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**MINISTRY OF LABOUR
ANNUAL REPORT
1968**

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**MINISTRY OF LABOUR
ANNUAL REPORT
1968**

KENYA NATIONAL ASSEMBLY

Accession: 10013232

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PART I—LABOUR DEPARTMENT

SECTION I—EMPLOYMENT

The Working Population

In Kenya today, it is not possible to give an accurate figure of the total labour force as the only available population figures are those derived from projections of the 1962 census. The figures given below in Table 1:1 for the total labour force have been arrived at on the basis of an estimate that the total labour force is equal to 95 per cent of all males in the age group 15-54 years plus 50 per cent of all females in the same age group.

TABLE 1.1—TOTAL LABOUR SUPPLY 1968

	<i>Females age 15-54</i>	<i>Males age 15-54</i>
	2,534.6	2,378.6
	1,267.3	2,259.7
TOTAL Females, Males	3,527.0	

2. The number of persons reported in employment by industries is given below in Table 2.1 which indicates an increase of 1.3 per cent over 1967 figures. Table 2.2 contains the distribution of firms by industry and the size of labour force employed.

TABLE 2.1—REPORTED EMPLOYMENT BY MAJOR SECTOR 1966-68

	1966	1967	1968	Per cent Change 1967-1968
Agriculture and Forestry	188.1	172.7	173.0	+0.2
Private Commerce and Industry	197.8	215.9	213.8	-1.0
Public Sector	200.4	212.1	221.9	+4.6
TOTAL	586.3	600.6	608.7	+1.3

TABLE 2.2—DISTRIBUTION OF FIRMS BY INDUSTRY AND SIZE OF LABOUR FORCE 1968

INDUSTRY	DISTRIBUTION OF FIRMS BY SIZE OF LABOUR FORCE										Total
	NUMBER OF FIRMS BY SIZE GROUP										
	0-4	5-9	10-14	15-19	20-49	50-99	100-499	500-999	1,000 and over		
Agriculture, Forestry and Fishing	170	238	213	149	557	399	296	39	11	2,072	
Mining and Quarrying	6	5	8	5	15	12	6	—	—	57	
Manufacturing and Repairing	772	352	138	100	257	119	146	12	5	1,901	
Building and Construction	77	50	39	33	94	53	62	5	3	416	
Electricity and Water	16	5	4	7	9	6	7	—	1	55	
Commerce	2,600	800	284	161	284	77	56	2	—	4,264	
Transport and Communication	141	194	82	43	103	48	64	7	6	688	
Services	2,198	859	405	261	658	287	272	24	16	4,980	
TOTAL	5,980	2,503	1,173	759	1,977	1,001	909	89	42	14,433	

3. The small increase in employment in private agriculture and forestry should not be seen as alarming because the majority of large-scale farms have been transferred to smallholder settlement schemes where, as indicated in Table 4.1 below, employment is on the increase. The decline in employment in commerce and industry is probably as a result of the "exodus" of Asians and Europeans as a result of the introduction of the more strict work permit system at the beginning of the year which is considered to have had temporary consequences on employment in the private sector particularly in urban areas.

4. The majority of people in the country are employed in agriculture either as wage and salaried workers or as self-employed and family workers. Details of such workers in respect of large farms, smallholdings and settlement schemes can be seen in Table 4.1 below. "Other employment" is largely in small co-operative societies. Data for large farms were obtained from the annual enumeration of employees during these years, whereas data for smallholdings were obtained from a survey of smallholdings and for settlement schemes from the numbers of families on these schemes times 1.5 to give man-year equivalent. This clearly indicates the importance of agriculture as a source of employment.

TABLE 4.1—AGRICULTURAL EMPLOYMENT ('000)

	1967	1968
Large Farms	251.7	255.9
Smallholdings	1,081.3	1,733.4
Settlement Schemes	66.0	69.0
Others	10.6	7.2
TOTAL	2,009.6	2,065.5

5. In general, the supply of labour particularly of the skilled group greatly exceeded the demand. This is progressively becoming worse as a result of the apparent "exodus" of both primary and secondary school-leavers from the rural to urban areas. There was, however, a shortage of certain categories of workers particularly the skilled artisans and qualified secretaries who could not be easily found to replace the non-citizens who left during the early part of the year.

The Employment Service

6. The number of work-seekers registered at the exchanges rose sharply during the year as indicated below. The increase was attributable to the large influx of school-leavers, mainly K.P.E. leavers who were not in great demand. In most cases they had to seek employment as manual labour through employment offices where the demand was mainly for casual employment. It is significant to note that during the year, job-seekers of Secondary School education and above were being registered by the Kenyanization of Personnel Bureau rather than at the Labour Exchanges as previously.

Table 6-1

	Notified Vacancies		Applicants		Placings	
	1967	1968	1967	1968	1967	1968
Professional and Technical Workers	63	15	61	30	8	5
Administrative and Managerial Workers	28	10	51	8	2	1
Clerical Workers	955	1,005	5,378	5,642	644	694
Sales Workers	43	80	557	619	32	70
Farming, Forestry and Related Workers	1,655	1,417	2,487	2,243	912	936
Miners and Quarrymen	145	238	291	158	116	90
Transport and Communication Workers	505	756	3,469	3,250	475	498
Craftsmen and Production Workers	2,457	2,439	5,046	5,274	1,663	2,085
Domestic and Other Services	2,740	2,485	9,901	10,000	2,447	2,139
Unskilled Workers	9,314	10,889	34,521	42,520	7,346	6,118
Miscellaneous Workers	305	592	603	1,352	197	618
TOTAL	18,210	19,926	62,365	71,096	13,842	13,254

Employment of Women, Young Persons and Children

7. After a drop in the number of women and children in employment during 1967, the upward trend for the previous years was resumed in 1968 when the figures rose to 82,200. This rise is attributable to the improvement in the fight against Coffee Berry disease which had badly affected the coffee industry. Besides the agricultural industry, employment of women and children also increased in catering and domestic sectors.

Dock Labour

8. The Administration of Railways and Harbours were in the process of being separated during the year in compliance with the East African Treaty. The Harbours will be administered by the Harbours Corporation with its Head Office in Dar es Salaam and the Railways by the Railways Corporation with Headquarters in Nairobi.

9. There was little change in the amount of dock labour employed as compared to the previous year, that is about 10,000 workers of all grades. The new Dock-workers Union Headquarters Building built at a cost of £35,000 was opened by Hon. P. Ngei, M.P., the Minister for Housing, during the year.

10. There was a slight congestion at the docks at the middle of the year which was easily settled. At first it was believed to be as a result of the dockers' refusal to do overtime, but it was later realized that the main causes were the effect of the Suez Canal closure coupled by the sudden rains at the time.

SECTION 2. WAGES AND HOURS OF WORKING

11. Collective bargaining between the two sides of the industry continued during the year whereby the following agreements were reached voluntarily in various industries as indicated below:—

Domestic and Hotel Workers Union	5
Kenya Union of Commercial Food and Allied Workers	12
Printing and Kindred Trades Workers Union	1
Kenya Timber and Furniture Workers Union	1
Transport and Allied Workers Union	9
Kenya Shoe and Leather Workers Union	2
Kenya Quarry and Mine Workers Union	1
Kenya Motor Engineering and Allied Workers Union	2
Tailors and Textile Workers Union	4

Kenya Electrical Trades Workers Union	2
Kenya Engineering Workers Union	3
Kenya Chemical Workers Union	2
Kenya Game and Hunting Workers Union	1
Kenya Plantation and Agricultural Workers Union	1
Kenya Local Government Workers Union	1

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Industrial Wage Regulation

12. Three existing wages regulation orders were reviewed during the year. These were the Regulation of Wages (Laundry, Cleaning and Dyeing Trades) Order, the Regulation of Wages (Road Transport) Order and the Regulation of Wages (Wholesale and Retail Distributive Trades) Order.

13. In respect of the Wholesale and Retail Trades Order, a new provision was added covering "all other areas", thereby extending its application to cover workers in the rural areas.

Rural Minimum Wages

14. The Regulation of Wages (Agricultural Industry) Order introduced the previous year became effective on the 1st of January 1968. It provided for Sh. 66 per month and Sh. 77 per completed ticket for male employees aged 18 years and over and Sh. 39/60 per month and Sh. 46/20 per completed ticket for males under 18 years. The order also provides Sh. 44 per month and Sh. 51/15 per completed ticket for females aged 18 years and over and Sh. 26/40 per month and Sh. 30/50 per completed ticket for females under the age of 18 years. It also enumerates salary scales for semi-skilled and skilled employees whose minimums are as follows: Farm artisans Sh. 4/25 per day; harvester drivers Sh. 6 per day; tractor drivers Sh. 4/50 per day; lorry drivers Sh. 6/25 per day; cooks Sh. 107/50 per completed ticket; section foreman Sh. 120 per completed ticket; farm foreman Sh. 215 per month and farm clerk Sh. 225 per month. The Regulation of Wages (Agricultural Industry) (Deductions from Wages) Order came into effect on the 1st January 1968 providing for the deduction from wages of Sh. 29 and Sh. 25 from persons employed on ticket contract and on monthly basis respectively if provided with rations.

15. At the end of the year the following orders were in operation:—

- (i) The Regulation of Wages (Knitting Mills) Order 1966.
- (ii) The Regulation of Wages (Footwear Industry) Order 1967.
- (iii) The Regulation of Wages (Motor Engineering Trades) Order 1967.
- (iv) The Regulation of Wages (Building and Construction Industry) Order 1967.
- (v) The Regulation of Wages (Petrol and Service Stations) Order 1967.
- (vi) The Regulation of Wages (Tailoring, Garment Making and Associated Trades) Order 1967.
- (vii) The Regulation of Wages (Hotel and Catering Trades) Order 1967.
- (viii) The Regulation of Wages (Baking, Flour Confectionery and Biscuit Making Trades) Order 1967.
- (ix) The Regulation of Wages (Domestic Servants) Order 1967.
- (x) The Regulation of Wages (Agricultural Industry) Order 1967.

- (xi) The Regulation of Wages (Wholesale and Retail Distributive Trades) Order 1968.
- (xii) The Regulation of Wages (Road Transport) Order 1968.
- (xiii) The Regulation of Wages (Laundry, Cleaning and Dyeing Trades) Order 1968.
- (xiv) The Regulation of Wages (General) Order 1967.

Earnings

16. In the absence of comprehensive details regarding the working population, the comparative wage bill for employment in the "modern" sector was as shown below:—

	<i>K£ million</i>		
	1966	1967	1968
Agriculture and Forestry	12.9	11.7	12.3
Private Commerce and Industry	56.3	62.2	67.6
Public Sector	58.0	62.9	67.1
	127.2	136.8	147.0

17. In the private commerce and industry, the rising wage bill is as a result of collective agreements between the parties on wage increases as well as the Industrial Court Awards. In the public sector the rise is as a result of the Salaries Review Commission recommendations implemented by the Government in 1968. Some of its recommendations had been implemented towards the end of 1967.

Hours of Work

18. The fact that a number of industries are now covered by wages regulation orders means that hours of work as well as weekly rest days are regulated by law. Even where this is not the case particularly in industries which are not covered by wages regulation orders, the same is governed by collective agreements between the two sides of the industry. The average weekly hours of work in industries is now 46 hours per week. These range from 44 hours per week in motor engineering to 54 hours per week in the hotel and catering industry. Five industries, namely, footwear, knitting mills, transport, tailoring and garment making as well as wholesale and retail have 45 hours per week. The working week is generally five-and-a-half days per week. Leave, which is also included in wages regulation orders, varies between 14 days and 21 days per completed year of service.

