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PARLIAMENTARY SERVICE COMMISSION

**Report of the Tribunal to Review the  
Terms and Conditions of Service for  
Members of Staff of the  
National Assembly**

**Chairman:**  
**Chief Justice (Rtd) A. M. Cockar, EGH**

**Presented to:**  
**The Hon. Francis Xavier ole Kaparo, EGH, MP**  
**Speaker of the National Assembly**  
**of Kenya**  
**Thursday, 22<sup>nd</sup> August, 2002**

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**PARLIAMENTARY SERVICE COMMISSION**



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Terms and Conditions of Service for  
Members of Staff of the  
National Assembly**



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**The Hon. Francis Ole Kaparo, EGH, M.P.,  
Speaker of the National Assembly &  
Chairman of the Parliamentary Service Commission  
Parliament Buildings,  
NAIROBI.**

**Mr. Speaker,**

**You appointed us on 11<sup>th</sup> February, 2002 through Gazette Notice No.791 to review and make recommendations on the terms and conditions of service for Members of Parliament, including their salaries, allowances and benefits in addition to the facilities available for their use both in Parliament Buildings and in their constituencies. We were given two months to submit our Report to you. However, our mandate was later expanded to include the following:-**

- **Review of salaries and allowances for members of staff;**
- **Review of salaries, allowances and retirement benefits for the following:-**
  - **The President**
  - **The Vice President; and**
  - **The Speaker**

**Consequently, you extended our assignment by a further fifty one working days through Gazette Notice No.3997 of 28<sup>th</sup> June, 2002.**

**In order to address the terms for parliamentary staff, the Commission acquired the services of two consultants in Human Resources Management, Mr.Boaz Mujera and Mr. Samuel Kinuthia to assist the Tribunal in the review of salaries and allowances for members of staff.**

**The two consultants did a magnificent job and submitted their report within the stipulated time. This part of the Tribunal's report comprises exclusively our recommendations on the terms for the staff.**

**The Report on Members' terms and conditions of service, which is contained in a separate volume, comprises the main component of the Tribunal's Report.**

As in past reports, the recommendations on staff, if adopted, will be implemented independent of those for Members. It is important to point out that the implementation of the recommendations shall be accompanied by staff performance assessment which is recommended elsewhere in the Report. Development of a performance assessment instrument is therefore crucial so that only productive staff members are retained in the Parliamentary Service.

We humbly take this unique opportunity, Mr. Speaker, to thank you and all the members of the Parliamentary Service Commission, for the trust and honour you bestowed on us. We would also like to express our utmost gratitude for the resources and facilities you put at our disposal which enabled us carry out our work in a conducive environment.

We are, Mr. Speaker, Sir,

Justice A. M. Cockar, E.G.H.	-	Chairman	.....
Munyua Waiyaki (Dr), E.G.H.	-	Member	.....
James Denis Akumu	-	Member	.....
Gaylord Avedi, E.B.S.	-	Member	.....
Bethuel A. Kiplagat, E.B.S.	-	Member	.....
Samuel W. Ndindiri	-	Secretary	.....

Dated this..... day of ..... 2002



**Gazette Notice No. 791**

**THE PARLIAMENTARY SERVICE ACT**

**(No. 10 of 2000)**

**APPOINTMENT OF MEMBERS OF TRIBUNAL**

**IN EXERCISE of the powers conferred by section 23 of the Parliamentary Service Act (No. 10 of 2000), the Chairman of the Parliamentary Service Commission, on behalf of the said Commission appoints -**

**Justice A. M. Cockar - (Chairman),  
Munyua Waiyaki (Dr.),  
James Denis Akumu,  
Gaylord Avedi,  
Bethuel A. Kiplagat,  
Samuel W. Ndindiri, Clerk of the National Assembly - Secretary**

**To be members of a Tribunal to review and make recommendations on the terms and conditions of service of members of Parliament including their salaries, allowances and benefits in addition to the facilities available for their use both in Parliament Buildings and in their constituencies. The Tribunal will submit their report within two months.**

**Dated the 8<sup>th</sup> February, 2002**

**F.X.K. OLE KAPARO  
Chairman,  
Parliamentary Service Commission**

**Terms of Reference of the Tribunal to Review the Terms and Conditions of Service for Members of Parliament and Staff of the National Assembly:**

- I. To Review the Terms and Conditions of Service (Salaries, Allowances, Retirement and Medical Benefits) of the Staff of the Parliamentary Service Commission with a view to recommending their improvements;**
- II. To Review the Structure of the proposed new Units i.e. Public Relations and Protocol Office, Legal Services, Training, Research, Printing, Constituency Liaison Unit as well as Parliamentary Budget Office;**
- III. To develop Job Descriptions for each Cadre falling within the job titles of the new Units;**
- IV. To develop Conversion Tables to assist in the implementation of the new Salary Scales and Levels; and**
- V. To develop a Macro-organogram for the National Assembly.**

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# CHAPTER ONE

## SALARIES AND SALARY SCALES

### Introduction

1. Our first Term of Reference required us to review the terms and conditions of service (salaries, allowances, retirement and medical benefits), of the staff of the Parliamentary Service Commission with a view to recommending their improvement. Our approach in this regard was to consider the issue of salaries first and then go into the allowances. We will discuss each allowance in turn.

2. According to information received, Salaries of the staff under the Parliamentary Service Commission were last reviewed and took affect in July 2000. With the coming into being of the Parliamentary Service Commission as an independent institution separate from the mainstream civil service, it was expected that terms and conditions of service of the staff in the Parliamentary Service would be reviewed to reflect the new status of the National Assembly. It is apparent that a comprehensive review was not carried out. Hence, the present need to review the terms and conditions of service of the staff of the National Assembly.

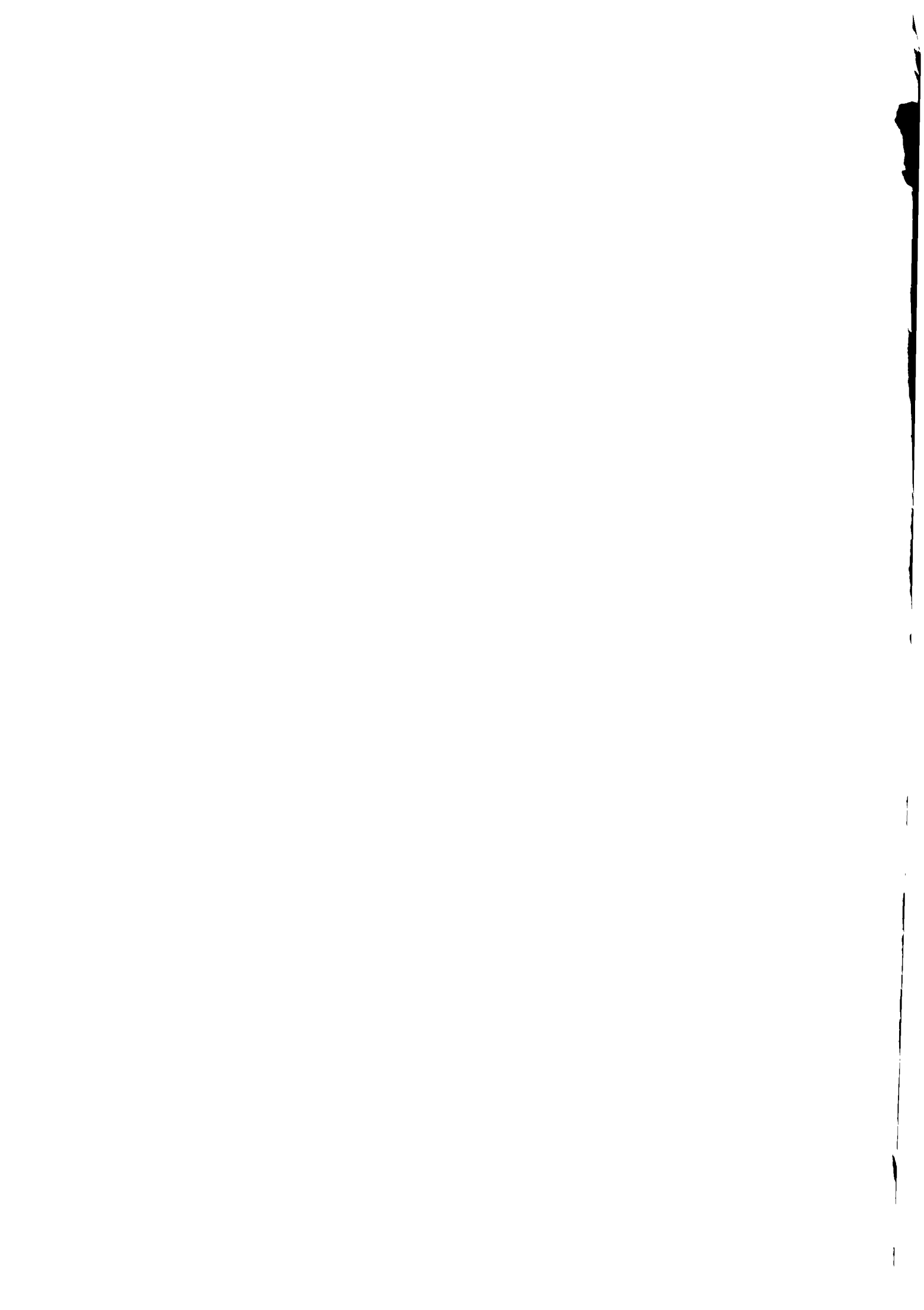
3. We have noted that although the terms and conditions of service of the staff of the National Assembly are not low, compared with similar institutions in the Public sector, the review is necessary to reflect the importance and autonomy the institution has gained through the enactment of the Parliamentary Service Act, 2000, No. 10 of 2000. Part II [section 3 (2)] of the Act states "..... in the performance of their functions, employees of the service shall not seek or receive directions from any source external to the service".

**We further note that the mobility of staff of National Assembly is limited unlike other employees in the Public sector. Even though employees in the Civil Service may engage in private business as provided for under the Ndegwa Salary Review Commission Report of 1970-71, by nature of their work, the staff of the National Assembly may not be able to do so. It is on the basis of the above that more attractive terms and conditions of service of the staff of National Assembly is considered appropriate.**

**4. In assessing the current salary levels of staff of the National Assembly and their possible future direction, we have compared them to similar institutions in the Public Sector; considered the Consumer Price Index (CPI); as well as the rate of inflation for Nairobi. The CPI and the rate of inflation were sourced from the Economic Survey 2002 prepared by the Central Bureau of Statistics, Ministry of Finance and Planning, page 229. The rate of inflation for Nairobi is shown as 4.4 per cent (1998/1999); 8.3 per cent, (1999/2000); and 3.7 per cent, (2000/2001). The Nairobi inflation rate is shown as rising by 5.5 per cent from 1998; while that of Kenya as a whole has been rising at the rate of 7.1 per cent. The growth of salaries and the rates of inflation per salary level are shown on Table 1.1.**

**5. The present salaries are growing at the rate of between 3.5 per cent and 6.03 per cent for salary level 12. We have therefore added salary growth rate and inflation rate and rounded them up to use the product as a factor of salary increase. The figure is 10 per cent per year for salary levels 2 to 6. In three years, this factor becomes 30 per cent. For salary levels 7 to 12 the factor is 12 per cent per year and in three years, the factor will be 36 per cent. This factor percentage is meant to compensate the staff for loss of purchasing power due to inflation and to provide for normal salary growth.**





6. The three years duration is used because we are recommending that terms and conditions of service of staff be reviewed at an interval of three (3) years. The Retention allowance that is existing is withdrawn because it is considered superfluous. But the 5 per cent benefit is transferred to the salary as an additional percentage increase. The salaries and salary scales appearing on Table 1.2 have been developed using 35 per cent (30% + 5%) increment for salary levels 2 to 6 and at 41 per cent (36% + 5%) increment for salary levels 7 to 12 as shown in the Table. It is necessary to point out that the salaries are shown at Kshs. per month but the rate of increment is Kshs. per year.

