitizing communities on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring of staff.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Chief Assistant Community Health Officer for a minimum period of three (3) years;
- (iii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Applications Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.



**I. COMMUNITY HEALTH OFFICER II, JOB GROUP 'J'****(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include: identifying common ailments and minor injuries at the community level for appropriate action; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from household level for analysis; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to appropriate health facilities; convening meetings for dialogue and action days in collaboration with other stakeholders; and requisitioning refills for the community health workers kits.

**(b) Requirements for Appointment**

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

- (i) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

**II. COMMUNITY HEALTH OFFICER I, JOB GROUP 'K'****(a) Duties and Responsibilities**

An officer at this level will provide Community Health Services where specific duties and responsibilities will include: coordinating community health activities; collating health data collected from households; sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions; planning and coordinating meetings in collaboration with other stakeholders in the health sector; identifying and taking action for common ailments and minor injuries; collecting data during community diagnosis; and training Community Health Committees on community health issues.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Community Health Officer II for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

**III. SENIOR COMMUNITY HEALTH OFFICER, JOB GROUP 'L'**

**(a) Duties and Responsibilities**

Duties and responsibilities will include: sensitizing committees on available health services and emerging issues; analyzing and interpreting health data from community units; issuing and maintaining inventory of Community Health Workers kits; recommending appropriate action for identified defaulters of health interventions and providing necessary support; maintaining a health intervention defaulter register for follow-up; monitoring and documenting completion of health referral cases; compiling community health reports; and monitoring and evaluating community health activities.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Community Health Officer I for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;



(iii) Certificate in Computer Application Skills from a recognized institution; and

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

## **VI. CHIEF COMMUNITY HEALTH OFFICER, JOB GROUP 'M'**

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

Duties and responsibilities at this level will include: analyzing and interpreting health data from community units; submitting community health reports; validating community health services data in Sub County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; sensitizing committees on available health services and emerging issues; monitoring and evaluating community health activities; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff.

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

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

(i) served in the grade of Senior Community Health Officer for a minimum period of three (3) years;

(ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;

(iii) Certificate in Computer Application Skills from a recognized institution; and

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

## **V. PRINCIPAL COMMUNITY HEALTH OFFICER, JOB GROUP 'N'**

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

Duties and responsibilities at this level will include: analyzing and interpreting health data from community units and generating community health reports; validating community health services data in Sub County (District) Health

Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; monitoring and evaluating community health activities; sensitizing committees on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Chief Community Health Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;  
and
- (v) shown merit and ability as reflected in work performance and results.

**VI. ASSISTANT DIRECTOR, COMMUNITY HEALTH, JOB GROUP 'P'**

**(a) Duties and Responsibilities**

Duties and responsibilities will include:- overseeing implementation of community health activities; initiating formulation of community health policies, strategies, guidelines and linkages; preparing proposals for resource mobilization; mapping potential partners, stakeholders and forging linkages; coordinating target setting and work planning for community health activities; interpreting community health reports and recommending suitable interventions; coordinating development of community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; coordinating designing and developing of Information Education Communication materials for community health services; promoting integration



and use of modern information technology in community health; and coordinating capacity building.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Principal Community Health Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health or Epidemiology from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

**VII. SENIOR ASSISTANT DIRECTOR, COMMUNITY HEALTH, JOB GROUP 'Q'**

**(a) Duties and Responsibilities**

Duties and responsibilities will include: facilitating implementation of community health activities; initiating the formulation and review of community health policies, strategies, guidelines; monitoring and evaluating implementation of community health policies and programmes; developing strategies for resource mobilization for community health services; mapping potential partners, stakeholders and forging linkages to support community health; overseeing target setting and performance contracting for community health activities; promoting integration and use of modern information technology in community health; developing quality assurance strategies and standards; overseeing capacity building; developing and reviewing

communication strategy; developing and reviewing the community health monitoring and evaluation framework.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director, Community Health for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health or Epidemiology from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results;

**VIII. DEPUTY DIRECTOR, COMMUNITY HEALTH, JOB GROUP 'R'**

**(a) Duties and Responsibilities**

An officer at this level will head the Community Health Function and will be responsible to the Principal Secretary for the overall coordination of all community health activities. Duties and responsibilities will include: formulating, implementing, interpreting and reviewing community health policies, strategies, programmes and guidelines; promoting collaboration and linkages with partners and stakeholders; formulating and reviewing national research agenda for community health; mobilizing resources for implementation of community health services; planning, budgeting and ensuring compliance with set budgetary guidelines; instituting operational accountability, discipline, capacity building and performance management in the function.



**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director, Community Health for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health or Epidemiology from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution;
- (vi) demonstrated high professional competence and managerial capability for effective planning, direction control and coordination of Community Health Extension Services; and
- (vii) thorough understanding of national goals, policies and objectives and ability to relate them to the Community Health Extension Services.