Housing

19. Improvement in labour housing was noticeable in the tea industry where employers have put up more houses in permanent materials and have improved the conditions of the existing houses. Elsewhere the standard of housing in rural areas has deteriorated, particularly in cases where the employers have not provided housing but have allowed employees to build their own houses everywhere on the farms. In those cases sanitary facilities have also been lacking.

20. In the rural areas, many farmers complained that they were finding it difficult to plan labour camps for their employees due to the existence of unemployed families who had erected mud and wattle rondavels on the farms. This squatter problem was used extensively by farmers as the main reason for their failure to provide good houses, water and sanitary conditions for their labour.

21. In urban areas, there was general acute shortage of houses and congestion was very prevalent which meant that, in certain towns, a lot of labour force found it necessary to travel miles out of the townships where they lived in cheap houses. There was, however, a lot of building activity in the major urban areas mainly with the assistance of the Ministry of Housing and its agencies. The majority of these houses are, however, for the middle-income groups with very few, if any, for lower-income groups who are in very large numbers.

SECTION 3. INDUSTRIAL RELATIONS

22. The 37 trade unions in the country held their general elections from branch to national levels of each union in the last quarter of the year after the officials had served in office for the last three years.

23. There was during the year, a splinter group of some four unions within COTU who were agitating against the existing COTU officials. However, this did not seriously affect the industrial peace as they continued to be members of COTU, as they were aware that they could only fight COTU from within rather than by setting up a splinter federation. COTU had a change when the former President resigned after losing his office in his parent union (Kenya Plantation and Agricultural Workers Union). He was replaced by Mr. J. Karebe of Kenya Local Government Workers Union who, in turn, was replaced by Mr. W. Opiyo, as a trustee of COTU.

24. The agitation by unions for the winding up of private provident funds continued during the year. Some employers who were not opposed to the winding up of these funds continued to pay out to members. Finally the matter appeared to subside after the Government decision was announced advising the parties *inter alia* that the private provident funds could only be wound up under the existing rules governing each scheme.

Trade Disputes

25. There were 339 reported trade disputes during the year which were handled by the Tripartite Committee. The majority of these disputes were successfully settled through conciliations and investigations whereas a few were sent to the Industrial Court. Only two strikes were declared unlawful by the Minister during the year. On the whole, the year did not experience as many serious industrial conflicts as during the previous years.

26. As will be noted below, the number of stoppages of work have progressively gone down since 1965 when the existing Trade Disputes Act came into force. It was also in that year that COTU came into being after the KFL and the Congress were de-registered. This happy picture is mainly attributed to the fact that the parties are using their own negotiation machineries instead of resulting to strikes and lock-outs. The existence of the Industrial Court has also helped tremendously. On the whole, 1968 was a very quiet year as far as the industrial relations scene was concerned. The majority of the 93 stoppages of work were very short-lived indeed.

Table 26.1

Year	Stoppages of work	No. of Workers Involved	Man-days Lost
1965	200	105,602	345,855
1966	155	42,967	127,632
1967	138	29,985	109,128
1968	93	20,508	47,979

27. As indicated above, there were 93 stoppages of work during the year—distributed as follows:—

Table 27.1

Area	No. of Strikes	No. of Man-Hours Lost
Nyanza	33	175,242
Rift Valley	27	40,925
Coast	10	18,313
Central	6	34,840
Nairobi Area	17	64,795
TOTAL	93	334,115

The worst hit area was Nyanza Province where the majority of strikes occurred particularly in the sugar and tea industries. As a result of labour unrest in the sugar industry in Nyanza Province as indicated above, the Minister appointed a board of inquiry to look into the industrial relations in this sector as well as the reasons behind the dismissal of 272 employees of Chemilil Sugar Company. The board's chairman was Mr. J. Verjee while Hon. M. Jahazi, M.P., was a member. Mr. E. Linyonyi, a labour officer was appointed secretary.

28. The other major dispute during the year was between the E.A. Power and Lighting Co. and the Kenya Electrical Trades Workers Union which culminated in a strike. The strike was declared unlawful and when the union leaders refused to call it off, they were arrested and taken to court where they were fined. The matter of dismissals of some of the employees which was the cause of the strike, was then subject to an Industrial Court case whereby the court recommended that the Minister should intervene to bring the parties together. This he did and the employees were reinstated.

SECTION 4. INDUSTRIAL COURT

29. Fifty cases were registered during the year as compared to 49 in 1967. During the same period the Court heard 55 cases and made awards thereon. These included some cases which, although registered in 1967, were finalized this year. Full particulars of the cases are shown at appendices.

30. Out of the total of 50 cases registered during the period under review, three were referred to Court by the Minister for Labour: namely cause No. 12/68 the Kenya Local Government Workers' Union and Masaku County Council; Cause No. 29/68 the Kenya Local Government Workers Union and Nairobi City Council and Mombasa Municipal Council and Cause No. 31/68 Electrical Trades Workers' Union and the East African Power and Lighting Company Ltd. The rest were voluntarily referred to Court by the parties. Probably this shows a pattern that is likely to continue in the future, i.e. that the cases referred to Industrial Court for adjudication will vary between 40 to 60 cases a year. This can be attributed to the fact that the Court has awarded longer duration periods of its awards ranging between 18 to 24 months. This is necessary to create stability in industries and to grant the employers time to expand their industries so that they can in turn create more jobs for the citizens. The trade union organizations and the Federation of Kenya Employers appear to have accepted this trend.

31. During the year, the Court heard several important disputes, e.g. Cause No. 4/68—East African Cargo Handling Services and the Dockworkers' Union as well as Cause No. 15/68—Lolwe Transporters Limited and Transport and Allied Workers' Union. This latter case is considered important because this company is solely owned by Africans and its main competitor is the East African Road Services Limited. This was the first case against an African employer which was brought to Court by a trade union. This shows that the unions are moving towards the right direction because all employers must be treated equally. The other important disputes which were heard by the Court during the period under review were Cause No. 28/68—Kenya Bus Services Limited (Nairobi and Mombasa) and Bulwark Transport Limited and Cause No. 31/68—East African Power and Lighting Company Limited.

32. It is worth while to mention here that two other important disputes were registered with the Court during 1968 i.e. Cause No. 36/68—Chemilil Sugar Company Limited and Kenya Union of Sugar Plantation Workers and Cause No. 43/68—Kenya Sugar Employers' Association and the same union. As a result of discussions held by the President of the Industrial Court with the General Secretary of the said union and the Sugar Employers' representative, the parties held further discussions between themselves and agreed that a draft Recognition Agreement should be submitted to a joint meeting before the end of November 1968. Following the signing of the Recognition Agreement, the parties would then exchange memoranda on a new agreement on wages and conditions of service affecting the whole sugar industry in Nyanza and Western provinces and this would be followed by joint negotiations.

33. In the event of there being any outstanding issues, it was agreed that they would be processed through the machinery laid down in the Trade Disputes Act 1965. After the above agreement was reached, these two disputes were withdrawn from the Court by the parties.

34. Both the employers and the unions continued to have full faith and confidence in the Court during 1968 as in the past, due to its impartiality in its decisions and findings and it is hoped that the Republic will enjoy industrial peace and harmony in the coming year.

35. The second meeting of the East African Industrial Court was held in the East African Community Building in Nairobi on 5th November 1968. All the members who are also heads of the Industrial Courts in the three East African countries attended this meeting.

Members

36. The following were the members of the Court during 1968:—

The President

Saeed R. Cockar, Esq.,

Vice-President

Hon. Mohamed Jahazi, M.P.

Representing Employers

Representing Employees

Messrs. J. G. Griffin
J. T. Wilson
P. E. D. Wilson
S. K. Ngoloma
L. J. Deacon
G. A. T. Wise
E. P. Getata
Adam Ogola
J. K. Gichuki

Messrs. D. M. Gitau
J. J. Mugalla
J. G. Mollo
Dr. N. C. Otieno, Ph.D.
Sarah Lukalo (Mrs.)
P. L. Lubulleleh
J. M. Waitegi
O. Litondo, B.Sc., M.Sc.
J. Mwandawiro
Hon. G. G. Ndegwa, M.P.

SECTION 5. BOARDS AND CONFERENCES

37. Mr. A. S. Nielsson (I.L.O. expert) spent six weeks investigating the possibility of introducing a pre-vocational training programme in Kenya. At the end of his visit he was of the opinion that the pre-vocational training units could best be set up by the Ministry of Agriculture. Mr. Nielsson was favourably impressed with the farmers training centres he had seen and he believed that pre-vocational units would benefit from being associated with these centres. A particular advantage would be the link which could be thus fostered between the old and new generations of peasant farmers. He agreed with the suggestion that when recruiting trainee instructors for the pre-vocational centres, National Youth Service ex-servicemen would prove suitable candidates for the specialist training that would be required.

38. Mr. Spencer-Cooke, the Regional Labour Advisor for Africa, visited Kenya from 16th to 20th December 1968, in order to familiarize himself with labour conditions of this country. It was hoped that he would return for a longer period.

Governing Body of the I.L.O. Meetings

39. The Permanent Secretary to the Ministry of Labour, Mr. T. K. B. Mbathi attended the 171st, 172nd and 173rd sessions of the Governing Body meetings in Geneva in his capacity as the Kenya Government representative in that body. During these sessions, the Governing Body approved the agenda for the 54th (1970) Session of the International Labour Conference which was agreed to open on Wednesday 3rd June 1970. It was also agreed that meetings of the Committee on Operational Programmes of the Governing Body of the I.L.O. should take place once a year during the November cycle of the Governing Body meetings. Kenya was a member of this committee.

40. A decision was also taken that the Third African Regional Conference be held in Accra, Ghana, from 1st-13th December 1969. There was finally a general review of the list of States of Chief Industrial Importance.

Conferences

AFRICAN LABOUR MINISTERS CONFERENCE

41. These conferences, which are traditionally held annually in Africa prior to the I.L.O. annual conference in Geneva, are organized under the auspices of the O.A.U. The conference was due to be held in Lusaka in February 1968, but as a result of oil shortage in Zambia, the conference was switched over to Addis Ababa at the last moment. Eventually, however, the conference was postponed to take place in Geneva prior to the I.L.O. conference. Delegates accordingly met in June 1968 and agreed on a united stand at the I.L.O. conference on matters affecting Africa.

52ND SESSION OF THE INTERNATIONAL LABOUR CONFERENCE—5TH-28TH JUNE 1968

42. The conference was attended by the Minister for Labour, the Permanent Secretary, Senior Labour Officer (H.Q.), the Executive Officers, Federation of Kenya Employers and the Secretary-General, COTU.

43. Principal actions taken by the conference, in which nearly 1,300 delegates, technical advisers and observers participated were: approval of a resolution on future action of the International Labour Organization in the field of human rights; adoption of an international Recommendation on the improvement of living and working conditions of tenant farmers, share-croppers and similar kinds of agricultural workers; adoption of the first draft of a Convention and Recommendation on labour Inspection in agriculture; adoption of a first draft of a

Convention and Recommendation on sickness insurance; a revision of Conventions 24 and 25 of 1927; approval of \$27,500,689 budget for the I.L.O. in 1969; adoption of resolutions on the vocational training of girls and women; the outflow of trained specialists from developing countries; disabled workers; technical co-operation activities of the I.L.O. and the examination of a report on the manner in which member states are applying the I.L.O.'s standards. The 15 ratifications recorded during the conference session brought to 3,371 the total of ratifications of I.L.O. Conventions.