7. We have therefore developed Tables to illustrate the issues further as follows:

**Table 1.1 Shows the Growth of Salaries and Rate of Inflation.**

**Table 1.2 Shows Cadres, their Salary levels and scales.**

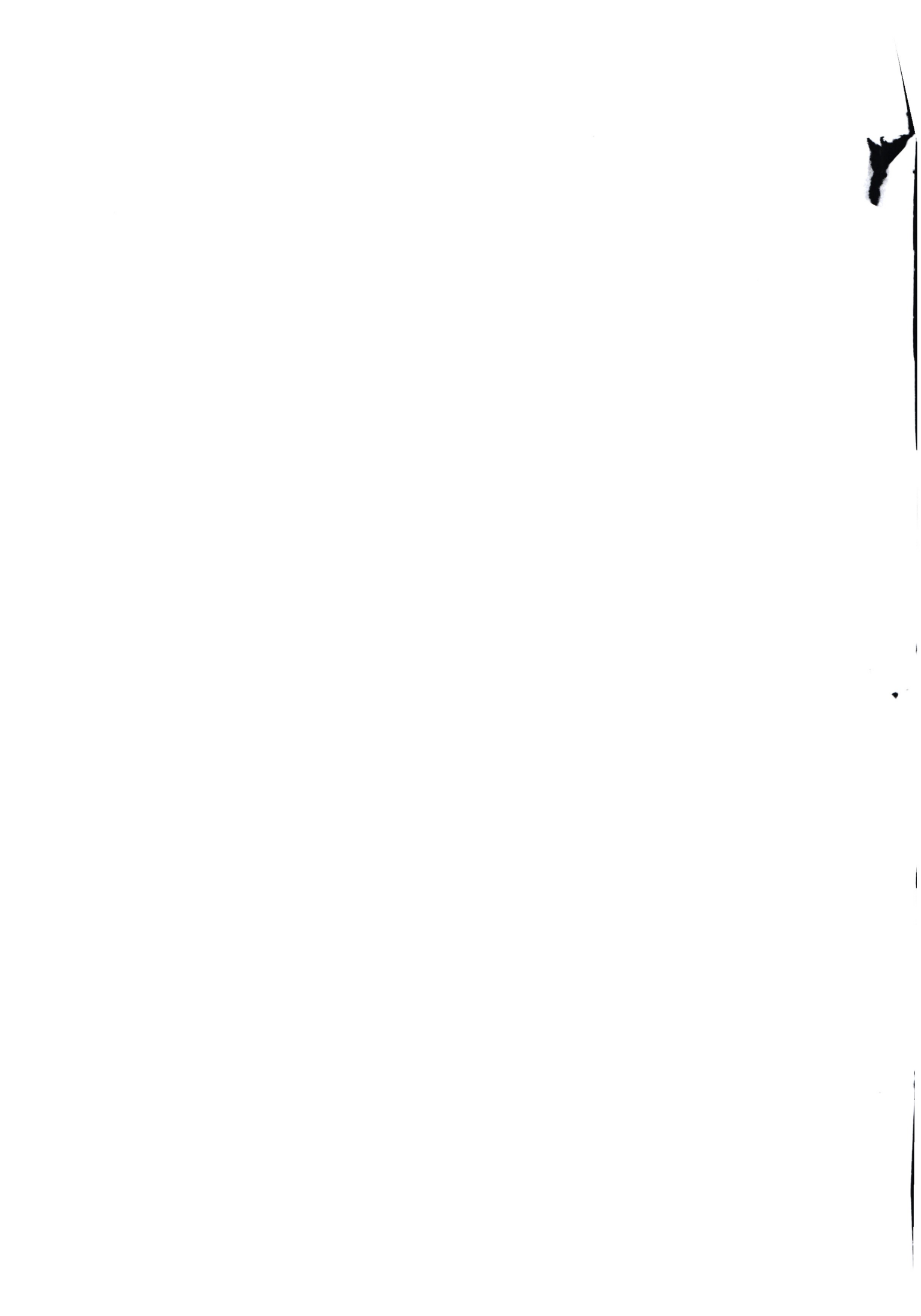
**Table 1.3 Shows the existing salaries, Allowances and Total package.**

**Table 1.4 Shows recommended Salaries, Allowances and total package**

**Table 1.5 Shows the comparison between the total packages of current and recommended salaries and allowances.**

**Table 1.6 (A) Shows the Salary and Allowances recommended for the Clerk of the National Assembly**

**Table 1.6 (B) Shows Conversion Table for the Salary of the Clerk of the National Assembly.**





**Table 1:1 Growth of Salaries and Rate of Inflation**

<b>Salary Level</b>	<b>Salary Growth %</b>	<b>Inflation Rate % Average</b>
<b>2</b>	<b>5.21</b>	<b>5.5</b>
<b>3</b>	<b>3.59</b>	<b>5.5</b>
<b>4</b>	<b>3.63</b>	<b>5.5</b>
<b>5</b>	<b>3.63</b>	<b>5.5</b>
<b>6</b>	<b>3.67</b>	<b>5.5</b>
<b>7</b>	<b>4.24</b>	<b>5.5</b>
<b>8</b>	<b>4.06</b>	<b>5.5</b>
<b>9</b>	<b>4.40</b>	<b>5.5</b>
<b>10.</b>	<b>4.37</b>	<b>5.5</b>
<b>11.</b>	<b>5.20</b>	<b>5.5</b>
<b>12.</b>	<b>6.03</b>	<b>5.5</b>

**Salary and Allowances Recommended for the Clerk of the National Assembly.**

**8. The Salary and Allowances of the Clerk of the National Assembly have mainly been derived by comparing positions of similar status in the Public Sector. We have largely assessed the salary as being within the range of Permanent Secretaries in the mainstream Civil Service. The allowances recommended are also within the range of those being paid to Permanent Secretaries. The salary scale and the allowances for the Clerk are as shown on Table 1.6 (A).**

## **Total Package for the Clerk of National Assembly**

	<b>Kshs P.m</b>
<b>Salary</b>	<b>160,000</b>
<b>House Allowance</b>	<b>80,000</b>
<b>Extraneous Allowance</b>	<b>80,000</b>
<b>Entertainment Allowance</b>	<b>65,000</b>
<b>Domestic Staff Allowance</b>	<b><u>20,000</u></b>
<b>Total</b>	<b><u>405,000</u></b>

**Kshs.**

**Leave Allowance** **18,000 p.a**

**We were unable to obtain the Salary and Allowances for some Permanent Secretaries. The Tribunal, in the circumstances recommends that the Salary and Allowances for the Clerk of the National Assembly be pegged between Job Group U and Job Group V applicable to Permanent Secretaries. Once the Salaries and Allowances for all Permanent Secretaries are established, the Salary and Allowances for the Clerk of the National Assembly should be adjusted accordingly. This adjustment, however, shall not be to the disadvantage of the Clerk of the National Assembly.**

**9. We have recommended pay and benefits, which are more attractive than hitherto, subject to availability of funds. In addition, these new terms should be applicable to staff who meet the performance standards to be set for the Parliamentary Service. Performance assessment must be done on a continuous basis and in a transparent manner, and must be geared towards identifying those whose performance is wanting. Those who may improve through training should be trained. Those who fail to improve after all the efforts are made should therefore be allowed to separate from the National Assembly. For it is the attitude, quality, and dedication of the staff that will make the National Assembly realise its mission.**

**10. As stated elsewhere in this report, when National Assembly was delinked from the mainstream Civil Service and became an independent institution, new Terms and Conditions of Service were introduced to conform with the newly acquired status of Parliamentary Service. These included, inter alia, new salary structures and levels.**

**11. In our assignment, however, we have observed that conversion of salaries from the Civil Service salary Job Groups to Parliamentary Service salary levels, was not professionally done. As a result, gradings of certain positions were not in harmony with the overall gradings of the National Assembly. There is therefore, need to streamline those Salary structures and gradings including the review of organisation structures of all the Departmental Units. A review of the job titles/designations and staffing levels, as well as rationalization of reporting relationships with seniority of positions, is crucial.**

**Table 1.2: Indicates Cadres, their Salary Levels and Salary Scales**

<b>Cadres</b>	<b>Salary Level</b>	<b>Present Salary Scale</b>	<b>Recommended Salary Scale</b>
<b>Clerk of the National Assembly</b>	<b>1</b>	<b>Kshs. 42,830x1775 - 53,480 x 2135 - 59,885</b>	<b>Equivalent to that of a Permanent Secretary</b>
<b>Deputy Clerk, Hansard Editor, Senior Principal Personnel Officer, Personal Assistant to the Speaker, Legal Counsel, Senior Principal Finance Officer</b>	<b>2</b>	<b>Kshs. 32,630x1,700 - 42,830x1,775 - 46,380</b>	<b>Kshs. 44,050.50 x 2,202- 52,858 x 2,642 - 63,426</b>
<b>Deputy Hansard Editor, Principal Clerk Assistant, Principal Human Resource Development Officer, Principal Personnel Officer Accounts Controller, Principal Finance Officer, Principal Clerk Assistant (Legal) Chief Sergeant-At-Arms, Public Relations and Protocol Officer</b>	<b>3</b>	<b>Kshs. 28,860 x 1,035 - 30,930 x 1,700 - 42,830</b>	<b>Kshs. 38,961.00 x 1,948 - 46,753 x 2,338 - 58,443</b>
<b>Chief Librarian, Chief Accountant, Deputy Chief Sergeant-At-Arms, Senior Assistant Hansard Editor, Senior Clerk Assistant, Chief Systems Analyst/Programmer, Executive Secretary, Chief Supplies</b>	<b>4</b>	<b>Kshs. 25,755 x 1,035 - 30,930 x 1,700 - 41,130</b>	<b>Kshs. 34,796.25 x 1,740 - 43,496 x 2,174 - 56,540</b>

Cadres	Salary Level	Present Salary Scale	Recommended Salary Scale
<b>Officer, Chief Personnel officer, Chief Executive Officer, Superintendent Printer, Senior Finance Officer, Senior Catering Manager</b>			
<b>Assistant Hansard Editor, Clerk Assistant I, Senior Librarian, Senior Personnel Officer, Senior Supplies Officer, Senior Personal Secretary, Finance Officer I, Planning Officer 1, Senior Internal Auditor, Senior Accountant, Senior Research Officer, Gym Manager, Senior Systems Analyst/Programmer, Restaurant Officer I, Public Relations and Protocol Officer, Senior Sergeant At-Arms</b>	5	<b>Kshs. 22,495 x 815 – 25,755 x 1,035 – 30,930 x 1,700 – 36,030</b>	<b>Kshs. 30,368.25 x 1,518 – 37, 958 x1,898 – 49,346</b>
<b>Accountant I, Sergeant At-Arms I, Catering Manager, Clerk Assistant II, Hansard Reporter I, Supplies Officer I, Systems Analyst/Programmer, Sergeant-At-Arms I, Librarian I, Finance Officer II, Planning Officer II,</b>	6	<b>Kshs. 19,615 x 720 – 22,495 x 815 – 25,755 x 1,035 – 30,930 x 1,700 – 34,380</b>	<b>Kshs. 26,480.25 x 1,324 – 33,100 X 1,655 – 46,340</b>

Cadres	Salary Scale	Present Salary Scale	Recommended Salary Scale
<b>Research Officer I, Internal Auditor I, Executive Officer I, Asst. Gym Manager, Personal Secretary, Personnel Officer I</b>			
<b>Accountant II, Clerk Assistant III/Cadet, Executive Officer II, Food and Beverage Assistant I, Personnel Officer II, Sergeant-At-Arms II, Supplies Officer II, Personal Secretary II, Computer Programmer, Librarian II/III, Hansard Reporter II, Research Officer II, Printer II, Fitness Instructor, Personal Assistant, Internal Auditor II, Electrical/Mechanical (Building Services)</b>	7	<b>Kshs. 16,190 x 685 - 19,615 x 720 - 22,495 x 815 - 23,310</b>	<b>Kshs. 22,727.90 x 1,363 - 30,906 x 1,854 - 36,468</b>
<b>Hansard Reporter III, Sergeant-At-Arms III, Accounts Assistant, Supplies Assistant, Personnel Assistant, Library Assistant, Shorthand Typist, Chef, Audit Examiner, Research Assistant, Gym masseurs, Binder, Cameraman, Telephone Supervisor</b>	8	<b>Kshs. 13,930 x 565 - 16,190 x 685 - 22,355 x 815 - 23,170</b>	<b>Kshs. 19,641.30 x 1,178 - 26,709 x 1,602 - 37,923</b>

