

KENYA NATIONAL ASSEMBLY

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PARLIAMENTARY SERVICE COMMISSION

**DRAFT SCHEME OF SERVICE FOR MACHINE
OPERATORS**

February 2009



SCHEME OF SERVICE FOR MACHINE OPERATORS

1. Aims and Objections

- (i) To provide for a clearly defined career structure which will attract and retain qualified personnel in the Photocopying Services in the Parliamentary Service Commission.
- (ii) To establish standards for recruitment, performance, appraisal, promotion, training and development of Machine Operator personnel with a view to high standards of performance, efficiency and effectiveness.
- (iii) To ensure advancement within the career structure on the basis of academic, professional, merit and ability as well as work performance.

2. Administration and Training Scope of the Scheme

- (i) The scheme will be administered by the Secretary of the Parliamentary Service Commission, who will ensure that the provisions therein are strictly observed for fair and equitable treatment of all staff.
- (ii) In administering the Scheme, the Secretary to the Parliamentary Service Commission will ensure that appropriate training opportunities are available and facilities are provided for to assist serving officers to acquire the necessary additional qualifications, specialization and experience required for both efficient performance of duties and advancement within the scheme.

3. Grading structures and Scope

The scheme of service establishes Three (3) grades for Machine Operator, three(3) grades for Assistants Machine Operators, Two(2) for Supervisors.

Machine Operator

1	Machine Operator III	PSC 5
2	Machine Operator II	PSC 6
3	Machine Operator I	PSC 7
4	Assistant Machine Operator Supervisor	PSC 8
5	Machine Operator Supervisor	PSC 9

4. Conversion Table

Serving Officers will adopt and convert to the new designations as indicated here below: -

Old Designation	Grade	New Designation	Grade
Office Machine Supervisor III	PSC 4	Machine Operator III	PSC 5
Deputy Office Machine Supervisor II	PSC 5	Machine Operator II	PSC 6
Deputy Office Machine Supervisor I	PSC 6	Machine Operator I	PSC 7
Office Machine Supervisor	PSC 7	Assistant Machine Operator Supervisor	PSC 8
		Machine Operator Supervisor	PSC 9

5. Serving Officers

Serving machine operators will adopt and convert as appropriate to new grading structure and designations as provided in the scheme of service. However, for advancement within the career structure, all officers must possess the minimum qualifications /or experience required for promotion to the higher grade.

6. Provision of Posts

The Scheme of service does not in itself constitute authority to create or upgrading posts. Any posts required under the new grading structure may only be authorized by the Secretary to the Parliamentary Service Commission/Clerk of National Assembly on the staffing needs.

7. Office Machine Operator Function:

The Office Machine Operator function involves operation of different types of photocopying, duplication and Cyclostyling machines; sorting and binding of photocopying or cyclostyled materials/documents; cleaning machines and machine rooms; estimating the running and maintenance costs of machines and advising the office supervisor as appropriate; and carrying out minor repairs on the machines. The function also received in machine rooms from destruction, losses and unauthorized persons.

8. Recognized Qualifications for the purpose of this Scheme

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

(i).Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain) or its equivalent.

(ii).A Certificate of attendance on operation and maintenance of photocopying/duplicating machines issued by recognized Institution who deals with machines or teaches the relevant course.

Requirements of Appointment

For appointment to this grade of Machine operator (III),

Candidate must:-

- (i).have a Kenya Certificate of Secondary Education mean grade D or its equivalent;
- (ii).be security vetted; and

II. Machine Operator (II) PSC Scale 6

Duties and Responsibilities

The work of Machine operator (II) will essentially be similar to that of Machine operator (III) it involves operating various types of photocopying and duplicating machines; sorting and binding finished materials in the machine rooms; ensuring general cleanliness of the machines and carrying out minor repairs on the machines.

Requirement for Appointment

For appointment to this grade, an officer must:-

- (i) have served for at least three (3) years in the grade of Machine operator (III)
- (ii) Have demonstrated merit, competence and ability in work performance.
- (ii).have a certificate of attendance on operation and maintenance of photocopying and duplicating machines issued by recognized institution.

(III) Machine operator (I) PSC Scale 7

Duties and Responsibilities

The Machine operator (I) will be required to have mastered all operating skills to be able to work with little supervision. Work at this level will also include detecting faults and carrying out minor repairs on the machines.

Requirement for this Appointment

For appointment to the grade of Machine operator

(I) an officer must have:-

- (i).have served satisfactorily as a Machine operator (II) for a minimum period of four (4) years;
- (ii).shown ability, competence and responsibility in work performance at that level
- (iii).in possession of attendance certificate from a recognized institution.

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