SECTION 6. FACTORY INSPECTORATE

Industrial Development

44. The number of factories registered as at the end of the year was 5,947 which was a rise of 229 factories registered over the previous year. This goes to show the continued confidence the country is enjoying from the intending investors both locally and overseas. For details see Table 1 of the Appendix.

45. There has been a definite increase in the number of large industries established during the year. Work on the first phase of Kindaruma hydro-electric scheme was completed and officially opened by His Excellency the President. Power to the tune of 20 megawatts will be generated by this development, and it is anticipated that when the second phase is completed, a total of 40 megawatts of power will be generated.

46. The Ramisi Sugar Factory at the Coast was expanding the factory to make it bigger in order to supply more sugar. This was nearing completion at the end of the year. A new and very modern sugar factory went into production at Chemilil in Nyanza Province which is a joint Government/private venture. This should go a long way towards meeting the needs of sugar for the country.

47. Early in the year, there had been indications that an international firm was going to establish a fertilizer factory in Mombasa. This project has apparently fizzled out. The factory and site plans had been passed on to the Factory Inspectorate for scrutiny and only details were being awaited, when news came that the project had been abandoned and probably would never be revived.

48. A plywood factory was established in the Elburgon area by a firm which has been in the saw-milling industry for a considerable time. This is the first plywood factory in the country and when it is in full production, there will be very little importation of plywood from outside Kenya as it seems to be meeting the local needs.

49. Two reasonably sized tea factories were established—one in Kiambu and the other one in Nandi Hills. The factory in Kiambu was started as people tended to move away from coffee to tea growing. The industry is going away from the conventional tea rollers to the more recent innovation of rotarvanes. The factory in Nandi Hills was started mainly as the tea growing was being intensified and the existing factories could not cope with the local production demand.

50. A firm established a factory to manufacture cork products of all forms in the Dandora area of Nairobi. This factory should be able to supply all the cork products needed in the country without difficulty of foreign competition as it has been granted protection by the Government. A factory to manufacture knitting wools in the Eldoret area was nearing completion at the end of the year. The owners of this factory planned to supply sufficient knitting wool to meet the needs of the country. As an initial step they were going to install vending machines, but whether people would go for this rather than the Nyoyo, etc. remains to be seen.

51. A Government-sponsored industrial estate in Nairobi started taking shape. A number of Africans with limited financial resources acquired single room workshops here, where advice was given on a number of points. The intention is to assist the small African businessmen who intend to go to manufacturing industry but who have little capital and know-how. A firm which prepares packed food for aircraft passengers at Embakasi moved from the main airport building to their own new building. The fascinating thing about this new building is that even an Inspector of Factories would not be allowed inside the kitchen unless he has a letter from a doctor certifying that he is free from any disease which could be communicated to others or articles he comes close to.

52. The Swiss firm, Maurer Textiles of Switzerland, which was supposed to invest money to the tune of £3,225,000 in a textile factory at Eldoret still had not had the clearance to proceed. Construction work was well under way at Mt. Margaret, near Kijabe, on East Africa's first earth satellite station. When completed this should make it much easier for International telephones and telex to be handled.

SAFETY

Accidents—General

53. Factory accidents reported during the year totalled 1,818, six of which were fatal. This, compared with 1967 figures when we had 1,655 accidents and three fatal cases, indicates that the situation is getting worse again, after that slight improvement in 1967. Details of the accidents by industries are analysed in Table 2 of the Appendix, whereas Table 3 contains the analysis of accidents by causation groups.

54. The following table shows the distribution of all accidents by causation given as percentages of the total number of accidents:—

Table 54.1

<i>Cause</i>	<i>Percentage of Total</i>
Prime movers	0.11
Transmission machinery	1.71
Lifting machinery (power-driven)	0.44
Woodworking machinery	5.45
Metal-working machinery (power press and abrasive wheels)	3.64
Sisal machinery	0.39
Nip accidents in rollers, etc.	0.72
Other power-driven machinery	13.16
Lifting machinery (non-powered)	0.39
Other machinery (non-powered)	0.11
Railways (locomotives and rolling stock)	0.39
Ships (including boats, etc)	0.06
Vehicles (other than railways)	1.16
Steam-pressure plant	1.65
Electricity	0.39
Explosions	0.44
Fires	1.21
Gassing and poisoning	0.11
Molten metal and other hot or corrosive substances	2.86
Use of hand tools not power operated	10.69
Struck by falling objects	2.92
Falls of ground	0.06
Falls of persons	7.93

Table 54.1—(Contd.)

<i>Cause</i>	<i>Percentage of Total</i>
Stepping on objects	1.66
Striking against objects	6.28
Handling of goods or articles	34.00
Animals (including animal bites and kicks)	0.11
Miscellaneous accidents	1.88
Accidents not adequately described	0.89

55. From the percentages shown above, it would appear that most people who use wood-working machines are less willing to change to the more modern and safer practices in the use of their machines. A number of these accidents were, however, investigated and appropriate action taken.

Machinery accidents

56. One of the machinery accidents occurred at a circular saw, where men had been sawing timber using a big circular saw which did not have a riving knife. One of them was doing the feeding while the other at the other end of the bench was driving wedges in the split end and doing some pulling, too. The saw encountered some hard spot in the log and the sawn up ends got caught up on the saw teeth and this caused the log to be thrown back at terrific speed. It hit the man who was feeding it on the chest and he died almost instantly. This accident indicates the need for the education of the workers. On numerous occasions, Inspectors have gone into factories and when they point out certain malpractices, the attitude of the owners as well as the workers has been one of "no need to worry as the machine had been used in that form for years without any accident." In this particular case, if they had fitted a riving knife on this saw, this accident might never have occurred.

57. A second fatal machinery accident occurred at a sisal factory where a female worker who was employed on removing sisal fibre from a carding machine was killed instantly. She was removing the carded fibre from the off-take end for bailing when the fibre she was removing got entangled on a revolving shaft. She could not let go as the fibre was also wrapped around her hands. This accident shows the underlying need for the proper guarding of all shafts and shaft ends, irrespective of where this is situated.

Crushing

58. The third fatal accident took place at a sugar factory where the deceased, who was standing in between a tractor and baggage carrier feeding the latter, was inadvertently crushed by the tractor onto a C.I. wall. This shows the need for clear signs and instructions to enable those who use any given premises to have sufficient room for manoeuvring their machines, etc.

Falls of Persons

59. The deceased was working with another more qualified person engaged in replacing C.I. sheets on the roof of the sugar factory with asbestos sheets. The deceased climbed onto the roof—walked along the iron sheet section before coming onto the asbestos sheet section. Then he crossed onto the latter, he stepped on a fragile section which broke and he fell a distance of about 8 metres (25 ft.) to the floor and died. If the firm had provided proper crawling boards or duck ladders, and the employees instructed to use them this accident might never have occurred.

Explosion

60. At a refrigerator repair shop, three people were engaged on repairing the hermetically sealed refrigeration unit of one of the refrigerators. When all work had been done and the welding completed, they proceeded to test for any leaks. This was placed in a basin filled with water. One of the three who thought

that there was not sufficient pressure from the bottle containing compressed air proceeded to turn the knob farther. The unit burst and the top plate flew off beheading one of the employees. The firm was advised to change to a safer way of testing for leaks when any work has been done on these units.

Electricity

61. A man was working on a bus parked outside the workshop/garage while a long electric cable had been connected to the welding machine which had been placed inside the driver's cabin in the bus. The welding machine was inadvertently placed over the cable. As the welding work proceeded, the frame of the machine became hotter and melted away the PVC coating and thus leaving bare the live wires of the cable. Since this was in contact with the bus body, the whole bus body became live. A young child playing around the bus decided to sit on the bus steps and she received the fatal shock. It was apparent that there was no plug and the cable had the earth wire not in use. There were only two bare wires—one +ve and the other -ve which had been inserted in the holes in the socket.

Fires

62. There was a very bad fire at one of the engineering firms in Nairobi. A person had gone up a petrol tanker and was steaming it out in preparation for repair work which would involve the application of heat. Next to this tanker and seated down were five other employees. While in the middle of the job, fire suddenly broke out from near the front of the tanker spreading suddenly to engulf the whole tanker and the surrounding area. The five people plus the man who was on top of the tanker were very badly burnt. As the pipe being used at the time conformed with the standards laid down, it was thought that the fire must have been caused by a match struck nearby.

Others

63. A man and his child were burnt to death in their own dry-cleaning establishment in Kitale. The man was apparently cleaning the inside of the machine when suddenly fire broke out in the machine. The source of the fire could not be pinpointed, but it was thought that it might have been a case of someone smoking in the premises when the vapours from the cleaning agent—perchloroethylene—were still in the environment or in the cleaning machine. Another fatal accident which was reported in Nairobi was at a factory where repair work on petrol tankers is carried out. A man who had been assigned to a job on a tanker parked in front of the workshop on a public holiday decided to climb into the tank and take a rest. He was found dead four days later. The tank had not been cleaned and when the deceased was found petrol vapour smell was still noticeable. He was certified as having died from asphyxiation from petrol vapours. This too, shows the need for the education of the workers on dangers prevalent in their trade.

INSPECTIONS—GENERAL

64. Due to shortage of Inspectors of Factories, the few Inspectors available could not afford to carry out as many field inspections as necessary. The breakdown of visits is shown as under:—

Number of factory inspections undertaken	415
Number of visits to factories for special reasons	82
Number of visits to other places under the Act	69
Number of other official visits	160
				—
			Total ..	726
				—

Hoists, Lifts and Boilers

65. The number of new lifts and hoists installed in new buildings in the country was 41. This raised the previous number from 323 to 364. There were 91 new boilers registered during the year which raised the total number of boilers in the country from 676 to 767. The 19 authorized persons indicated below continued to give their valuable service to the private sector and the Ministry.

Those authorized to inspect boilers	10
Those authorized to inspect air receivers	11
Those authorized to inspect lifting equipment	9
Those authorized to inspect hoists and lifts	8

(Some of these people combine two or three of the above-named items. Those who inspect lifts and hoists seem to have specialized only in this line.)

Air Receivers

66. A number of air receivers manufactured and imported from Japan did not conform with the laid-down standards in that they had no means by which they could be inspected, as no hand holes were provided. In order to stop their importation, it was necessary to get at the agents who bring them in, but it was apparent that most people using them were importing them themselves. The authorized inspectors have, however, been instructed not to issue any certificates for these until they had been altered to conform to the laid-down standards.

The Dock Rules

67. There were 270 dock accidents including one fatality which took place inside a ship's hold. As cargo was being loaded into the ship using a five-tonner quayside crane, the hook of the rope got caught on to one of the hatch beams. As the beam had not been bolted down properly, one end was raised and this caused the bolt in the other end to snap and the beam fell into the hold, killing one of the stevedores. Education and proper training both to the ship's crew and the stevedores is the answer to these type of accidents.

HEALTH AND WELFARE

68. A man who had been working with a cotton processing firm in Mombasa complained of chest troubles and when he was examined, it was confirmed that he had a chest disease commonly known as byssinosis. On investigation, it was found that the working environment was bad and could have caused this disease. To confirm this, some time back about 1961-62 all the employees in this firm had been X-rayed and the complainant's chest appeared normal then. This indicates the need for pre-employment medical examination being made compulsory in certain trades, as it will be of great help with compensation when cases of this nature come up.

69. It was encouraging to note that most of the new firms as well as some of the old ones were providing welfare facilities such as canteens, changing rooms, showers and the like for use by workers. Lectures were given to various groups at the Railway Training School; the Management Training and Advisory Centre and at the Co-operative College by the staff of the Factory Inspectorate.