Cadres	Salary Level	Present Salary Scale	Recommended Salary Scale
<p>Senior Telephone Operator, Assistant Sergeant-At-Arms, Senior Data Machine Operator, Office Machine Supervisors, Food and Beverage Assistant II, Senior Copy Typist, Senior Commissionaire, Senior Driver, Senior Cook, Senior Waiter, Assistant Housekeeper, Hansard Reporter Trainee, Receptionist, Senior Technical Assistant, Senior Store man, Senior Clerical Officer, Copy Typist I, Mechanical Building Assistant, Key Punch Operator</p>	9	<p>Kshs.9,790 x 430 – 12,800 x 565 – 16,190 x 685 – 16,875</p>	<p>Kshs. 13,803.90 x 828 – 18,772 x 1,126 – 26,654</p>
<p>Telephone Operator I, Cook I, Driver I, Machine Operator, Store man I, Technical Assistant, Clerical Officer, Copy Typist III, Waiter II, Painter/Sign writer</p>	10	<p>Kshs. 7,210 x 315 – 7,525 x 335 - 8,530 x 420 – 9,790 x 430 – 12,860</p>	<p>Kshs. 11,691 x 701 – 15,598 x 995 – 21,573</p>
<p>Store man II, Telephone Operator, Cook II, Driver II, Machine Operator, Plumber III, Mason III, Electrician III, Carpenter II</p>	11	<p>Kshs. 5,970 x 310 – 7,210 x 315 – 7,525 x 335 – 9,870 x 430 – 10,730</p>	<p>Kshs. 9680.35 x 580 – 13,740 x 824 – 17,860</p>

<b>Cadres</b>	<b>Salary Scale</b>	<b>Present Salary Scale</b>	<b>Recommended Salary Scale</b>
<b>Security Warden, Gym Attendants, Gardener, Artisan III, Subordinate Staff</b>	<b>12</b>	<b>Kshs. 4,210 x 290 – 5,660 x 310 – 9,380</b>	<b>Kshs. 7,799.40 x 468 – 11,075 x 664 –17,715</b>



**Table 1.3: Shows Existing Salaries, Allowances and Total Package**

Salary Level	Present Salary p.m Ksh	Present H/All p.m. Ksh	Present L/Duty All 20%	Present Ent. All. 20%	Present Resp. All. 20%	Present Trans. All. 25%	Present Retention All. 5%	Total Package
2.	32,630	52,000	6,526.00	6,526.00	6,526.00	8,157.00	1,631.00	113,997
3.	28,860	37,000	5,772.00	5,772.00	5,772.00	7,215.00	1,443.00	91,834
4.	25,755	36,250	5,151.00	-	-	6,438.75	1,287.75	74,882.50
5.	22,495	33,100	4,499.00	-	-	5,622.75	1,124.75	66,842.50
6.	19,615	25,000	3,923.00	-	-	4,903.75	980.75	54,422.50
7.	16,190	17,400	3,238.00	-	-	4,047.50	809.50	41,685.00
8.	13,930	16,000	2,786.00	-	-	3,482.50	696.50	36,895.00
9.	9,790	14,000	1,958.00	-	-	2,447.50	489.50	26,685.00
10.	7,210	9,000	1,442.00	-	-	1,802.50	360.50	19,815.00
11.	5,970	7,800	1,194.00	-	-	1,492.50	298.50	16,755.00
12.	4,810	7,200	961.50	-	-	1,202.50	240.00	14,414.00

**Table 1.4: Shows Recommended Salaries, Allowances per month and Total Package**

<b>Salary Level</b>	<b>Recom. Salary</b>	<b>Recom. H/se All.</b>	<b>Recom. Late Duty All. 30%</b>	<b>Recom. Entert All. 25%</b>	<b>Recom. Transport 30%</b>	<b>Recom. Respon All. 20%</b>	<b>Total Package</b>
<b>2</b>	<b>44,050.00</b>	<b>52,000.00</b>	<b>13,215.00</b>	<b>11,012.60</b>	<b>13,215.15</b>	<b>8,810.10</b>	<b>142,303.35</b>
<b>3</b>	<b>38,961.00</b>	<b>37,000.00</b>	<b>11,688.30</b>	<b>9,740.25</b>	<b>11,688.30</b>	<b>7,792.20</b>	<b>116,870.05</b>
<b>4</b>	<b>34,796.25</b>	<b>36,250.00</b>	<b>10,438.80</b>	<b>-</b>	<b>10,438.80</b>	<b>-</b>	<b>91,923.85</b>
<b>5</b>	<b>30,368.25</b>	<b>33,100.00</b>	<b>9,110.40</b>	<b>-</b>	<b>9,718.50</b>	<b>-</b>	<b>82,297.15</b>
<b>6</b>	<b>26,480.25</b>	<b>25,000.00</b>	<b>7,944.00</b>	<b>-</b>	<b>7,944.00</b>	<b>-</b>	<b>67,368.25</b>
<b>7</b>	<b>22,727.90</b>	<b>17,400.00</b>	<b>6,818.30</b>	<b>-</b>	<b>6,818.35</b>	<b>-</b>	<b>53,764.55</b>
<b>8</b>	<b>19,641.30</b>	<b>16,000.00</b>	<b>5,892.30</b>	<b>-</b>	<b>5,892.40</b>	<b>-</b>	<b>47,426.00</b>
<b>9</b>	<b>13,803.90</b>	<b>14,000.00</b>	<b>4,141.10</b>	<b>-</b>	<b>4,141.20</b>	<b>-</b>	<b>36,086.20</b>
<b>10</b>	<b>11,691.00</b>	<b>9,900.00</b>	<b>3,507.30</b>	<b>-</b>	<b>3,049.80</b>	<b>-</b>	<b>28,148.10</b>
<b>11</b>	<b>9,680.35</b>	<b>8,580.00</b>	<b>2,904.10</b>	<b>-</b>	<b>2,525.30</b>	<b>-</b>	<b>23,689.75</b>
<b>12</b>	<b>7,799.40</b>	<b>7,920.00</b>	<b>2,339.80</b>	<b>-</b>	<b>2,034.60</b>	<b>-</b>	<b>20,093.80</b>

**Table 1:5 Comparative Total Packages Between Current and Recommended Salaries And Allowances**

Salary Level	Existing Package	Recommended Package	Increase
2	107,471.00	142,303.35	34,832.35
3	86,062.00	116,870.05	30,808.05
4	74,882.50	91,923.85	17,041.35
5	66,842.50	82,297.15	15,454.40
6	54,422.50	67,368.25	12,945.75
7	41,685.00	53,764.55	12,079.55
8	36,895.00	47,426.00	10,531.00
9	28,685.00	36,086.20	7,401.20
10	19,815.00	28,148.10	8,333.10
11	16,755.00	23,689.75	6,934.75
12	14,414.50	20,093.80	5,679.30

**Table 1.6 (A) Salary and Allowances recommended for the Clerk of the National Assembly**

**(i) Salary Scale**

**Kshs. 160,000 x 11,200 – 171,200 x 11,984 – 183,184 x 12,822 – 196,002 x 13,720 – 209,722 x 14,860 – 224,402 x 15,708 – 240,110 x 16,807 – 256,917 x 17,984 – 274,901 x 19,243 – 294,144.**

**NOTE: Salary in Kshs per month.**

**Increment in Kshs per year**

**(ii) Allowances**

**Kshs. Per Month**

**House Allowance 80,000**

**Extraneous Allowance 80,000**

**Entertainment Allowance 65,000**

**Domestic Staff Allowance 20,000**

**245,000**

**Leave Allowance Kshs. 18,000 per Year**



**Table 1.6 (B)**

**CONVERSION TABLE**

**SALARY LEVEL 1**

<b>OLD SALARY SCALE</b>	<b>NEW SALARY SCALE</b>
<b>Kshs.42,830 x 1,775 – 53,480 x 2,135 – 59,885</b>	<b>Kshs.160,000 x 11,200 – 171,200 x 11,984 – 183,184 x 12,822 – 196,002 x 13,720 x 209,722 x 14,680 – 224,402 x 15,708 – 240,110 x 16,807 – 256,917 x 17,984 – 274,901 x 19,243 – 294,144</b>
<b>42,830</b>	<b>160,000</b>
<b>44,605</b>	<b>171,200</b>
<b>46,380</b>	<b>183,184</b>
<b>48,155</b>	<b>196,002</b>
<b>49,930</b>	<b>209,722</b>
<b>51,705</b>	<b>224,402</b>
<b>53,480</b>	<b>240,110</b>
<b>55,615</b>	<b>256,917</b>
<b>57,750</b>	<b>274,901</b>
<b>59,885</b>	<b>294,144</b>
<b>-</b>	<b>314,734</b>

## CHAPTER TWO

### ALLOWANCES, RETIREMENT AND MEDICAL BENEFITS

#### Introduction

12. Currently, the following allowances and fringe benefits are payable to the staff of the National Assembly: House Allowance; Late Duty Allowance; Retention Allowance; Entertainment Allowance; Overtime Allowance; and Transport Allowance.

13. With the exception of house allowance which is payable at a flat rate based on the officers salary level and overtime allowance which is payable at the rate of one and half times the hourly rate of pay for each hour of overtime and at double the hourly rate of pay whenever staff of the National Assembly are called upon to work on weekends and public holidays, the rest of the allowances are assessed as a percentage of an individual's specific salary. The rates of these allowances are shown under Table 1.3 of this Report.

14. In our study, however, we have recommended the introduction of three (3) new categories of allowances. These include: Leave allowance; Extraneous allowance; and Domestic Staff allowance. The last two are specifically payable to the Clerk of the National Assembly. Details of each category of the recommended allowances are as explained in the succeeding paragraphs.

## **House Allowance**

**15. In our study, we received representations from members of staff of the National Assembly interviewed to the effect that the current House allowance rates are not adequate to enable them afford decent houses in secure areas. The staff argued that rents for such houses are beyond the financial ability of most of them. Hence, they have to travel to far and insecure estates where rents are affordable thereby risking carjacking and mugging, since they leave duty late in the night. In their submission, therefore, they have proposed that their House allowance should be reviewed to reflect the market rates, which should be assessed at the rate of 80% of their basic salary.**

**16. We have considered these submissions and in view of the fact that the current rates of House allowance were reviewed only two (2) years ago, and considering the depressed state of our economy whereby market rents have not gone up, we are not in favour of the proposed increase.**

**17. It is, therefore, our view that there is no justification in the proposed increase at the moment until the next review of terms and conditions of service of the staff of National Assembly which we have recommended elsewhere in this Report to be after every three (3) years.**

## **Leave Allowance**

**18. We were told that the current arrangement of re-imbursing leave travel expenses is on production of receipts whenever staff travel home on leave. Occasionally, they are required to produce letters from their local Chiefs to prove that they actually travelled to their rural homes.**

19. We find these arrangements outdated, open to abuse and a discouragement of domestic tourism. In this regard, and in view of the rising cost of transport, due to the fact that officers are expected to be accompanied by their families when proceeding on leave, we recommend that:

20. The staff of the National Assembly should be paid an automatic Leave allowance once a year provided they are taking at least half of their leave entitlement as follows:

Salary Levels	Amount P.a. Kshs.
11 & 12	10,000
9 & 10	12,000
6 - 8	14,000
4 & 5	16,000
2 & 3	<u>18,000</u>

#### Transport Allowance

21. This allowance was introduced with a view to assisting the staff of the National Assembly in meeting of transport expenses, which had proved to be a real burden to them due to the rising cost. Currently this allowance is payable at the rate of 25 per cent of the basic salary.



22. In this regard, most of the staff interviewed stated that this allowance is inadequate and should be increased from the current rate of 25 per cent to 45 per cent of the basic salary. We have considered these representations and in view of the fact that transport constitutes a major component of the employees' expenditure, we have recommended that the current rate of transport allowance be increased from 25 per cent to 30 per cent.