SECTION 7. WORKMEN'S COMPENSATION

70. The total number of accidents reported under the Workmen's Compensation Act (Cap. 236) during 1968 was 4,167 as compared to 4,402 in 1967. Of these 77 were fatal, whereas 196 resulted in permanent partial incapacity and 2,051 in temporary incapacity for a period of at least three consecutive days. Of the remaining 1,843 cases, a medical report as to the resulting incapacity

had not been received by the end of the year. An analysis by industry of all reported accidents showing the degree of incapacity (where known) is given in Table 2 of the Appendix.

71. It was gratifying to note that fatalities dropped from 126 in 1967 to 77 and that there were no fatal accidents to juveniles. Nineteen of the fatal accidents occurred in the agricultural group; 17 in the transport, storage and communication; 15 in the manufacturing industries; 11 in construction industries; six in commercial enterprises; one in mining and quarrying and one in electricity, gas, water and sanitary services. Taking all accidents into consideration, the greatest number occurred, as usual, in the manufacturing industries with 2,200. This is slightly higher than for the previous year by 390. Transport, storage and communication followed with 673, agriculture came third with 597, building and construction came fourth with 270. Government and business services 194 and commerce 100 cases.

72. Compensation paid out during the year in respect of fatality or permanent disability amounted to £99,726—an increase of £38,090 over the year 1967. Besides, further amounts totalling £37,116 were paid out in the form of periodical payments to workmen suffering temporary incapacity. The total was £136,892—an increase of £64,093 over that paid in 1967 which was £72,799.

73. An analysis of the causes of accidents and of the nature and location of the injury sustained are given in Tables 3 and 4 of the Appendix. Handling without machinery (1,219) was the largest cause of all accidents. As in all previous years, stepping over or striking against objects came next with 993 accidents followed by power-driven machinery with 560, hand tools with 560 and the transport vehicles with 495. Other major causation groups were miscellaneous (171); hot or corrosive substances (63); fires or explosives (56); animals (39); electric shock (8) and gassing and poisoning (3). With regard to the nature of the various accidents, cuts accounted for 44 per cent; fractures 9 per cent; the trunk sustained 25 per cent of all classified injuries whose pattern is similar to that of the previous years.

74. The Post Office Savings Bank deposits held in trust by the Registrar of Workmen's Compensation amounted to £9,130 at the end of the year. Authorized withdrawals made during 1968 amounted to £2,758.

75. The amendment Bill which was proposed and introduced to Parliament in the latter part of 1967 in order to increase the benefits payable to workmen under the Workmen's Compensation Act became law with effect from the 16th February 1968.

76. In cases of permanent total incapacity the amount of compensation has been increased from 48 months' earnings to 54 months' earnings, provided that no compensation shall be greater than 34,000 shillings as in the old Act. In cases of permanent partial incapacity the amount of compensation shall be the percentage of 54 months' earnings instead of 48 months' earnings provided that the maximum payable compensation shall not exceed 38,000 shillings instead of 34,000 shillings as previously. In respect of the supply, maintenance, repair and renewal of artificial appliances or apparatus the total figure has been increased from 2,000 shillings to 4,000 shillings.

77. In amending this Act, opportunity was taken to insert a new section providing for a Medical Board. This provides that if the final assessment by a medical practitioner is disputed by another medical practitioner named by either the employer or the workmen, the Labour Commissioner shall refer the matter to the Medical Board appointed by the Director of Medical Services. The decision of the Board is final.

SECTION 8. INSPECTION ACTIVITIES

78. The field staff of the Labour Department continued to enforce the various Wages Regulation Orders and other conditions of employment by way of inspections of places of employment. It was found out that in many cases, employees were conniving with the employers to defeat the law by accepting lower wages than those laid down by law. They did so by signing on the muster rolls for the correct wages while in fact they received less. Small hotels and bars were the worst victims of this practice. Such practices were only disclosed after the worker had been discharged, which confirms the view that they fear reporting such cases to the authorities for fear of losing their jobs. Such cases are very difficult to prove in Courts.

79. It was found out that, on the whole, there were a lot of employers who did not pay the correct wages as indicated by the following amounts of money collected and paid to employees by the Inspectorate staff. From these amounts it will be noted that wholesale and retail as well as the hotel and catering industries are among the worst in this respect. It will be noted also that the majority of inspections were carried out in these two industries as they need constant checks to ensure that employers are complying with the provisions of the Wages Regulation Orders.

Table 79.1

Industry	No. of Inspections	Arrears Collected and paid to employees	
		<i>Sh.</i>	<i>cts.</i>
Motor engineering	136	20,752	75
Hotel and catering	1,033	136,105	55
Wholesale and retail	1,322	183,892	60
Foot wear	48	196	00
Tailoring and garment making	263	16,318	50
Agriculture	122	78,702	50
General (urban)	346	33,153	30
Petrol and service stations	216	13,136	05
Building and construction	105	26,468	05
Domestic	265	22,379	25
Baking and flour	43	1,735	00
Road transport	67	17,092	85
Knitting mills	1	—	—
Laundry and cleaning	31	318	00
General (rural)	153	765	00
Total	4,151	551,015	40

80. Although it is not the practice of Labour Department to prosecute anybody, it was found necessary to prosecute 78 employers for various offences relating mainly to non-payment of wages. Out of these, there were 57 convictions which was 73 per cent of the cases taken to Court. This is attributed mainly to specially organized prosecution courses which were attended by Inspectors during the year. Out of the remaining cases, there were four acquittals; five were discharged, while 12 cases were withdrawn mainly for lack of evidence.

PART II—VOCATIONAL TRAINING

National Industrial Vocational Training Scheme

81. In June, a formal agreement was signed between the Kenya Government and the United Nations Development Programme, with the International Labour Office as the executing agency, for the promotion of a National Industrial Vocational Training Scheme. This agreement set out the plan of operations for a four-year programme of technical assistance which will involve a contribution from the United Nations Development Programme of a sum of K£276,000. In order to do preliminary work on the scheme, a vocational training advisor from the I.L.O. joined the centre late in 1967 and it was hoped that he would eventually take over as Chief of Project. Unfortunately, this officer left the project in October 1968 and at the end of the year the post of Chief of Project remained vacant. Against this, four Expert Instructors from the I.L.O. had taken up their duties and most of the equipment required by the project and to be paid for by the U.N.D.P. had been ordered and some had already arrived in Kenya.

Training Schemes

82. The second batch of 24 apprentices to receive training under the Motor Vehicle Training Scheme arrived at the centre early in January and received an induction course of three months conducted by the I.L.O. Automotive Instructor working in collaboration with his Kenya Government counterpart. The apprentices then proceeded to the Kenya Polytechnic to commence their theoretical training. Reports from the motor trade indicate that they have not been entirely satisfied with the results of the training scheme for the industry so far. In large measure, the employers blame the attitude of students in that they consider themselves qualified for a promotion post long before they have the necessary experience for such a post. It is possible that this attitude stemmed from the fact that the first two intakes for the scheme ranged from over all types of schools and in many cases the boys appointed were those who had been unable to obtain positions elsewhere. Recruitment arrangements have been revised and it is understood that for the 1969 intake, all candidates will be taken from the Secondary Technical Schools, as the first boys to complete the new three-year craft course from these schools were available at the end of 1968.

83. The Scheme of Training for the Printing Industry was published in the early part of the year and provides the pattern of training for future high-grade apprentices in the industry. Unfortunately, the publication of the scheme has not, of itself, provided sufficient impetus for training in the industry. It would appear almost certain that the facilities for training in this industry are inadequate and a good argument could be made for setting up a full-scale printing school directly under the aegis of the Government Printer but financially supported by means of a training levy on the printing industry. As one means of providing more facilities for the printing industry, the Afro-American Labour Centre has offered to provide the services of two persons skilled in particular branches of the industry together with a limited amount of equipment. It was anticipated that the two experts would work in conjunction with teachers in the Printing Department of the Kenya Polytechnic.

84. In addition to the training offered for apprentices, two skill-improvement courses were mounted, one for candidates at Grade II Motor Vehicle Trade Test level and the other for candidates at Grade I Trade Test level. These courses were followed by two specialized courses on auto-electrics and wheel alignment and steering geometry. It is unfortunate to have to report that with the exception of the last, these courses were not well supported by the industry despite

considerable publicity. As a result of pressure from the building industry, three skill-improvement courses at Grade III Carpenter Trade Test level were arranged using such of the Kenya Government's staff as were available.

85. Training in shoemaking and repair, mentioned in last year's report, was continued for National Youth Servicemen on the basis of three months' basic training for groups of 12 servicemen at a time, interspersed with skill-improvement courses for those who had already undertaken the basic training. These courses continued to be very popular as they are of considerable assistance in obtaining employment when the time comes for the young men to leave the National Youth Service.

Apprenticeship Board

86. The Apprenticeship Board, under its Chairman the Hon. Oselu-Nyalic, Assistant Minister for Labour, met on one occasion during the year. This meeting was, however, of considerable importance as the board agreed to propose to the Minister some far-reaching amendments to the Industrial Training Act. Amongst the proposals was one suggesting that a training levy should be imposed on each industry in order to provide for a system for sharing the cost of training amongst employers. Each employer would then have more incentive to increase his training effort and the sum total of the training programmes should then equal or more nearly equal industry's total requirements. The board also made suggestions as to how a levy could be administered for each industry and how it could be collected, and, in addition, set out guide-lines for the type of training costs for which an employer would expect to obtain reimbursement from the funds paid in.

87. Another important proposal of the board concerned the training of apprentices on the job which would require every employer of apprentices to appoint by name firstly, a person responsible for apprentices, and secondly, an apprentice master at every premises or work site where apprentices are employed continuously for three months or more. In the case of the first one, this would involve no more than naming a personnel manager, training officer or senior officer of the firm concerned. In the second case, the appointed apprentice master would have to be suitably qualified to guide apprentices by having some special skill in a trade and, in addition, would be required to attend a special short course on instructional methods for apprentice masters.

88. At the same meeting of the Apprenticeship Board referred to above, it was decided to set up a sub-committee to give consideration to a scheme of training for apprentices in the building and construction industry. By the end of the year, this committee had already met and it was to be expected that they would be in a position to recommend a suitable scheme to the Labour Commissioner at an early date. The sub-committee previously set up by the Apprenticeship Board to consider a scheme of training for the engineering industry had not yet completed its deliberations but, again, there was hope that they would be in a position to make their recommendations early in the new year.

Other Training Proposals

89. During the year, Kenya received a visit from two Danish experts on technical education who formed an investigating team to examine the desirability of setting up a vocational training centre in Kenya to operate within the main National Industrial Vocational Training Scheme. The Controller accompanied the two experts on visits to various establishments in the country in order to obtain a clear picture of the problems and the work already done, or proposed, on vocational training. Although the report of the team had not been received

at the close of the year, nevertheless, a clear indication had been given that they would recommend to their government that it should set up a vocational training centre supported by technical personnel and equipment for a period of five years. If this proposal is acceptable to both the Kenya and the Danish governments, it is expected to provide assistance to the extent of some K£450,000.

Registration of Apprenticeship Contracts

90. As at 31st December 1968, 904 training contracts were registered under the Industrial Training Act; 621 being for apprenticeship and 283 for indentured learnership. An analysis of this registration by trade and type of contract is given at Table 7, whereas Table 5 gives the details of contracts registered and completed or otherwise terminated during 1968. The figures for contracts registered during 1968 (Table 6) represents a decrease of 112 in respect of apprenticeship and a decrease of 53 in respect of indentured learnership as compared with the 1967 figures. In the case of apprenticeship contracts, this was to be expected as the figures for 1967 were unusually large. In the case of indentured learnerships, the decrease was also anticipated as there is now a tendency to favour longer periods of training than that provided for under indentured learnership contracts.

Trade Testing

91. There is no doubt that it will not be long before the greater commitment of the National Industrial Vocational Training Centre will be towards formal training and, as described above, the necessary arrangements to give the impetus towards training are now well in hand. However, the main work of the centre during the year 1968 was undoubtedly in connexion with trade testing—"the bread and butter job" of the centre. In fact, trade testing was more popular than ever before as the final figures for the year indicate that 4,593 trade tests were undertaken, an increase of 1,926 over the figures for 1967 (*see* Table 8 of the Appendix). These figures are a further demonstration of the interest of both workers and employers in a system which plays an important role in setting and maintaining standards of skill in industry. It is not, therefore, out of place to repeat a previous statement that the trade testing system can be considered to be a "do it yourself" form of training, which enables a man who has been denied the opportunity of formal technical education and training to attain, through his own efforts, in the course of his employment and with the advice and assistance of the trade testing officers the highest level of practical skills.

PART III—MANAGEMENT TRAINING AND ADVISORY CENTRE

General

92. The public image of the centre continued to improve during the year as a result of its varied activities such as courses, seminars, business efficiency exhibitions, as well as public addresses to various firms and bodies. A group of distinguished British journalists visited the centre during the year on a tour which was connected with the collection of data on United Nations and other sister agencies in East Africa. For the first time, all the counterpart staff were fully at work except the Librarian.

93. During the undertaking of consultancy assignments in the year, it was discovered that there was an inadequacy of trained supervisors. Consequently, the centre's services were more concentrated in that field. Follow-up of participants and contacts with sponsors indicated a high degree of satisfaction of the centre's work and of the participant's progress.

COURSES AND CONSULTANCY

Industrial Engineering

94. The centre organized three courses with a total of 33 participants. The first course was on maintenance supervision held at the centre; the second one on work study at Mombasa and the third one on maintenance management at Mombasa. On evaluation of the courses, the participants unanimously agreed on the great value of the courses to them. Sponsors, too, were more than satisfied with the heightened consciousness of systematic maintenance that the centre had generated in the various participants. Following a special request, the centre organized a one-day seminar on "Critical Path Techniques" which was a highly practical seminar and which was attended by 80 participants. The centre undertook three consultancy assignments with Packaging Corporation Ltd., the Ministry of Works Mechanical Engineering Workshop and with the Wilken Aviation Ltd. Lectures on "Critical Path Techniques" and "Management Controls" were given following a request from the East African Staff College. As part of promotional activities for industrial engineering courses, the centre paid visits to Kenya Air Force, E.A. Railways and Harbours, Kenya Breweries, E.A. Bag and Cordage Co. Ltd., Kenya Shell-BP, Cooper Motor Corporation, Kenya Meat Commission, Kenya Co-operative Creameries and to 25 separate firms in Mombasa.

Management Accounting

95. The centre conducted a total of three courses during the year whereby 45 participants took part. The first course on "Accounting for New African Businessmen" was very popular. When evaluating the course, it was suggested that a simple uniform accounting system should be established for use by all traders in Kenya. In order that this may be effective the system should be approved by the Government and Government lending agencies and promoted by all training institutions as well as by trade officers. Another point that emerged from the evaluation was that due to the dire need for training businessmen in Kenya and having regard to the commitments which the Management Accounting Department had, the Government should consider appointing a specialist in the field of training small-scale businessmen. The second course was organized in conjunction with the Office Organization and Management Department at Nakuru. The third course, on "how to start and manage a small retail or retail/wholesale business" was another popular course. The participants were later visited and assisted with displays, etc., of their shops. The centre, on behalf of the Kenya National Chamber of Commerce and Industry, organized a two-day seminar on "The Role of African Businessmen in Kenya's Economy" at the centre. 150 participants attended to listen to various speakers among whom were the Minister for Finance, the Minister for Economic Planning and Development, the Minister for Commerce and Industry and the Minister for Labour, who also acted as the seminar chairman. The seminar was very successful. The centre undertook consultancy assignments with the Kenya African Othaya Bus Union Ltd., on the operations of the company, the African Tours and Hotels Ltd., on their accounting procedures and the Kenya National Trading Corporation also regarding their accounting procedures. An independent survey of small African retailers was also carried out to assess their particular problems.

Marketing and Sales Management

96. The centre conducted three courses with a total of 35 participants. The first was a sales supervision course attended by participants of supervisors or assistant sales managers' levels. The participants carried out various market research projects all of which were regarded as extremely valuable both by the participants as well as by sponsors. The second course on "Marketing and Sales Management", sufficient suitable participants were difficult to secure because

Africans have not yet penetrated significantly into the marketing and sales fields in Kenya. The third course on sales supervision attracted many applicants but most of them were rejected for having inadequate educational and/or practical experience. The centre conducted a preliminary consulting survey into the marketing activities of the Kenya National Trading Corporation. The survey provided valuable data on the marketing and sales set-up of the corporation.

Office Organization and Management

97. The centre conducted a total of four courses. The first course on office organization and management was held at Mombasa and attracted a discouraging number of only five participants despite extensive publicity. Various practical projects were carried out by participants to that course. The second course was organized together with the Management Accounting Section at Nakuru and here again the course included highly practical projects mostly related to office organization and management. The third course on modern business writing had no practical projects to be carried out by the participants. The fourth course on office organization and management was conducted in conjunction with the centre's Business Efficiency Exhibition. Evaluation by participants and later contacts with sponsors indicated that the course was very helpful. The centre organized the second Business efficiency exhibition at the centre which was opened by the Minister for Labour. Judging from the attendance, the exhibition was the most successful ever held in Nairobi. So successful was it, that exhibitors unanimously requested that it be repeated in 1969. Since one of the objects of the exhibition was to publicize the services of the centre, its own particularly attractive stand was essential. The stand succeeded in winning the third prize in a contest for the best three stands. The centre undertook consultancy assignments with the Kenyanization of Personnel Bureau on filing and correspondence procedures, the E.A. Cargo Handling Services Ltd., on improvement of stores activities and the Ministry of Labour on improvement of clerical, organization and procedures in their offices in Nairobi and Nakuru.

Personnel Management

98. The centre conducted six courses with 93 participants taking part. Three of the courses were on Personnel Management, two in Nairobi and one at Mombasa. The participants in the three courses carried out practical projects most of which were highly valued by both participants and sponsors. The other three courses, two in Nairobi and one at Mombasa were all on faster reading. These courses were not only popular and well attended but very highly valued too. The centre undertook consulting assignments with the E.A. Posts and Telecommunications Corporation on how to attract and retain good-quality men such as telecommunications officers and instructors for the corporation's Central Training School, and with Automatic Association of East Africa, conducted selection interviews for the post of manager trainee. Outside lectures to E.A. Railways and Harbours and the Kenya Breweries Ltd., were given by the department. The centre was involved in the conciliation of the dispute between Kenya Motor Engineering and Allied Workers Union v. Hughes Ltd., and Kenya Electrical Trades Workers Union v E.A. Power and Lighting Co. Ltd. Both employers and unions, particularly in the latter dispute, expressed their appreciation for the centre's work.

Supervisory Training

99. Six courses and one seminar involving 120 participants were conducted by the centre. The first course on supervisory training for foremen was held at Thika for the first time and was opened by the Minister for Labour. Participants came from the major local industries. Evaluations of participants and subsequent opinions of sponsors clearly indicated how valuable the course was regarded in

Thika area. The second course and first of its kind was on organization of executive time, this too was held at Thika. No doubt the three-day course was popular with participants ranging from senior sales representatives to managing director. The third course, and first of its kind was on better supervision and was intended for middle management. The fourth course was another popular one on supervisory training. The course was held at the centre. The fifth was yet another supervisory training course mounted at the centre. The course, like many others was well attended. From evaluations of participants and comments by sponsors, the courses were received and regarded as very valuable training. The last course was a special one on better supervision held at the special request of Messrs. Mackenzie and Dalgety Co. Ltd. The course was given to their middle management staff at their premises and was well received. The department organized, together with the Standard Bank Ltd., a two-day seminar on supervisory training as part of a course the bank was holding at its training school for its supervisory personnel. The seminar, held at the centre, was opened by the Minister for Commerce and industry and was very well attended. The centre completed a consultancy assignment with E.A. Cargo Handling Services Ltd., Mombasa on training of instructors. A consultancy assignment with the E.A. Airways Corporation on the establishment of a management training division within the organization was postponed due to the death of the corporation's Chief Instructor.

PART IV—NATIONAL YOUTH SERVICE

Build-up

100. The year 1968 has seen further consolidation in attaining the aims of service. On entering its fifth year of existence the service has shown that it has firmly established standards and traditions of its own. Its reputation continues to be highly regarded and the role it plays in nation building is widely recognized as being of great value.

101. At the beginning of the year, the strength of the service was 4,500 men, but financial stringencies made it necessary to set the maximum strength at 3,500. The number of servicewomen has been maintained at the 300 mark. Included in the establishment are 73 uniformed officers, 206 civilian staff and 30 expatriate experts and volunteers.

102. There has been some reorganization within the service to streamline the administration and to improve efficiency. The unit at Mombasa has been redesignated the Mombasa Vocational Training Unit with top priority being given to vocational training. Gilgil has become the main training unit with recruit, N.C.O. and officer courses being co-ordinated there. Nairobi serves the purpose of a holding unit, and will be redesignated when central education is transferred to Gilgil in early 1969 to the new buildings nearing completion. The Headquarters was moved to Thika Road, Nairobi, during March 1968.

103. All seven main units were fully in operation as follows:—

- Nairobi (including Central Stores and Central Workshops).
- Gilgil.
- Mombasa.
- Yatta.
- Turbo.
- Archer's Post and Naivasha Women's Unit.

104. Good results have been obtained from a reorganization of the Women's Wing Training on a progressive divisional basis. After Division I—Basic Training and Division II—Education, all girls proceed to Division III—Agriculture, where they gain practical experience in modern farming methods. For Division IV they

are divided into appropriate vocational courses, such as dressmaking, typing, domestic science, driving, telephone operating, clerical duties, motor vehicle and general mechanics and handicrafts. Then for the remainder of their service they enter Division V, where they are placed on routine duties to further their experience and to prepare for their return to civilian life. The girls have shown that they are at least the equals of the men in drill, discipline and project work, showing a particular aptitude for agricultural activities.

Projects

105. During the year, the policy concerning projects has been to concentrate on major tasks and to reduce the number of smaller commitments.

106. The Seven Forks Road has made excellent progress and after three years' work it is nearing completion of 70 miles of construction. The Ethiopian Road has received increased attention with the result that the rate of work has greatly improved. The Isiolo-Archer's Post section has been completed and a start has been made on the Archer's Post—Marsabit section. The South Aberdares Road was completed in September, having resurfaced 35 miles altogether.

107. Port Victoria has remained the main bush-clearing project and 8,000 acres of the 10,000 acres target have been cleared in the tsetse fly control programme. Demarcation for settlement schemes was completed at Shimba Hills and the project closed down in July. Similarly demarcation work at Gedi neared completion towards the end of the year. The project in Nairobi National Park was transferred to Donyo Sabuk at the end of the year to construct access roads to the newly designated National Park. A new project at Embakasi Airport was initiated in October.