### **Overtime Allowance**

23. Currently, the Junior staff of the National Assembly are entitled to Overtime Allowance whenever the nature of their duties require that they work after the normal working hours.

24. We find merit in recommending that Overtime Allowance should continue to be paid to all junior staff at the rate of one and half times the hourly rate of pay for each hour of over-time and at double the hourly rate of pay whenever staff are called upon to work on weekends and public holidays. Senior staff will, however, not be eligible for payment of Overtime Allowance but will be given time off instead.

### **Entertainment Allowance**

25. This allowance is currently payable to the Clerk of the National Assembly and officers on Salary levels 2 and 3. Representations have been made that this allowance should be extended to other officers heading Divisions and Sections. Arguments have been advanced that at these other levels official entertainment also takes place. We note, however, that no quantification has been made in this respect. We are therefore, not convinced that a strong case has been made to warrant a departure from the present arrangements.

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**26. However, should a situation arise that requires a head of Division to entertain official visitors, one should claim reimbursement from the entertainment vote for the cost incurred. We have recommended an upward review of this allowance from the present 20 per cent to 25 per cent to take care of normal growth.**

#### **Retention Allowance**

**27. This allowance has been justified on the basis that staff of the National Assembly should be compensated for loss of promotional opportunities. In our view, if there are no promotional opportunities in the National Assembly, these can be created by streamlining career progression guidelines (schemes of service) and by establishing staffing norms based on job demands at the various functional areas. This matter can be resolved by administrative action, which does not, in our view, call for the establishment of this allowance.**

**28. Views emanating from the staff we have held discussions with, appear to suggest that the allowance should remain. Our considered view is that the allowance is superfluous taking into account that the general terms and conditions of service of the staff are being improved, the intention being to motivate and retain staff in the service of Parliament under the Parliamentary Service Commission.**

**29. We have, therefore, recommended that the allowance be withdrawn and the salary be increased by 5 per cent which was hitherto payable against the allowance so that the staff do not lose in terms of remuneration.**

#### **Late Duty Allowance**

**30. This allowance is paid to members of staff whose nature of the work forces them to work beyond the normal working hours. They usually stop work when the House rises and sometimes others continue after the House rises.**

**The units involved are the Clerks Chambers, Hansard, the Sergeant-At-Arms and the Telephone Exchange. The personnel involved are both officers and support staff.**

**31. In the past, this allowance has been referred to by various titles such as Special Compensatory Allowance. It is important that one title is used to avoid implementation difficulties and the management should settle on the title that is most suitable to their circumstances. For our purpose, we have retained the Late Duty Allowance in our submission. Based again on normal growth and long working hours, this allowance is recommended to be raised from the present 20 per cent to 30 per cent.**

**Notwithstanding the above, staff who are in receipt of Late Duty Allowance but are forced to work beyond 11.00 p.m. at night, should be considered for payment of Overtime Allowance for the extra hours worked, calculated on the basis indicated under Overtime allowance.**

#### **Retirement Benefits**

**32. This is another area of interest that the Terms of Reference required us to address. During our enquiries, particularly our discussions with the Clerk of the National Assembly, it has transpired that this work has been contracted out and that an Actuary has been appointed to look into the matter. It is our opinion that an Actuary can professionally recommend the options available to the staff of the Parliamentary Service, with a view to adopting the best one. In the circumstances, we are of the view that the Actuary should be given time to come up with the necessary recommendations on the matter. We are reliably informed that this will take a few months.**



## **Medical Benefits**

**33. In any organization, the health of the workers is of paramount importance. This is because workers who are not healthy cannot perform at their best. Until the beginning of year 2002, the employees of the National Assembly were being paid Medical Allowance per month based on one's salary scale. This has now been replaced by a Medical Insurance Scheme run by MediPlus, a health care provider. The information we have gathered is that the Scheme has been running satisfactorily so far.**

**34. Since the Scheme has been running for the last six months only, it may be too early to evaluate its success or failure. However, the services being offered by the firm need to be evaluated with a view to continuing or terminating them if they are not satisfactory. Our enquiries have, therefore, not revealed any information to suggest that the scheme be discontinued. We therefore support the present scheme subject to an evaluation within a period of one (1) year to establish its suitability for future use by the staff of the National Assembly.**

## **CHAPTER THREE**

### **RECOMMENDED STRUCTURES FOR THE NEW UNITS IN THE NATIONAL ASSEMBLY**

#### **Introduction**

**35. According to the second Term of Reference, we were expected to review the structures of the proposed new units i.e. Public Relations and Protocol, Legal Unit, Training and Research, Printing, as well as the Constituency Liaison Unit with a view to proposing their structures. The Parliamentary Budget office was later added to the list.**

**36. We have carefully considered the structures for the units and we have prepared each one in turn, together with explanatory notes, as can be seen in the following paragraphs. We however, propose that for the units to be functional, Job Descriptions for each cadre should be developed.**

#### **Public Relations And Protocol Office**

**37. Although Public Relations and Protocol appear as different units in the Terms of Reference, we have deemed it necessary to combine them in one office because of their functional closeness. Despite the fact that there is a thin line dividing them, they are nevertheless two sides of the same coin.**

**38. The Head of the Unit who is recommended to be Public Relations and Protocol Officer, is graded at Parliamentary salary scale 3. He will be assisted by four (4) Assistant Public Relations Officers salary scale 4/5/6; two (2) in Public Relations and two (2) in Protocol, in the short term.**

**We do not envisage an increase in staff strength in the medium term. We, however, recommend a staffing review in the long term. The organogram for the Public Relations and Protocol Office is shown as *Annex I*.**

# ORGANOGRAM FOR THE PUBLIC RELATIONS AND PROTOCOL OFFICE

## Annex I

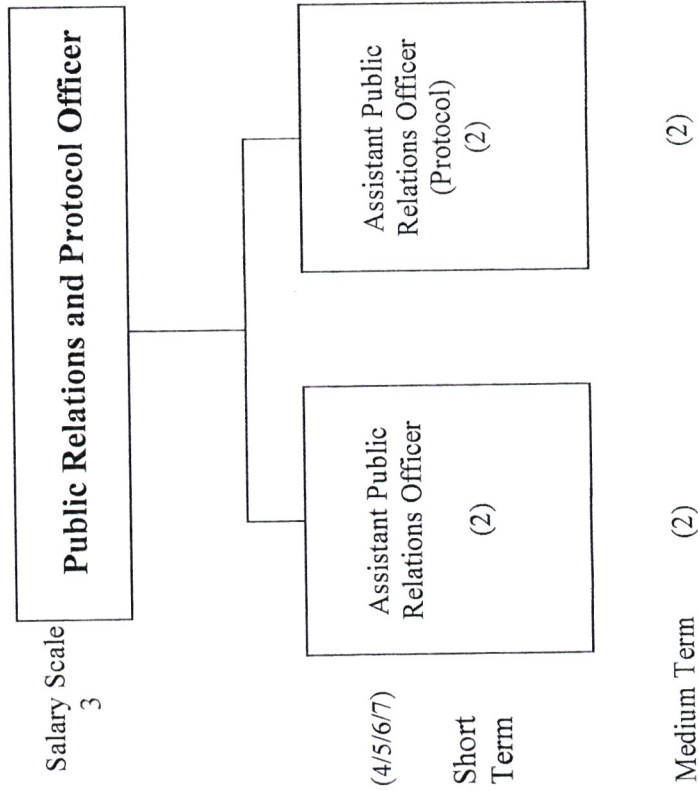
### Functions

#### (a) Public Relations

- Projecting a positive image of the National Assembly through press releases, newsletters, bulletins and reports;
- Preparing information materials for visitors and guests of the National Assembly;
- Liaising with the media on matters touching on the National Assembly;
- Handle travel matters for members and staff of the National Assembly;
- Any other duties that may be assigned by the Clerk of the National Assembly.

#### (b) Protocol

- To book, receive, clear and transport foreign visitors on behalf of the National Assembly;
- To receive local visitors (groups and individuals) to the National Assembly;
- To conduct tours for such visitors as necessary;
- To liaise with other bodies locally and overseas on matters of visits by Members of Staff of the National Assembly;
- Inter-Parliamentary relations, organisations and conferences;
- Parliamentary outreach programmes.



## Legal Services Department

**39. It is the view of the Parliamentary Service Commission, and rightly so, that a Legal Department be established in the National Assembly. The role of the department would be to offer legal services to Parliament. This role is currently being performed by the Attorney-General's office. Due to shortage of staff in the State Law Office, legal services both to the State Law Office and to the National Assembly have not been adequate. Besides the legal services being rendered to the National Assembly by the Attorney-General's office, the new Legal Department in the National Assembly will also handle legal work emanating from the Speaker, Parliamentary Service Commission, Parliamentary Committees and individual members.**

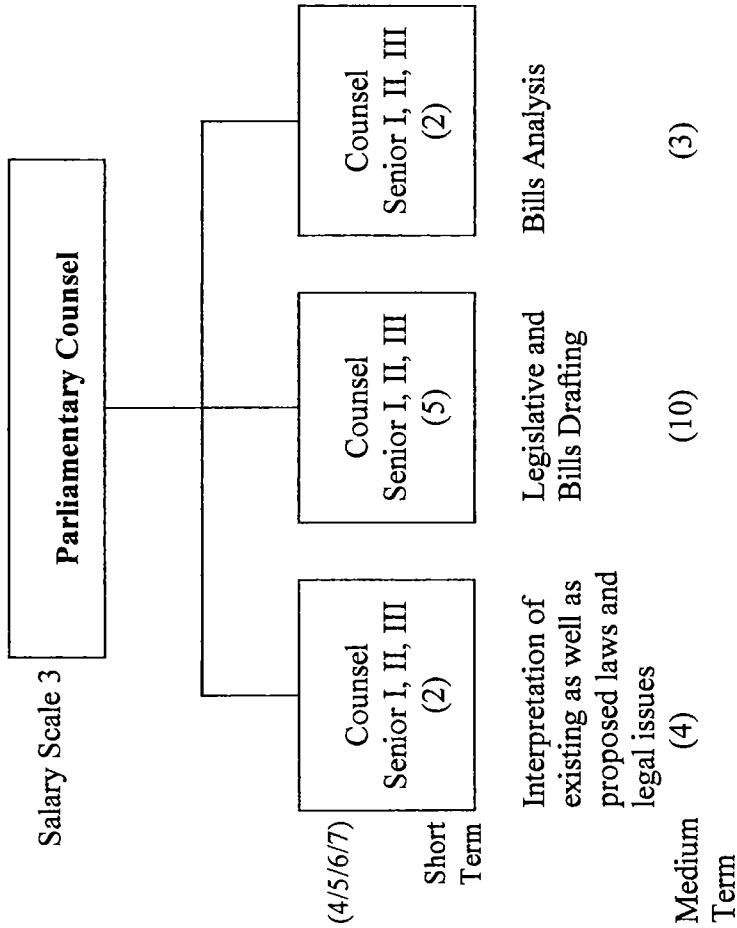
**40. We envisage that the department would be headed by an officer at the level of Parliamentary Counsel, salary scale 3. He would be assisted by nine (9) counsels at salary scales 4,5,6 and 7 in the short term. These would be allocated duties in three broad areas, namely: interpretation of existing and proposed laws; legislative and bills drafting; as well as bills analysis. In the medium term, the department will grow to a complement of 17 staff members. In the long term, there is need to assess the actual staff strength in this department. Needless to emphasize, this Department will be manned by staff with degrees in law from recognized institutions. The organogram for the Department is shown as *Annex II*.**



**ORGANOGRAM FOR THE LEGAL SERVICES DEPARTMENT**

**Annex II**

- Functions**
- Provide advice to the Speaker, the Parliamentary Service Commission, Members of Parliament and the Clerk of the House on the interpretation of existing as well as proposed laws and related legal issues;
  - Provide legislative drafting services to Parliament in general and to specific Members and Select Committees;
  - Carry out the drafting of Bills to be initiated by the Parliamentary Service Commission, Committees and individual Members;
  - Prepare Bills Analysis for use by Committees and Members.