Farms

108. The five *Harambee* farms have received constant planning advice under the guidance of a farms supervisor. These farms accrued appropriations in aid amounting to £8,150 in the financial year 1967/68. Tumaini Farm with 600 acres arable land was planted with barley, wheat, pyrethrum and vegetables as well as supporting 34 dairy cattle and 93 pigs. At Waterfalls Farm bush clearing was carried out on 10,000 acres. Livestock have increased by natural growth to 380 cattle and 225 sheep and sales of excess stock were made during the year. There were 50 acres of irrigated land which produced good cotton, maize and vegetable crops. At Turbo Farm, a high yield of maize crop was harvested from the 200 acres.

109. The demonstration function of 30-acre Gedi Farm has now achieved its purpose. Poultry rearing has been a successful venture during the year. However, this farm is being phased out and will probably be handed over to a deserving serviceman in the same way as Shimba Hills demonstration plot. The cotton crop at Bondo continued to be of good quality.

Education and Training

110. Following a recruitment of 600 men in December 1967, basic training commenced at the end of December at Gilgil; 78 servicewomen completed basic training at Naivasha in April and a further 42 girls commenced training in November. 2,000 servicemen spread over four terms of three months have received intensified general education classes at Nairobi.

111. The emphasis during the year has been placed on improving the standards of N.C.O.s serving on projects in the field. 400 men were trained in conjunction with two arms training courses, since discontinued. Courses were also held for junior officers to fit them for their responsibilities and maintain the discipline

and standards of the service. In the field of sports a lot was done to raise the overall fitness of the service and to foster good morale. A highly successful inter-unit athletics meeting and games competition was held at the end of June.

112. Four courses of three months' duration each took place at Mabanga Agricultural School for a total of 240 servicemen. Two short courses were also arranged at Machakos Farmers' Training Centre for 60 servicewomen. A total of 172 servicemen and 38 servicewomen have obtained driving licences after training at the N.Y.S. Driving School; 47 servicemen and 28 servicewomen during 1968. Also a total of 246 servicemen have gained licences to operate heavy road-making equipment. The N.Y.S. course has been most active in 1968 with 156 men successfully completing the training.

Public Duties

113. It is extremely gratifying that the National Youth Service is regularly called upon to undertake duties on such important occasions as the State Opening of Parliament, Madaraka Day, Kenyatta Day and Jamhuri celebrations. Also during 1968 the service had officiated at notable international conferences of the World Bank, UNESCO, and the World Health Organization held in Nairobi, in addition to being on duty at agricultural shows throughout the country and assisting at numerous sporting functions. Urgent duties were performed, too, by servicemen in connexion with flood relief in Western Kenya and in tackling a difficult situation in the Masai Wheat Scheme at a critical time.

114. Appropriations in Aid under Miscellaneous and Other Charges amounting to £2,600 include receipts from outside organizations for public duties undertaken by the service.

Employment

115. It is pleasing to report that the service has continued to receive frequent offers of employment for its men and women completing their two-year terms. During 1968 some 800 personnel were placed in employment, making a total of 2,500 since the service began discharging ex-servicemen, this represents approximately 40 per cent of all leavers being found a job.

116. The Armed Forces continue to take a large number and the private sector has shown great interest in well-disciplined young people and has, in fact, provided the largest number of openings. It is particularly satisfying that the Administration Police have adopted the policy of recruiting exclusively from the N.Y.S. In three recruitments during 1968 they have enrolled 223 men, and have found them to be of a high calibre. Extensive efforts were made to find openings in the agricultural sector for those servicemen and servicewomen with agricultural training.

PART V—NATIONAL SOCIAL SECURITY FUND

General

117. At the end of 1968, the fund had been in operation for three years. The major activity of the fund had shifted from being mainly registration of employers as contributors to the fund and employees as contributing members of the fund to the collection of contributions and the maintenance of accounts. Problems came to light during the year which could not have been fully appreciated without experience.

118. Basic information and assumptions upon which the establishment of the scheme depended were under-estimated to a degree realized during the year through experience. When it was decided that registration was to be based on Identity Card Certificates issued under the Registration of Persons Act, it had been assumed that all male persons in employment were in possession of the certificates and that the information required from them would not create problems. It was assumed also that the information received from the Ministry of

Economic Planning on the size and number of employers in the country was more or less up to date. In planning the scheme, it was estimated that the period given for registration before contributions commenced was long enough to enable the completion of registration before contributions commenced. The rural and urban structure of employers in the country was also not thoroughly investigated and such factors as illiteracy of some employers, communication, and peculiarity of certain industries escaped consideration when the scheme was planned. These problems were, therefore, experienced during the year, as they had not been foreseen and proper care taken at the commencement of the scheme.

119. During registration, it was discovered that a large proportion of persons in employment were not in possession of Identity Certificates or were holding irregular certificates. At the commencement of contributions, unregistered employees' contributions were received at the fund before their accounts were established. More employers than the scheme estimated were also discovered. All these problems fused and this was the task the fund was concerned with during the year under review. At the close of the year, the fund was still spending efforts to contain the problems which had come to light.

Scope and Coverage.

120. Regulations issued during the year under the National Social Security Fund Act required all employers of five and more employees to contribute to the fund. They also required employers of one to four employees to register with the fund as contributing employers and their employees as members of the fund. At the end of the year employers in the last group had not commenced contributions to the fund.

121. On Madaraka Day of the year 1968, His Excellency the President announced to the country that all contributing members to the fund would receive free in-patient hospital treatment in Government hospitals. This was considered a benefit of immediate appeal to members of the fund who would be the only ones to benefit initially. At the end of the year, legislation to enable the provision of this benefit had not yet been made.

Registration

122. Although efforts to publicize the fund were made extensively in the previous years, the drive to get all employers registered with the fund continued during the year under review. Smaller employers presented compliance problems, and although registration had become a routine exercise, employers in the category of one to four employees required special attention. The Ministry of Economic Planning had estimated that the working population in the country was in the region of 700,000. At the end of 1968 the fund had registered 473,572. It could be seen from this that there was still a great deal of registration work to be done.

123. It had not been possible to fix a time limit within which registration could be completed, apart from what the law had already laid down. Registered establishments, particularly in the agricultural areas, changed hands a great deal. Agricultural Development Corporation for example, took over a large number of farms, and between the time the farms were negotiated and bought, and the time they were sold to the new African farmers, regularity of compliance with the requirements of the National Social Security Fund was disturbed and registration records rendered out of date.

124. The Trade Licences Act affected registration in that in most cases, new traders taking over from non-citizens moved in with fresh employees who had not been previously registered. The general observation, however, was more of an exercise of adjustment and routine than a massive pressure. Comparatively, the pressure had shifted from registration drive to accounting services.

125. Since registration under the scheme was based on Identity Certificates, demand for Identity Certificates for male workers taking up employment increased considerably. During the year, original Identity Certificates were issued to 78,882 persons with a further re-issue of 79 637 certificates. All this meant considerable pressure on the staff of the Central Registration Office.

Contribution

126. During the year, the size of contributors was enlarged by employers in the group of five to nine employees. The effect of this was that the average monthly collections increased from K£380,000 to K£464,000. Contributions collected during the year amounted to slightly over K£5.5 million, thus bringing the cumulative total at the end of the year to slightly over K£10.1 million.

Benefit Payments

127. The benefits paid during the year confirmed, as in the previous year, the expectation that relatively few claims in respect of age or withdrawal benefit would fall due for the next ten years. Out of K£134,845.12.10 cts. benefit payments made during the year, K£120,018.7.35 cts. was paid in respect of Emigration Grant. The total amount which has been paid since the establishment of the fund was K£151,680.11.60 which was roughly $1\frac{1}{2}$ per cent of the total contributions the fund had collected to the end of the year. It was disturbing that within only two years, the fund paid out K£135,083 to members who were leaving the country. Largely, this was the effect on the fund of the "Asian Exodus" towards the end of 1967 and the Trade Licensing Act which restricted the issue of work permits and trade licences.

128. During the year K£8,424 was paid out in respect of Age Benefit. This is the main contingency for which purpose the National Social Security Fund was established. The amount paid is comparatively small for the fund pays out only the member's and employer's matching contributions, plus interest the amount has earned over the period. At the end of the year, the fund had over 14,000 members who were above the age of 60 years and who had already qualified for payments as and when they retired from paid employment. The amount of K£4,729 was paid out to survivors of members who died as compared to K£559 paid out in the previous year. This does not necessarily indicate any increase in mortality of members as during 1967 contributions were few and applications made in 1967 were settled in 1968.

Compliance

129. Large firms did not experience difficulties in complying with the requirements of the fund. Difficulties were experienced mainly in rural areas where employers voiced an opinion that small-scale employers in the farming areas did not have facilities necessary to cope with the work of the fund. Where, however, individual employers were approached, co-operation was generally secured.

130. Since there was still a large number of employers and workers who had not yet fully registered with the fund, the fund's inspectorate service continued to work under pressure. Sh. 1,000,000 in standard contributions and over Sh. 74,000 in penalties were collected from defaulting employers through inspection checks. No employer was prosecuted for non-compliance during the year as, in most cases, employers paid penalties imposed under the Act in time to avoid Court action.

Premises, Equipment and Staff

131. During the year, the fund acquired additional office accommodation in Mombasa House. Another relief came about when the Labour Office, Nairobi vacated Nairn House and the Central Registration Section of the fund occupied the entire building. However, the size of staff and office equipment increased

considerably during the year so that the extra accommodation acquired left the demand for better accommodation still outstanding.

132. The fund acquired during the year, a plot for the building of Social Security House. At the close of the year both the Land Department and the Ministry of Works were still attending to the technical matters and it was understood that work on the building would start in the following year.

133. As the administration of the fund was built around the foundation which had been laid, it became more and more essential that the staff must be specialized in the job. Difficulties were experienced in keeping the staff who were recruited and this, together with the pressure of work, the fund resorted to making use of vocational workers who neither had the interest in nor training for the work. The Fingerprint Bureau which is the core of the Fund's registration system suffered from lack of trained fingerprint specialists. Compared with previous years, the section was faced with the problem of coping with more work but with a considerably reduced staff.

134. The Accounts Division to which the mass of the fund's work had moved, required trained book-keepers and accountants and if the fund was to ensure efficiency, recruitment of competent staff as well as training was a must.

Finance and Accountancy Service

135. Contributors' Accumulated Fund increased to K£10,939,675 and at the end of the year provision for interest on members' accounts was made on K£144,703. This represented about 40 per cent of investment income received during the year. The fund earned K£372,844 from investments.

136. The fund invested in Government Stock, non-Government stock and in wider-range securities. During the year, the nominal value of K£12,297,613 was invested at a cost of K£11,302,626.7.30 cts. The stock market was readily available and the fund did not experience lack of demand for investment. Information on the age distribution of contributors was available and this was useful in making investment policy. As at the end of the year, the fund had invested in long-term securities.

137. The administration cost of the fund during the year amounted to K£218,026 which was met from investment income of K£11,466.19.05 cts. This was the break-even year for the fund and it was expected that in the following year, the fund would not need to resort to the Treasury for any loan for administrative purpose.

138. In the Government financial year 1967/68, a loan of K£141,701 was given to the fund. Half of that loan, that is K£70,850 was expected to cover the first half of the fund's financial year. In the Financial Year 1968/69 a loan of K£198,200 was given to the fund, and half of it, that is K£169,950 was expected to cover the fund's financial year, i.e. 1st January to 31st December 1968. This loan was repaid in full at the end of 1968.

139. Whereas at the end of 1967, the Income and Expenditure Account showed an excess of expenditure over income of K£41,965.16.69 cts., the account for 1968 reduced this deficit by K£11,466.19.05 cts.

Records

140. Backlog of work threatened the smooth running of the fund. A great deal of effort was made in correcting errors made in contribution returns and at the end of the year, the exercise was still continuing. The amount of errors was such that a large number of members' accounts were not up to date. Towards the end of the year, the fund had difficulty in getting computer time due to the fact that the Treasury computer was engaged in other Ministries' work including preparation of salaries, examinations and manpower survey. It was necessary, therefore,

for the fund to be assured of computer time if the fund was to operate the accounts smoothly.

141. Reorganization of the accounting system was considered desirable and the new system would be introduced in the following year. Most of the accounting records such as a register of members and employers, and individual members' accounts were maintained in the computer. The work of processing data for the computer increased many-fold during the year and this had become and is expected to remain a busy exercise.

PART VI—KENYANIZATION OF PERSONNEL BUREAU

General

142. The year 1968 was the first full year of operation for the bureau and for that reason, there were a variety of problems that had to be resolved such as staffing and office accommodation. The bureau was, however, in its infant state, but firm foundations were made during the year and it is hoped that as the years go by, the full effect of its work will be felt. The work of the bureau has, during the year, been directed mainly towards three distinct areas: processing of permit applications; filling of jobs notified to the bureau, and placement of secondary school-leavers. This report will cover separately each one of these activities.

PROCESSING OF PERMIT APPLICATIONS

143. In December 1967 the Ministry of Home Affairs ordered employers of non-citizens to apply for work permits for all non-citizens holding the following posts and to do so within a period of 90 days:—

- (i) Secretaries, stenographers and typists.
- (ii) Clerks.
- (iii) Book-keepers and cashiers.
- (iv) Office machine operators.
- (v) Technical representatives and brokers.
- (vi) Shop assistants.
- (vii) Skilled and semi-skilled workers not included above.
- (viii) Unskilled labourers.

144. These categories were picked because: first, they were likely to yield a large number of jobs for citizens, and secondly, because they normally require less education and training.

145. No survey had been done prior to gazetting the above jobs with the result that the total number of applications received were far in excess of what the administrative machinery could handle efficiently. Over 12,000 applications were received and up to the end of the year more applications were being attended to. In January 1968, employers of non-citizens were asked to submit employment returns on Immigration Form 22 which were needed in order to guide the bureau when making recommendations. These forms were also needed in order to examine training programmes for citizens. Over 10,000 such forms were received and files opened for each firm. Throughout the year the bureau discussed with various firms phase-out programmes for non-citizens. These training programmes would need to be kept under constant review.

146. The 12,000 permit applications received represented only a proportion of the right figure that should have been sent, because a good number of non-citizens changed their job titles in order to evade the first call-up. However, the permit situation is analysed fully in Table 9 of the Appendix. As regards the future gazetting, it is hoped that individual companies will be gazetted and in that way cover all non-citizens systematically from firm to firm irrespective of the jobs they hold. The experience gained during the first call-up has revealed several weaknesses in the administrative procedures. For example, the way Form 22 and Form 3 are received leaves much room for improvement. It is illegal for any firm employing

non-citizens not to send a return. Yet only 10,000 firms made a return, out of a total of 18,000 that were known to contribute to the National Social Security Fund though not all such firms were employers of non-citizens.

147. A lot of the bureau's time was spent on discussions with employers regarding extension of permits where this had become necessary. It is argued that the "Asian Exodus" of last year disorganized phase-out programmes, since many Asians (over 12,000) left suddenly, including many who had permits to work up to 1970. Adjustments were being made to accommodate this problem

Registration and Placement of Job-Seekers

148. The ultimate objective of an employment bureau is to facilitate the employment process and thus the optimum utilization of manpower in the national economy. The employment process is far more comprehensive than the act of hiring, including, as it does, the proper vocational preparation of work-force, assessment of its aptitude and abilities and the proper direction of it to the jobs to which it is suited. The employment service is a complex and extensive process in which workers, employers, schools and many private institutions are involved. Also, employment service should participate directly in the employment process by organizing the labour market and providing through that market a central exchange through which an employer can obtain quickly (from all available workers) those best qualified for his particular jobs and through which workers can obtain counsel and advice and be directed to the job suited to his abilities and interests.

149. Thus, an efficient employment bureau must, among other things, undertake the development and application of precise *employment interview techniques* for determining the occupational qualification and aptitudes of work-seekers and the exact job performance requirements of employers requesting workers. The bureau should also be involved in the development of expert knowledge of all the occupations and industrial processes which are found in the economy—to aid in this process the offices must be organized to facilitate this specialization and there must be undertaken the development and use of a wide body of occupation reference materials, job descriptions, occupational classification and codes, oral tests, aptitude and proficiency tests. It is important also to have close contact and good working relationships with management and personnel officers in all employing establishments of any significance, for the purpose of achieving an understanding of their employment problems and to bring them to use the facilities of the employment bureau in solving these problems. The bureau should also maintain similar contact and relationship with leaders of workers' organizations to ensure their understanding of the service of the bureau and to encourage the use of the bureau by workers.

150. During the year the following types of job-seekers were registered and most, except for clerks, have been placed:—

TOTAL REGISTERED IN 1968

1. Architects, Engineers, Surveyors and Chemists	20
2. Veterinaries, Physists, Biologists, Agronomists, etc.	19
3. Pharmacists, Optometrists, Dentists	4
4. Teachers	72
5. Accountants, Management, Executives, etc.	118
6. Nurses and Midwives	28
7. Painters, Draughtsmen and Technicians	206
8. Navigators, Engineers, Radio Communication	20
9. Non-Certified Accountants, Middle Management	176
10. Book-keepers and Cashiers	555
11. Stenographers and Typists	220

12. Office Machine Operators	209
13. Clerical Workers	1,663
14. Salesmen, Commercial Travellers, Shop Assistants, etc. ..	216
15. Artisans and other Skilled Workers	192
	3,718

151. In addition to these, hundreds of other jobs notified to the bureau have been filled through the labour exchanges.

School-Leavers

152. At the end of 1967, approximately 9,000 pupils took the Cambridge School Certificate examination and over 4,000 of them registered with the bureau and processing of applications and finding suitable places for this record number of pupils has been a major pre-occupation for the bureau. By the middle of the year, the number still unemployed fell to 2,000 and by September only approximately 1,000 were still unemployed, and it is probable that over 400 of these were still unemployed at the end of the year.

Table 153.1

	Total Registered	Total Unemployed by the end of June	Total Unemployed by the end of September
H.S.C.	45	29	3
S.C. Division I	1,116	92	13
S.C. Division II	831	710	285
S.C. Division III	1,289	595	290
G.C.E.	1,080	401	406
S.C. Failures	1,059	287	451
TOTALS	4,420	2,114	1,448

153. At the end of 1968, the School Certificate examination was taken by over 13,000 school-leavers and over 7,000 of these registered with the bureau. These are persons who are not candidates for Higher School Certificate places. It is clear, therefore, that 1969 is going to be an even more difficult year for school-leavers and one can expect greater hardships and mourning from many of them throughout the year.

154. The bureau has also attempted to improve on placement procedures for school-leavers. For example, past records from the Directorate of Personnel and reports from elsewhere regarding selection and placement of school-leavers confirm that whereas some progress has been made every year, nevertheless, a lot remained to be done before filling up and processing of career forms could be considered to be anywhere near perfection.

155. Also, past selection procedures whereby career forms moved from one institution (or employer) to another were clearly responsible for losses of a very large number of forms. During the year, the exercise was further complicated by increased number of school-leavers and the limitless number of choices that were normally allowed on Form A. In 1968 choices were limited to *four* only and all forms are now being held centrally in Nairobi. Forms for higher education were sent to the Ministry of Education and all other forms to the bureau, and it is intended that the bureau will keep a closer watch on them and thus minimize the losses that had occurred in previous years.

Table 2

ACCIDENT STATISTICS—SUMMARY OF ALL ACCIDENTS FOR 1968

The Tables in this Appendix show accidents reported during 1968 under the Workmen's Compensation Act (Cap. 236). To be reportable, an accident must have arisen out of and in the course of the employment and have resulted in the death of a workman or his disablement for at least three consecutive days.

In all cases the injured person has been taken as the unit—i.e. if an accident causes injury to more than one person, the number of accidents shown is the number of persons injured.

INDUSTRY	FATAL						PERMANENT INCAPACITY						TEMPORARY INCAPACITY ONLY						DEGREE OF INCAPACITY NOT YET DETERMINED				TOTAL NO. OF ACCIDENTS REPORTED			
	Male		Female		Juvenile		Total Incapacity		Male		Female		Juvenile		Male		Female		Juvenile		Male		Female		Juvenile	
AGRICULTURE, ETC.																										
Agriculture and Livestock	17	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Forestry and logging	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
TOTAL	18	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
MINING AND QUARRYING..	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
MANUFACTURING																										
Textiles, apparel and textile products ..	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Chemical, petroleum and coal products ..	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Non-metallic mineral products other than Chemical, petroleum and coal products ..	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Food, beverage and tobacco	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Wood and Furniture	4	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Metal industries	6	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
TOTAL	15	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

Table 2

ACCIDENT STATISTICS—SUMMARY OF ALL ACCIDENTS FOR 1968 (Contd.)

INDUSTRY	FATAL		PERMANENT INCAPACITY				TEMPORARY INCAPACITY ONLY			DEGREE OF INCAPACITY NOT YET DETERMINED			TOTAL NO. OF ACCIDENTS REPORTED					
	Male	Fe- male	TOTAL INCAPACITY		PARTIAL INCAPACITY		Male	Fe- male	Ju- venile	Male	Fe- male	Ju- venile	Male	Fe- male	Ju- venile			
			Male	Fe- male	Male	Fe- male										Ju- venile		
CONSTRUCTION	7	—	—	—	11	—	—	—	110	—	—	—	142	—	—	270	—	
ELECTRICITY, GAS, WATER AND SANITARY SERVICES	1	—	—	—	1	—	—	—	22	—	—	—	28	—	—	52	—	
COMMERCE	6	—	—	—	4	—	—	—	40	—	—	—	48	1	1	98	1	
TRANSPORT, STORAGE AND COMMUNICATION .. .	17	—	—	—	17	—	—	1	351	—	—	—	286	1	—	671	1	
DOCKS	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
SERVICE	10	—	—	—	7	—	—	—	96	3	—	—	77	1	—	190	4	
Government and Business	1	—	—	—	1	—	—	—	22	—	—	—	36	3	—	60	3	
Other	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
TOTAL	11	—	—	—	8	—	—	—	118	3	—	—	113	4	—	250	7	
									GRAND TOTAL							4,109	50	8

NOTE.—The term "Juvenile" means a person who has not reached the apparent age of eighteen years.