## **Training Department**

**41. As the Parliamentary Service Commission embraces more and more activities as an autonomous institution, the need to prepare staff to shoulder more and more responsibilities will not only be enhanced but critical. The department, which will not carryout actual training programmes but co-ordinate training, is therefore a necessity.**

**42. This department will focus on three main areas, based on the target groups, namely: training of Members of Parliament; the Clerks' cadre and their equivalents; and the training of the Support Staff. The department will be headed by a Principal Clerk Assistant at Salary Scale 3. The Assistants will be placed at salary levels 4,5,6 and 7. In the short term, the Assistants will be six (6), two (2) per target group. In the medium term, the staffing levels are expected to remain the same; while in the long term, there is a possibility of training activities reducing after most of the staff have been trained.**

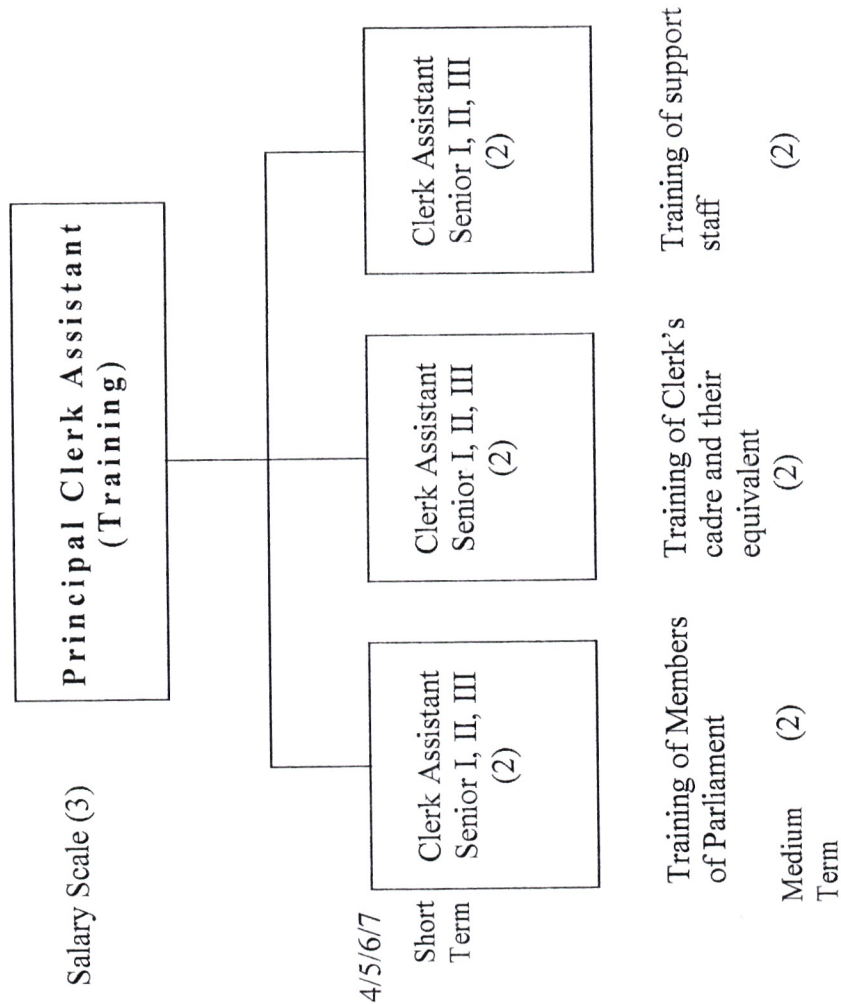
**43. Training is a very expensive undertaking. When organisations are faced with shrinking budgets, but increasing and competing financial demands, training may suffer inadequate financial allocation. This will not augur well for the Parliamentary Service Commission. For staff to offer their services at peak performance, relevant training based on a rigorous assessment of training needs is mandatory. Training funds, therefore, need to be made available as a matter of priority. The organogram for the training department is shown as *Annex III*.**

# ORGANOGRAM FOR THE TRAINING DEPARTMENT

## Annex III

### Functions

- Maintenance of contacts with potential external providers of training;
- Identification and evaluation of training needs of Members of Parliament and staff;
- Development and implementation of tailor-made training programmes;
- Development and review of the training policy for Members and the staff of the National Assembly in fulfilment of the mission, vision and function of Parliament;
- Conduct comprehensive orientation programmes for new Members of Parliament to enhance their comfort level by reducing feelings of apprehension in their new surroundings including rules, regulations, procedures and financial entitlements;
- Develop training materials;
- To develop internship programmes with a view to providing interns with hands on exposure to the workings of Parliamentary system of Government.



## **Department Of Research**

**44. The proposed Department of Research is intended to provide non-partisan professional research assistance and analysis services to the Members, Committees, and Staff of the National Assembly. The department's structure is designed to facilitate and operationalise the functional role of the department in carrying out its own mandate and the overall mandate of Parliament. The department will service functional Departmental Committees of Parliament as follows:- Agriculture, Lands and Natural Resources; Energy, Communications and Public Works; Education, Research and Technology; Health, Housing, Labour and Social Welfare; Administration, National Security and Social Authorities; Finance, Planning and Trade; Administration of Justice and Legal Affairs; Defence and Foreign Affairs.**

**45. The department is crucial and therefore, we envisage that it would be headed by a Principal Clerk Assistant salary scale 3. It is further proposed that recruitment of staff in the functional areas should be restricted to the grades of Senior Clerk Assistant, Clerk Assistant I, II and III, salary scale levels 4,5,6, and 7. This is intended to allow for promotional opportunities within each specialised functional area.**

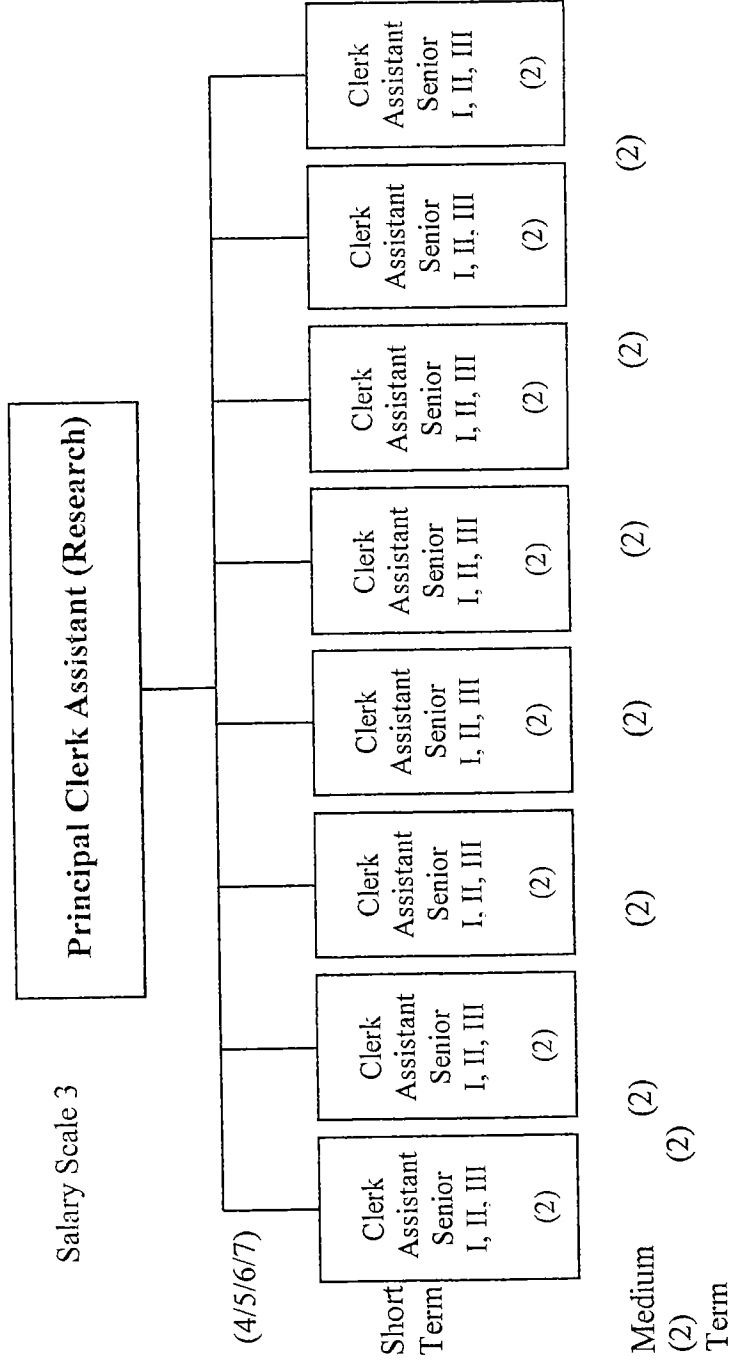
**46. It is also proposed that in the short term, the complement for each functional area should be two (2) positions which will remain the same in the medium term. This proposal is consistent with our thinking that the workload in this department may not increase drastically to warrant rapid growth in the medium term. Hence, the staff strength will remain the same during the same period. The organogram for the department is shown as *Annex IV*.**

# ORGANOGRAM FOR THE DEPARTMENT OF RESEARCH

## Annex IV

### Functions

- Provide back-up service to select Committees;
- Prepare research papers and briefing notes at the request of Members;
- Be available for personal consultations in various fields of specialization;
- Provide an explanation, interpretation or professional analysis;
- Assess the strengths and weaknesses of policy options;
- Assist in the development of particular points of view;
- Undertake other types of research;
- Synthesize and analyse the views expressed in the course of public hearings involving Parliamentary Committees;
- Analyse the annual management reports of the Government Ministries/Departments and Parastatals;
- Analysing recommendations from Public Investment Committee and Public Accounts Committee Reports.



(See Note in page 33)

NOTE

- DC** - **Departmental Committees**
- DC-A** - **Agriculture, Lands and Natural Resources**
- DC-B** - **Energy, Communications, and Public Works**
- DC-C** - **Education, Research and Technology**
- DC-D** - **Health, Housing, Labour and Social Welfare**
- DC-E** - **Administration, National Security, and Local Authorities**
- DC-F** - **Finance, Planning and Trade**
- DC-G** - **Administration of Justice and Legal Affairs**
- DC-H** - **Defence and Foreign Affairs**



## **Printing Unit**

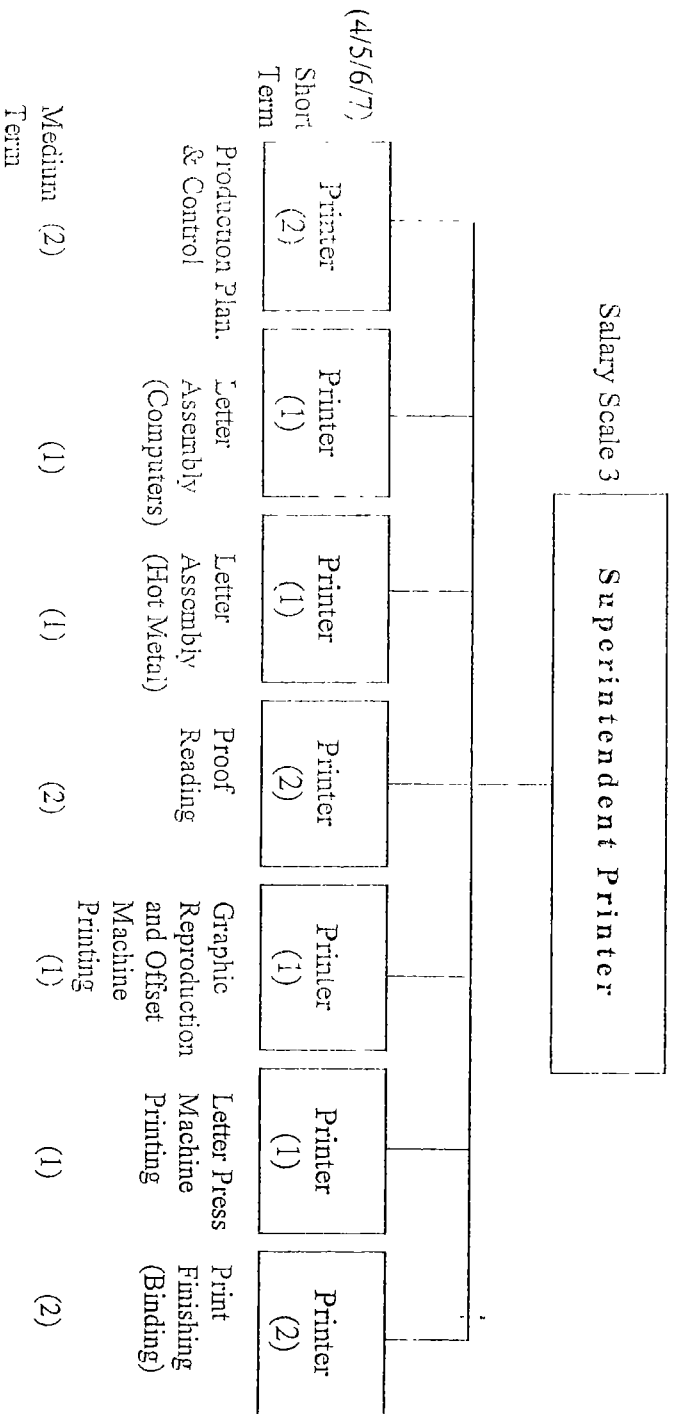
47. The Printing Unit is a new creation in the Parliamentary Service. Hitherto, this work was being done by the Government Printer. Its creation was in response to the need to print Parliamentary work (Hansard Production, Order Paper, Vouchers and National Assembly Letter Heads) internally for close supervision and speedy production.