ACCIDENTS STATISTICS
ANALYSIS BY INDUSTRY

INDUSTRY	MACHINERY								Handling Without Machinery	
	POWER DRIVEN						OTHER			
	Prime Movers	Transmission	Lifting	Woodworking	Metal Working	Sisal	Other	Lifting		Other
AGRICULTURE, ETC.—										
Agriculture and Livestock	—	15	1	8	—	5	31	1	2	90
Forestry and Logging	—	—	—	1	—	—	—	—	—	1
Other	—	—	—	—	—	—	—	—	—	2
TOTAL	—	15	1	9	—	5	31	1	2	93
MINING AND QUARRYING	—	1	—	—	—	—	—	—	—	1
MANUFACTURING—										
Textiles, Apparel and Textile Products ..	—	4	—	1	1	1	46	—	—	20
Chemical, Petroleum and Coal Products ..	—	—	—	—	—	—	9	—	2	35
Non-Metallic Mineral Products Other than chemical, petroleum and coal products	—	1	—	1	—	—	12	—	—	28
Food, Beverages and Tobacco	—	11	5	3	5	1	40	2	—	126
Wood and Furniture	—	3	—	80	1	—	9	—	—	51
Metal Industries	2	6	2	10	54	—	79	6	—	449
Other	—	2	—	4	2	—	42	—	—	9
TOTAL	2	27	7	99	63	2	237	8	2	718
CONSTRUCTION	—	3	2	6	2	—	12	1	—	76
ELECTRICITY GAS WATER AND SANITARY SERVICES	—	—	—	—	3	—	1	—	—	14
COMMERCE	—	1	—	—	—	3	—	—	—	27
TRANSPORT, STORAGE AND COMMUNICATIONS	—	1	3	—	—	—	1	—	—	248
DOCKS—										
SERVICE—										
Government and business	—	—	—	—	—	—	4	—	—	34
Other	—	—	—	—	—	—	5	—	—	8
TOTAL	—	—	—	—	—	—	9	—	—	42

—1968

AND CAUSATION

TRANSPORT		Fire or Explosion	Other Hot or Corrosive Substance	Electric Shock	Gassing, Poisoning of Objects	Stepping Over or Striking Against Objects	Use of hand Tools	Animals	Other	Total
Locomotive (Power-Driven)	Other Vehicles									
3	102	6	—	1	—	125	141	21	33	585
—	—	—	—	—	—	4	2	1	—	9
—	—	—	—	—	—	—	—	1	—	3
3	102	6	—	1	—	129	143	23	33	597
—	1	—	—	—	—	8	6	—	1	18
—	5	1	1	—	1	14	2	—	2	99
—	9	1	2	—	—	15	4	—	3	80
—	—	1	3	—	—	12	3	—	4	65
—	26	9	18	—	1	112	156	5	13	533
—	22	—	—	—	—	20	8	—	8	202
8	34	23	28	4	2	242	170	1	26	1,146
—	2	—	1	—	—	11	1	—	1	75
8	98	35	53	4	4	426	344	6	57	2,200
2	38	8	1	—	—	87	23	2	7	270
—	8	—	—	2	—	16	2	—	6	52
—	34	1	—	—	—	21	2	3	8	100
22	96	2	7	—	—	251	14	2	26	673
—	74	4	1	—	—	39	1	1	26	194
—	7	—	1	—	—	18	15	2	7	63
—	81	4	2	—	—	57	26	3	33	257
GRAND TOTAL										4,167

Table 4

ACCIDENT STATISTICS—1968
ANALYSIS BY NATURE AND LOCATION OF INJURY

NATURE	LOCATION										Total
	Head		Upper Extremities		Trunk	Lower Extremities		Multiple	Un-classified		
	Eyes	Other	Fingers	Other	Feet	Other					
Contusions, Abrasions	7	28	30	55	89	50	47	23	2	331	
Burns and Scalds	2	8	3	6	22	9	7	13	2	72	
Concussions	1	7	3	5	8	4	4	1	4	37	
Cuts	7	80	30	257	281	165	169	26	2	1,017	
Punctured Wounds	3	9	1	8	41	26	39	—	1	128	
Amputations	—	1	—	43	27	—	2	—	1	74	
Dislocations	—	1	7	7	13	3	5	—	1	37	
Fractures	2	5	24	25	74	26	48	7	3	214	
Sprains and strains	—	3	21	12	19	23	43	6	3	130	
Asphyxiation (including drowning)	—	—	1	—	—	—	—	—	—	1	
Tearing of Internal Organs	3	5	3	—	—	—	—	—	—	11	
Electrical Shock	—	—	—	—	—	—	—	2	—	2	
Hernias	—	—	—	—	—	—	—	—	—	—	
Miscellaneous	53	34	17	18	28	13	18	14	75	270	
TOTAL	78	181	140	436	602	319	382	92	94	2,324	
								Not yet classified	..	1,843	
								TOTAL	..	4,167	

Table 5

CONTRACTS OF APPRENTICESHIP AND INDENTURED LEARNERSHIP
 COMPLETED OR OTHERWISE TERMINATED DURING 1968

	Apprentices	Indentured Learners
Printing Ink Technician	1	—
Aircraft Maintenance Fitters	2	—
Fitters	1	—
Motor Vehicle Mechanic	—	1
	4	1

Table 6

CONTRACTS OF APPRENTICESHIP AND INDENTURED LEARNERSHIP
REGISTERED UNDER THE INDUSTRIAL TRAINING ACT DURING 1968

	Apprentices	Indentured Learners
Aircraft Maintenance Fitters	20	1
Cartographer	12	11
Compositor	4	—
Commercial Artist	—	1
Draughtsman	1	1
Electrician	15	2
Electrical Technician	15	—
Fitter	5	9
Inspector of Works	—	8
Instrument Mechanic	1	—
Lift Mechanic	1	—
Lithographer	5	—
Mechanical Trades—Railways	45	—
Mechanical Technicians	8	—
Motor Vehicle Mechanics	35	9
Plumber	1	—
Printing Trades	5	—
Printing Ink Trade	4	—
Quantity Surveyor	—	1
Survey Assistant	2	14
Surveyor	20	—
Sheet Metal	3	—
Technical Assistant Printing	1	—
Tool Maker	4	—
	207	57

Table 7

CONTRACTS OF APPRENTICESHIP AND INDENTURED LEARNERSHIP
REGISTERED UNDER THE INDUSTRIAL TRAINING ACT AS AT 31st
DECEMBER 1968

	Apprentices	Indentured Learners
Aircraft Maintenance Fitters	62	1
Architectural Trainees	3	1
Auto Electrician	1	—
Blacksmith	4	—
Calculator Technician	3	—
Carding Machine Mechanic	—	2
Carpenter	—	20
Cartographer	21	18
Commercial Artist	—	2
Compositor	7	3
Draughtsman	1	12
Electrician	44	7
Electrical Fitters	4	4
Electrical Technician	28	8
Etcher	1	—
Fitter	37	43
Foreman Building	—	1
Foreman Roads	—	6
Inspector of Works	—	11
Inspector of Mechanical	7	10
Inspector of Electrical	—	10
Instrument Mechanic	1	—
Knitting Machine Mechanic	1	—
Laboratory Technician	1	—
Lift Mechanic	6	—
Linesmen	—	5
Lithographer	17	—
Locco Fitter	1	—
Mechanical Engineer	3	6
Masons	—	6
Materials Assistant	—	5
Mechanical Trades—Railways	126	52
Mechanical Technician	12	—
Motor Vehicle Mechanic	92	9
Multilith Technician	3	—
Plumber	2	1
Printing Trades	6	—
Printing Ink Trade	6	—
Quantity Surveyor	2	3
Plater	1	2

Table 7—(Contd.)

	Apprentices	Indentured Learners
Sewing Machine Mechanic	1	—
Sheet Metal	6	—
Screen Print Operator	1	—
Survey Assistant	2	17
Surveyor	53	12
Technical Assistant Printing	18	3
Toolmaker	14	—
Dyer and Printer—Textile	2	—
Graphic Artist	1	—
Typewriter Repairer	—	2
Diesel Pump Mechanic	—	1
Engineering Apprentices	11	—
Optical Technician	1	—
Welder	1	—
Sheet Metal	7	—
	621	283

Table 8

TRADE TESTS COMPLETED DURING 1968

TRADES	GRADE I		GRADE II		GRADE III		TOTAL
	Pass	Fail	Pass	Fail	Pass	Fail	Pass and Fail
ENGINEERING—							
Blacksmith	1	1	2	—	4	10	18
Fitter (General)	36	13	75	26	184	88	424
Motor Vehicle Mechanic	54	111	129	145	309	432	1,180
Moulder	—	1	—	—	—	—	1
Panel Beater	1	5	4	5	9	6	30
Mainlayer	—	—	3	—	—	—	3
Pipe/Fitter/Plumber	—	—	—	—	56	53	109
Plumber	15	3	41	10	—	—	69
Rural Water S. Artisan	5	—	4	—	—	—	9
Plant Mechanic	1	4	5	10	35	20	75
Spray Painter	—	—	8	6	7	7	28
Tinsmith	4	—	7	2	48	30	91
Turner	7	6	19	3	72	76	183
Vehicle Electrician	1	1	7	6	14	12	41
Welder Arc and Gas	29	11	56	6	125	46	273
TOTAL	154	156	360	219	865	780	2,534
BUILDING—							
Bricklayer	3	2	4	3	4	3	19
Mason (Building)	33	37	65	55	166	43	399
Painter	24	9	30	5	89	9	166
Signwriter	3	2	9	16	59	11	100
TOTAL	63	50	108	79	318	66	684
WOODWORKING—							
Cabinet Maker	—	1	—	1	—	—	2
Carpenter/Joiner	6	36	46	103	198	195	584
Polisher	—	1	—	—	1	—	2
TOTAL	6	38	46	104	199	195	588
ELECTRICAL—							
Cable Joiner	9	1	2	—	—	—	12
Electrical Wireman	30	34	38	41	113	175	431
Electrical Fitter	—	—	—	—	11	12	23
Overhead Linesman	—	—	—	—	18	5	23
TOTAL	39	35	40	41	142	192	489

Table 8—(Contd.)

TRADES	GRADE I		GRADE II		GRADE III		TOTAL
	Pass	Fail	Pass	Fail	Pass	Fail	Pass and Fail
TAILORING—							
Tailor	1	5	8	13	52	18	97
Dressmaker	1	2	21	17	54	23	118
Upholsterer	1	—	6	—	9	2	18
TOTAL	3	7	35	30	115	43	233
SHOEMAKER	—	1	4	3	29	23	60
MISCELLANEOUS—							
Liquified Petroleum G.F. ..	1	—	—	—	—	—	1
Fuel Injection Pump	—	—	1	—	—	—	1
Saw Doctor	1	—	1	1	—	—	3
TOTAL	2	—	2	1	—	—	5
GRAND TOTAL..	267	287	595	477	1,668	1,299	4,593

Table 9

PERMIT EXPIRATION DATES

	1968	1969	1970	1971	Totals
A. PROFESSIONAL, TECHNICAL, ADMINISTRATORS AND EXECUTIVES—					
Directors and top level administrators	10	10	130	110	260
Professional	50	80	320	90	540
Executive and Managerial	20	120	330	80	550
Technicians, works managers, and shop foremen and other supervising tradesmen					
.. .. .	10	90	530	20	650
B. TEACHERS	10	80	210	30	330
C. CLERICAL—					
Secretaries, stenographers and typists	80	410	1,240	10	1,740
Clerks	30	830	760	0	1,620
Book-keepers, cashiers and book-keeping clerks	90	420	270	0	780
Office Machine Operators	10	80	30	0	120
D. SALES—					
Technical representatives and brokers	10	90	100	0	200
Shop assistants	30	100	10	0	140
E. SKILLED AND SEMI-SKILLED WAGE OR SALARY EARNERS NOT INCLUDED ABOVE					
.. .. .	210	550	2,170	250	3,180
F. UNSKILLED LABOURERS					
.. .. .	10	70	140	20	240
TOTALS FOR EACH YEAR	570	2,930	6,240	610	10,350

N.B.—(a) Permits refused outright by the Department of Immigration are not included. (Approximately 1,000).

(b) Figures for categories A and B are for non-citizens entering Kenya in recent months.