48. The unit has a serious understaffing problem and is headed by a Superintendent Printer, salary scale 6. The Unit utilizes members of the subordinate staff and trainees from Kenya Polytechnic to be able to function. It is proposed that the Unit be headed by Superintendent Printer, salary scale 3. It is further recommended that the following functional areas be established: Production, Planning and Control; Letter Assembly (computers); Letter Assembly (Hot Metal Composition); Proof Reading; Graphic Reproduction and Offset Machine Printing; Letterpress Machine Printing; and Print Finishing (Binding)

49. In the short term, staffing of these sections will be: Production, Planning and Control, (two (2) Printers; Letter Assembly one (1); Letter Assembly (Hot Metal) one (1); Proof Reading one (1); Graphic Reproduction one (1); Letter Press one (1); and Print Finishing/Paper conversion two (2) Printers). In the medium term, it is envisaged that the unit will require the same number of employees. The organogram for the Printing Unit is shown as *Annex V*.

# ORGANOGRAM FOR THE PRINTING UNIT

Annex V



- Functions**
- Printing of the Hansard;
  - Printing of Committees' reports and other reports;
  - Printing of Official Circulars and other materials;
  - Printing of National Assembly Payroll.



## **Constituency Liaison Office**

**50. The proposed Constituency Liaison Office will be located at the Parliament Buildings with its support staff operating at constituency level. The office is intended to play a co-ordinating role of complaints and issues emanating from the constituencies and brief the respective Member of Parliament where necessary. The office will be headed by a Principal Clerk Assistant, salary scale 3 and will be supported by Senior Clerk Assistant, I, II and III, salary scales 4,5,6 and 7. The proposed staff strength will be one Clerk Assistant to handle forty (40) constituencies with the exception of one Clerk Assistant who will handle fifty (50) constituencies. It is envisaged that the work-load is not likely to increase in the medium term. Hence, there will be no increase of staff during the same period. It is further proposed that at the constituency level, in the field, the establishment will be two (2) Clerical Officer/Typist posts and one messengerial post to man each constituency. The workload is unlikely to increase in the medium term, hence no anticipated staff growth during the same period.**

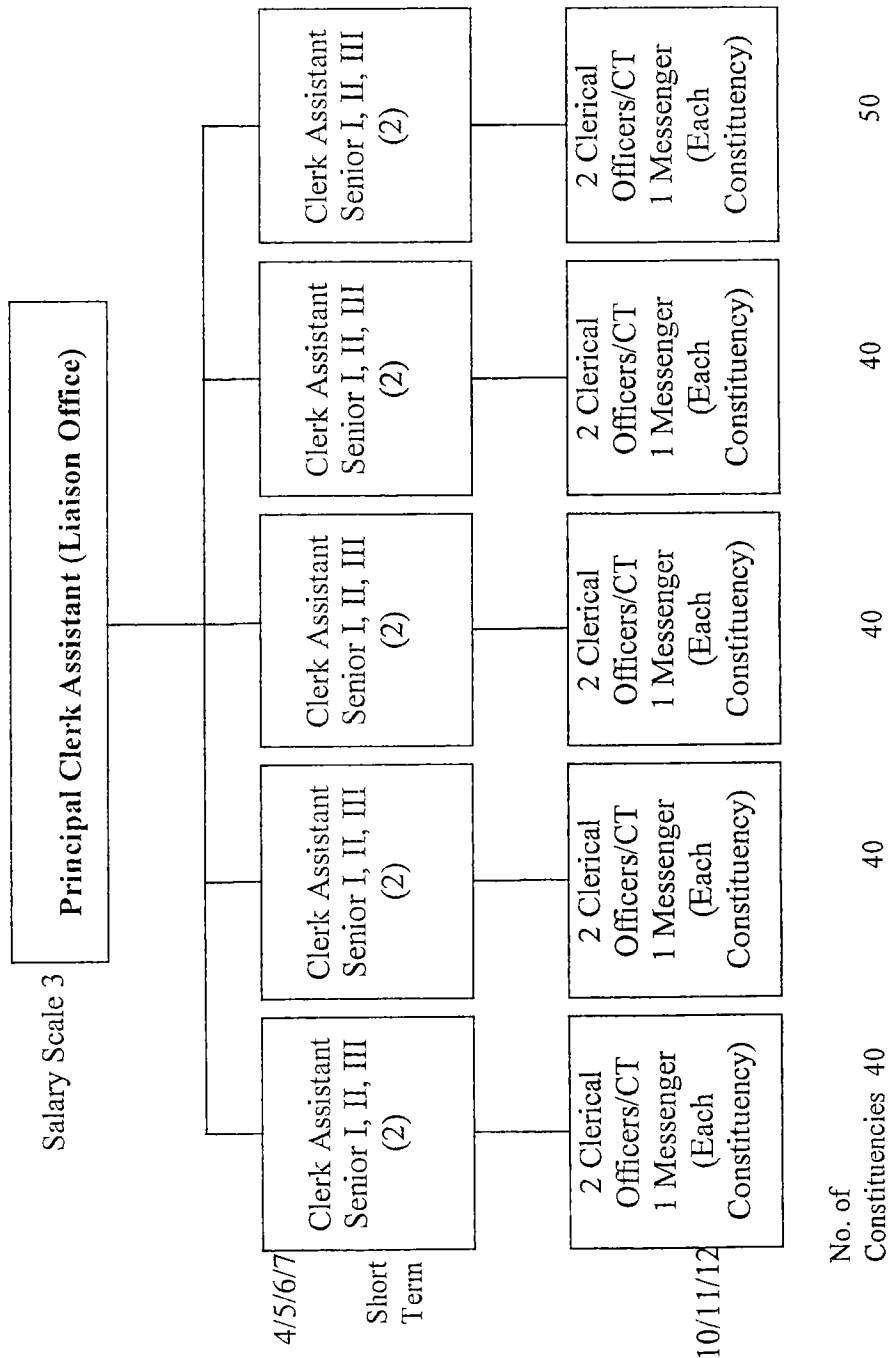
**51. In view of the cost element arising from the creation of the proposed constituency offices in terms of personnel costs, acquisition of offices and office operational costs, it may not be possible to implement this proposal in the short and medium term. But because of the important role the constituency offices will play, it is our view that preparations should be embarked upon with a view to implementing the proposal in the long term. The organogram for the Constituency Liaison Office is shown as *Annex VI*.**

# ORGANOGRAM FOR THE CONSTITUENCY LIAISON OFFICE

Annex VI

## Functions

- Receiving and analysing constituency problems and complaints;
- Inform the respective Members of Parliament for the area about the various problems and complaints and the action taken;
- Ensure that the constituency office has acted on the issues accordingly;
- Give guidelines on the “modus operandi” to the Constituency offices;
- Arrange appointments at the request of the Member of Parliament for the Member to meet the constituents.



## **Parliamentary Budget Office**

**52. The importance of establishing a Parliamentary Budget office cannot be understated and is long overdue. If fully established and functional, the office is intended to carry out research in budgetary matters in liaison with the proposed Department of Research and Treasury, hence provide budgetary information to the members of Parliament to enhance their full participation in the budgetary process.**

**53. The office will consist of three (3) functional areas that will handle the following: Budget formulation issues; Budget Presentation and adoption issues; and Budget Execution and Oversight issues. The unit will be headed by an officer at the level of Principal Clerk Assistant salary scale 3, supported by Clerk Assistant Senior, I,II and III. The staff strength will be one officer for each functional area in the short term. We propose that the staffing position will remain the same in the medium term and be reviewed in the long term.**

**54. While Government formulates the National Budget that addresses the question of National economic framework, the level of taxation, the in-debttness of the nation and the socio-economic basis for the distribution of the revenue received; the Parliamentary Budget office will provide back-up service to Members of Parliament. Additionally, this office will be a stand alone research facility in Parliamentary Service and will be manned by highly qualified officers in economics, fiscal and budgetary matters.**

**55. The Parliamentary Budget office will further provide Parliament with timely and objective information as well as analysis of the National Budget. This will enhance the information capacity of members of Parliament to be able to propose coherent amendments to the budget that will lead to re-prioritisation in resource allocation.**

Such powers of making amendments to the national budget will strengthen Parliament in its oversight function of the budget process.

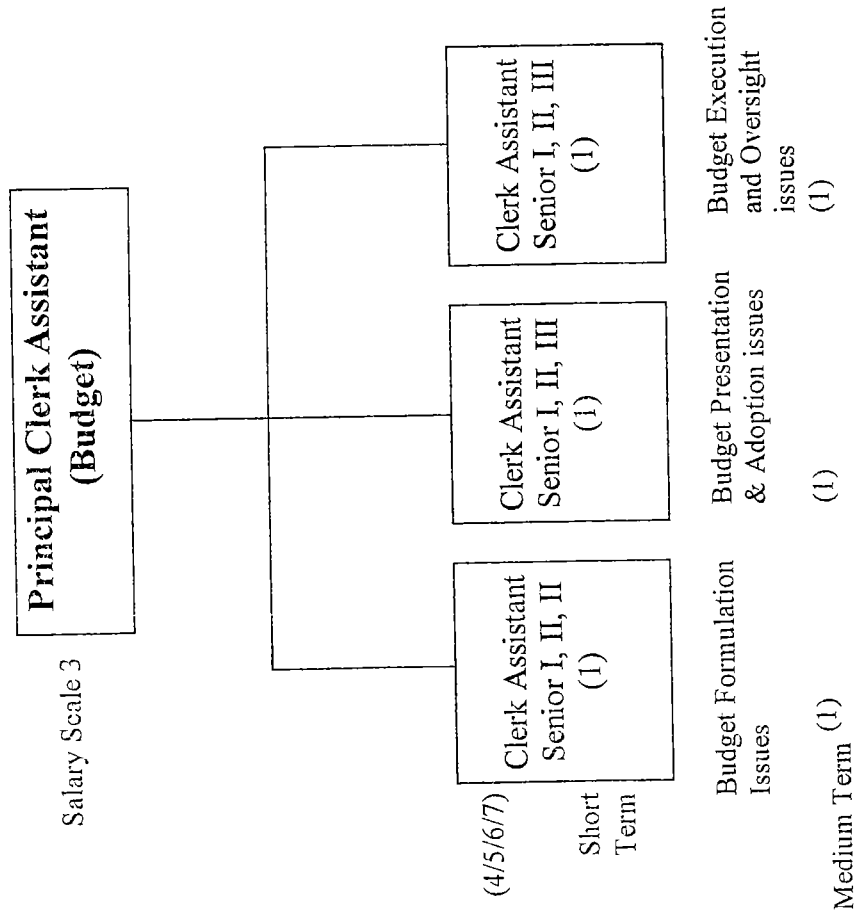
56. To provide a linkage between Parliament and Parliamentary Budget office, we propose the establishment of a Budget Committee of Parliament. The committee's functions will include: examination of all estimates of revenue and expenditure; money Bills; and money clauses in other Bills. The budget committee will have the back up of the Parliament Budget office which will be a research and analytic unit on the study of the budget and fiscal issues. It will provide Parliament with timely and non-partisan analyses needed for economic, budget and other policy decisions that must be made by Parliament. It will develop annual budget plans based on proposed policies and strategies of resource allocation proposed by the Government. It will analyse the budget estimates in respect of the revenue profiles and expenditure estimates and will review the existing and proposed programme budgets.

57. The setting up of the Budget Committee as a select Committee of Parliament and the creation of Parliamentary Budget office will ensure that Parliament is proactively involved in the Budget process. The Organogram for the Parliamentary Budget Office is shown as *Annex VII*.

# ORGANOGRAM FOR THE PARLIAMENTARY BUDGET OFFICE

Annex VII

- Functions**
- To provide budget related information to the Budget Committee, Departmental Committees and other Financial Committees;
  - To service all Committees of the House within their budgetary jurisdiction;
  - To submit reports on budgetary projections, forecasts and other options with a view to reducing budget deficit;
  - To prepare analytic studies of specific subjects such as financial risks posed by government sponsored enterprises and financial policies;
  - To advise on appropriate organisation arrangements for planning, managing and coordinating budgetary policies and activities;
  - To conduct independently or in cooperation with any appropriate person, group of people, agency or institutions, such studies as it may consider necessary for its tasks.





## **CHAPTER FOUR**

### **JOB DESCRIPTIONS FOR THE NEW STRUCTURES.**

**58. We have developed structures for Public Relations and Protocol, Legal Unit, Training, Research, Printing as well as the Constituency Liaison Unit as required under our second Term of Reference. Later on we were instructed to handle Parliamentary Budget office as well.**

**59. After the structures, salary levels and staff strength for the new units were finalised, it was realised that job descriptions for the staff to accompany the structures were a necessity. What follows therefore are job descriptions for the positions appearing in the new structures that were developed. It is hoped that they will be used to recruit the right calibre of staff as well as to guide staff on the nature of duties they are expected to perform. In developing these Job Descriptions, necessary discussions with stakeholders and experts were held. Reference was also made to relevant documents and materials related to the subject matter.**

**60. We have also developed a macro-organogram for the National Assembly depicting rationalised functions of various positions and their reporting relationships. The organogram, however, has not been developed on the basis of relative seniority of positions. In this regard, we propose that this be carried out as a separate exercise after harmonizing the existing salary levels and salary scales. The new units referred to above, and whose structures have been developed, have also been fitted in the relevant functional areas within the macro-organogram for the National Assembly. The Macro Organogram for the National Assembly is attached at the back of the Report.**

**61. The Job Descriptions for the Printing Unit, Research, Training, Legal Services, Constituency Liaison Office, Parliamentary Budget Office and Public Relations and Protocol Office, follow in that order.**

**JOB TITLE: SUPERINTENDENT PRINTER**

**JOB LOCATION: PRINTING UNIT**

**SALARY LEVEL: 3**

**RESPONSIBLE TO: DEPUTY CLERK (CORPORATE AFFAIRS)**

**RESPONSIBLE FOR:**

- General Supervision of the Parliamentary Printing Unit;
- Receiving and allocating various jobs to the Printers
- Co-ordinating and monitoring all the jobs in the Unit;
- Advising the Clerk of the National Assembly on jobs that may be contracted out;
- Preparing work schedule sheets and loading schedules for Letter Press and Litho in consultation with the Section Heads;
- Ensuring that legal provisions on health and safety at work are adhered to;
- Ensuring quality control of the jobs;
- Identifying and programming staff for training; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a University degree in printing from a recognised University and not less than three (3) years relevant experience, or;
- Possession of a National or Higher National Diploma in printing from a recognised Institution plus not less than 10 years printing experience in an establishment involved in all aspects of printing.

**JOB TITLE:                 PRINTER**

**JOB LOCATION:         LETTER ASSEMBLY (COMPUTERS)**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Loading and unloading of programmes;
- Entering basic parameters into the terminals;
- Keying and editing straight tabular and table texts;
- Entering an average of 8,000 key depressions per hour of a clean straight forward text;
- Operating zero film advance, electronic rule generation, electronic slanting, etc, as used in text manipulations;
- Entering and saving diskettes as well as reviewing stored data from diskettes; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of City and Guilds of London Certificate in printing or an equivalent qualification plus at least 5 years printing experience in an establishment carrying-out various aspects of printing.



**JOB TITLE:                    PRINTER**

**JOB LOCATION:            PRINT FINISHING (BINDING)**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO:    SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Organising methods and techniques of binding such as gold blocking, embossing, ledger and craft binding;
- Setting and operating numbering machines, three-knife trimmers, large folding machines, heavy wire stitching machines and gang-stitchers;
- Sorting and covering pre-numbered jobs, ruling by machine and operating guillotine machine;
- Operating unsewn binding machines, scoring and perforating machines and assisting in bindery operations;
- Assisting in training on-the-job trainees as well as setting and marking tests; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution and at least three (3) years printing experience, or;
- Possession of a City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in an establishment carrying-out various aspects of printing.

**JOB TITLE:                   PRINTER**

**JOB LOCATION:            PRODUCTION PLANNING AND  
CONTROL**

**SALARY LEVEL(S):   4/5/6/7**

**RESPONSIBLE TO:   SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Preparing estimates for all orders, invoices and proforma invoices;
- Producing forward budgets for materials, costing and charging;
- Preparing work tickets for Letter Assembly(Hot Metal Composition and Computers), Graphic Reproduction and Paper Conversion;
- Converting customer ideas into printing language;
- Issuing work instructions routines, planning and designing jobs utility;
- Assisting in on-the-job training as well as setting and marking tests; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of a City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in an establishment carrying-out various aspects of printing.

**JOB TITLE: PRINTER**

**JOB LOCATION: LETTER ASSEMBLY (HOT METAL COMPOSITION)**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Designing and displaying colour work, make-up pages for bookwork and brochures;
- Handling lino type/monotype intricate table and tabular work;
- Cleaning moulds, nozzles and pumps which need careful handling;
- Setting annual reports, magazines and brochures;
- Carrying-out imposition schemes of up to 16 pages;
- Maintaining linotype/monotype machines;
- Carrying-out design and handset display work, for instance, posters and invitation cards;
- Assisting in on-the-job training as well as setting and marking tests; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in an establishment carrying-out various aspects of printing.

**JOB TITLE: PRINTER**

**JOB LOCATION: PROOF-READING**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Proof-reading of jobs such as technical reports, detailed table work and annual reports;
- Revising proofs of reports and passing them for printing;
- Proof-reading of journals, brochures, payrolls and invitation cards, among others;
- Copy holding of secret and confidential materials/work;
- Assisting in on-the-job training as well as setting and marking tests; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in a printing firm carrying-out various aspects of printing.



**JOB TITLE:                   PRINTER**

**JOB LOCATION:           GRAPHIC REPRODUCTION AND OFFSET  
MACHINE PRINTING**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Maintaining job progress register, checking films before exposure and overseeing health and safety matters in plate making;
- Carrying-out shop floor copy analysis, handling security jobs and overseeing health and safety matters in the studio;
- Carrying-out process colour correction and separation;
- Preparing originals and artworks for multi colour jobs for both line and halftone work;
- Designing print emblems and other difficult jobs;
- Planning imposition schemes of work up to many pages;
- Assisting in on-the-job training as well as setting and marking tests; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in a printing firm carrying-out various aspects of printing.

**JOB TITLE:                    PRINTER**

**JOB LOCATION:            LETTERPRESS MACHINE PRINTING**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: SUPERINTENDENT PRINTER**

**RESPONSIBLE FOR:**

- Operating large rotary and multi-colour machines;
- Printing highly confidential and top secret jobs;
- Printing of jobs that require thorough registration;
- Determining when to use certain additives to the ink such as dryers and retarders;
- Print high quality colour jobs of many screens per square inch; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a National or Higher National Diploma in Printing from a recognised Institution, and at least three (3) years printing experience, or;
- Possession of City and Guilds of London Certificate in Printing or an equivalent qualification plus at least 5 years printing experience in a printing firm carrying-out various aspects of printing.



**JOB TITLE: PRINCIPAL CLERK ASSISTANT**

**JOB LOCATION: RESEARCH**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: DEPUTY CLERK(COMMITTEES,  
RESEARCH & LIBRARY)**

**RESPONSIBLE FOR:**

- Supervising and guiding research activities undertaken by Clerk Assistants under him;
- Preparing research papers and briefing notes at the request of Members of Parliament;
- Synthesizing and analysing views expressed in the course of public hearings involving Parliamentary Committees;
- Analysing the Annual Management Reports of the Government Ministries/Departments and State Corporations;
- Assessing the strengths and weaknesses of various policy options;
- Being available for consultations in the various fields of research; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of Ph. D. in the Social Sciences from a recognised University in areas such as: Law, Government, Political Science, History, Sociology, Economics, Public Administration, Finance and Business Administration, or;
- Possession of a Masters Degree in the Social Sciences, from a recognised University in the areas such as Law, Government, Political Science, History, Sociology, Economics, Public Administration, Finance and Business Administration plus at least 5 years experience in research in a relevant field.

**JOB TITLE: CLERK ASSISTANT (SENIOR I, II, III)**

**JOB LOCATION: RESEARCH**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: PRINCIPAL CLERK ASSISTANT  
(RESEARCH)**

**RESPONSIBLE FOR:**

- Undertaking research in ones area of specialisation under the guidance of the Principal Clerk Assistant;
- Preparing research papers and briefing notes as instructed by the supervisor;
- Providing explanation, clarification and professional analysis of issues emanating from ones area of focus;
- Providing back-up services to the Select Committees; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Bachelors (Hons) Degree in the Social Sciences from a recognised University in areas such as: Law, Government/Political Science, History, Sociology, Economic, Public Administration, Finance and Business Administration; plus at least 3 years relevant experience in ones area of interest.

NOTE: Clerk Assistant III is a training grade. Apart from the possession of a University degree in the areas specified above, no experience is required for a candidate to be appointed to this level/grade.

**JOB TITLE: PRINCIPAL CLERK ASSISTANT**

**JOB LOCATION: TRAINING**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: DEPUTY CLERK  
(CORPORATE AFFAIRS)**

**RESPONSIBLE FOR:**

- Supervising and guiding the training activities carried out by the Clerk Assistants under him;
- Developing and reviewing training policy for the Members and Staff of the National Assembly in fulfillment of the mission, vision and function of Parliament;
- Identifying and evaluating the training needs of both the Members and Staff of the National Assembly;
- Developing and implementing tailor made training programmes as the need arises;
- Developing and co-ordinating internship training programmes;
- Conducting induction courses for new Members of Parliament as well as developing training materials;
- Preparing annual reports on training;
- Liaising with external providers of training; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Masters Degree from a recognised University in Human Resource Development, Business Administration (Human Resource Development Option) or any other relevant field, with three years training experience, or;
- Possession of a Bachelors (Hons) degree in the Social Sciences, from a recognised University in the areas indicated above, plus at least 5 years experience in training matters in an office or in an Institution.

**JOB TITLE: CLERK ASSISTANT (SENIOR I, II, III)**

**JOB LOCATION: TRAINING**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: PRINCIPAL CLERK ASSISTANT  
(TRAINING)**

**RESPONSIBLE FOR:**

- Preparing an inventory of training needs for Members of Parliament, Clerks cadre and their equivalents, as well as support staff;
- Arranging and monitoring training programmes whether in-house or conducted outside by agents;
- Arranging and co-ordinating induction courses for new members of Parliament under the guidance of the Principal Clerk Assistant (Training);
- Collecting materials for the preparation of the annual reports on training;
- Collecting information for the preparation of training projections to facilitate requisition of training funds; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Bachelors (Hons) Degree from a recognised University in areas such as: Human Resource Development, Business Administration (Human Resource Development option) or any other relevant field, plus at least 3 years experience in the training field.

**NOTE:** Clerk Assistant III, is a training grade. Apart from the possession of a University degree in the relevant field, no experience is required for a candidate to be appointed to this level/grade.

**JOB TITLE: PRINCIPAL CLERK ASSISTANT**

**JOB LOCATION: LEGAL SERVICES UNIT**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: DEPUTY CLERK  
(LEGISLATION AND PROCEDURES)**

**RESPONSIBLE FOR:**

- Supervising and guiding legal services undertaken by Clerk Assistants under him;
- Providing advice to the Speaker, the Parliamentary Service Commission, Members of Parliament and the Clerk of the House on the interpretation of the existing as well as proposed laws and related legal issues;
- Providing legislative drafting to Parliament in general and to specific Members and Select Committees;
- Drafting of Bills to be initiated by the Parliamentary Service Commission, Committees and individual Members;
- Preparing Bills analysis for use by Committees and Members of Parliament; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Masters Degree in Law from a recognised University, or;
- Possession of a Bachelors degree in Law from a recognised University plus post-graduate training in legal drafting, or;
- Possession of a Bachelors degree in Law plus at least 5 years experience in Legal Drafting.

**JOB TITLE: CLERK ASSISTANT  
(SENIOR I, II, III)**

**JOB LOCATION: LEGAL SERVICES UNIT**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: PRINCIPAL CLERK ASSISTANT  
(LEGAL SERVICES UNIT)**

**RESPONSIBLE FOR:**

- Advising on the interpretation of existing as well as proposed laws and related legal issues as required by the Principal Clerk Assistant;
- Drafting legislation for Parliament generally and for particular Members and Select Committees;
- Drafting Bills emanating from Parliamentary Service Commission, Committees and individual Members as instructed by the Supervisor;
- Analysing Bills for use by Committees and Members as and when required to do so; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of Bachelors (Hons) Degree in Law from a recognised University, plus post-graduate training in legal drafting, or;
- Possession of a Bachelors (Hons) Degree in Law, plus, at least 3 years experience in Parliamentary Service.

**NOTE:** Clerk assistant III is a training grade. Apart from the possession of a University degree in the relevant field, no experience is required for a candidate to be appointed to this level/grade.



**JOB TITLE: PRINCIPAL CLERK ASSISTANT**

**JOB LOCATION: CONSTITUENCY LIAISON OFFICE**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: DEPUTY CLERK (CORPORATE AFFAIRS)**

**RESPONSIBLE FOR:**

- Supervising and co-ordinating the work of Constituency Offices and Clerk Assistants within the Constituency Liaison Office;
- Offering guidelines on the “modus operandi” of Constituency Liaison Office vis a vis the Constituency offices in the field;
- Receiving and analysing constituency problems and complaints;
- Communicating with Members of Parliament of a particular area on problems and complaints raised therefrom and the action(s) taken; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Masters degree in Social Sciences from a recognised University in areas such as Law, Government/Political Science, History, Sociology, Economics, and Public Administration; plus, at least 5 years experience in managerial positions.

**JOB TITLE: CLERK ASSISTANT (SENIOR I, II, III)**

**JOB LOCATION: CONSTITUENCY LIAISON OFFICE**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: PRINCIPAL CLERK ASSISTANT  
(CONSTITUENCY LIAISON OFFICE)**

**RESPONSIBLE FOR:**

- Analysing constituency problems and complaints;
- Addressing issues raised by Members of Parliament in relation to the running of particular constituency offices and advising the supervisor;
- Collecting information for use in annual reports in respect of the Constituency Liaison Office;
- Handling staff matters emanating from constituency offices in the field and advising the Supervisor accordingly; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Bachelors (Hons) Degree in the Social Sciences from recognised University in areas such as: Law, Government/Political Science, History, Psychology, Sociology, Economics Public Administration Finance and Business Administration; plus, at least 3 years experience in managerial positions.

**NOTE:** Clerk Assistant III, is a Training grade. Apart from the possession of a University degree in the relevant field, no experience is required for a candidate to be appointed to this level/grade.

**JOB TITLE: PRINCIPAL CLERK ASSISTANT**

**JOB LOCATION: PARLIAMENTARY BUDGET OFFICE**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: DEPUTY CLERK (COMMITTEES  
RESEARCH AND LIBRARY)**

**RESPONSIBLE FOR:**

- Supervising and guiding budgetary activities undertaken by the Clerk Assistants under him;
- Advising on suitable organizational arrangements for planning and co-ordinating Budgetary Policies and activities;
- Ensuring the provision of budget related information to Budget Committee, Departmental Committees and Financial Committees such as P I C and P A C;
- Preparing analytic studies of specific subjects, such as financial risks posed by government sponsored enterprises and financial policies;
- Conducting, alone or in collaboration with any appropriate person, group of people, agency or institutions, such studies as it may consider necessary for its tasks;
- Analysing budgets on behalf of Members;
- Ensuring submission of reports on budgetary projections, forecasts and other budgetary options;
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Masters Degree in the Social Sciences, from a recognised University, in areas such as: Finance, Economics, Public Administration and Business Administration, with three (3) years relevant experience, or;
- Possession of a Bachelors (Hons) Degree in the Social Sciences, from a recognised University, in the areas such as Finance, Economics, Public Administration and Business Administration plus at least 5 years relevant experience in a large organisation.

**JOB TITLE: CLERK ASSISTANT (SENIOR I, II, III)**

**JOB LOCATION: PARLIAMENTARY BUDGET OFFICE**

**SALARY LEVEL(S): 4/5/6/7**

**RESPONSIBLE TO: PRINCIPAL CLERK ASSISTANT  
(PARLIAMENTARY BUDGET OFFICE)**

**RESPONSIBLE FOR:**

- Providing timely and objective budget related information to the Budget Committee, Departmental Committees and other Financial Committees under the guidance of the Supervisor;
- Submitting as instructed by the Supervisor, reports on budgetary projections, forecasts and other options with the purpose of budget deficit reduction;
- Conducting analytic studies on specific subjects as required by the Supervisor; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Bachelors (Hons) Degree in the Social Sciences from a recognised University in areas such as: Finance, Economics, Public Administration and Business Administration, plus at least 3 years experience in Financial Management.

**NOTE:** Clerk Assistant III is a training grade/level. Apart from the possession of a University degree in the areas stipulated above, no experience is required for a candidate to be appointed to this level/grade.

**JOB TITLE: PUBLIC RELATIONS AND PROTOCOL OFFICER**

**JOB LOCATION: PUBLIC RELATIONS AND PROTOCOL OFFICE**

**SALARY LEVEL(S): 3**

**RESPONSIBLE TO: THE CLERK OF THE NATIONAL ASSEMBLY**

**RESPONSIBLE FOR:**

- Supervising, guiding and monitoring the activities of the Assistant Public Relations Officers working under him;
- Ensuring that a positive image of the National Assembly is created through Press releases, News letters, Bulletins and Reports;
- Liaising with the media on matters that are of importance to, and touch on, the National Assembly;
- Ensuring that information materials for visitors and guests to the National Assembly are prepared, updated and made readily available as required;
- Ensuring that foreign visitors to the National Assembly are booked, received and cleared appropriately;
- Ensuring that local and foreign visitors/officials (individuals and groups) to the National Assembly are received and guided tours conducted as necessary;
- Co-ordinate travel arrangements for Members of Parliament and Staff of the National Assembly; and
- Any other duties assigned by the Supervisor.

**QUALIFICATIONS:**

- Possession of a Masters Degree in Mass Communications/Public Relations from a recognised University, plus at least 5 years experience in a relevant field, or;
- Possession of a Bachelors (Hons) Degree in any of the Social Sciences from a recognised University, plus a Diploma in Journalism from a recognised Institution; and at least 3 years relevant experience.

**JOB TITLE: ASSISTANT PUBLIC RELATIONS OFFICER**

**JOB LOCATION: PUBLIC RELATIONS AND PROTOCOL OFFICE**

**SALARY LEVEL(S): 4/5/6**

**RESPONSIBLE TO: PUBLIC RELATIONS AND PROTOCOL OFFICER**

**RESPONSIBLE FOR:**

**PUBLIC RELATIONS**

- Preparing information for the general public such as Press releases, Newsletters, Bulletins and Reports;
- Preparing reading materials for visitors and guests to the National Assembly;
- Liaising with the media on matters that are of interest to the National Assembly; and
- Any other matters that may be assigned to him by the Supervisor.

**PROTOCOL**

- Booking, receiving and clearing foreign visitors on arrival on behalf of the National Assembly;
- Receiving local visitors, either groups or individuals, to the National Assembly;
- Conducting tours for such visitors whether inside or around the precincts of Parliament as appropriate; and
- Preparing programmes for visitors/officials as well as arranging receptions/parties.



## **QUALIFICATIONS:**

- Possession of a Bachelors (Hons) Degree in any of the Social Sciences from a recongised University, plus a Diploma in Journalism from a recognised Institution; and at least 5 years experience in a relevant field.
- Knowledge of both written and spoken foreign languages such as French, Spanish, Chinese, Russian and Arabic will be an added advantage.

## **CHAPTER FIVE**

### **INTERPRETATION OF CONVERSION TABLES**

62. Following the completion of the assignment on the first Term of Reference i.e. Review of the Terms and Conditions of Service (salaries, allowances, retirement and medical benefits), development of Conversion Tables to assist in the implementation of the new salary scales became necessary.

63. As a result, Conversion Tables appearing under Table 1.7 of this Report, which cover salary levels 2-12, have been developed appropriately.

#### **To Whom Applicable**

64. With the exception of staff employed on special terms whose remuneration is not directly related to the salary structures applicable to the staff of Parliamentary Service Commission, the new conditions of Service will apply to all staff under the Parliamentary Service Commission who were in the National Assembly Payroll on or before 1<sup>st</sup> July, 2002 or who have proceeded on leave pending retirement on that date, having retired on pension or with other superannuation benefits.

#### **Incremental Dates**

65. Officers converting to the revised salaries will normally retain their incremental dates except where:-

- (a) Two salary points are bracketed together, the officers on the lower salary point will receive their next increment on 1<sup>st</sup> July, 2003 and thereafter adopt 1<sup>st</sup> July as their future incremental date.

- (b) Incremental date falls on 1<sup>st</sup> July, they will be granted their annual increment on the existing salary scales before being converted to the new salary scales.**
- (c) Three salary points are bracketed together, the officers with the highest salary point will convert to the new salary point on 1<sup>st</sup> July and move to the next salary point immediately upon conversion and adopt 1<sup>st</sup> July as their future incremental date.**

#### **Extended Salary Scales**

**66. Where the new salary scales have been extended by one or more salary points, officers who have served at the maximum salary points in the existing salary scales for a period of not less than one year will proceed to the first extended salary points immediately after conversion to the new salary scales with effect from 1<sup>st</sup> July 2002 and will adopt 1<sup>st</sup> July as their future incremental date.**

**67. Table 1.7 shows Conversion Tables for salary levels 2-12 which should be issued to the Service for implementation in the form of a Parliamentary Service Commission Circular.**

TABLE 1.7

CONVERSION TABLES

A. SALARY LEVEL 2

OLD SALARY SCALE	NEW SALARY SCALE
Kshs.32,630 x 1,700 - 42,830 x 1,775 - 46,380.	Kshs.44,050.50 x 2,202 - 52, 858 x 2,642 - 63,426.

32,630	44,050.50
34,330	46,252
36,030	48,454
37,730	50,656
39,430	52,858
41,130	55,500
42,830}	58,142
44,605}	
46,380	60,784
-	63,426

## B. SALARY LEVEL 3

OLD SALARY SCALE	NEW SALARY SCALE
Kshs.28,860 x 1,035 - 30,930 x 1,700 - 42,830.	Kshs.38,961 x 1,948 - 46,753 x 2,338 - 58,443.
28,860	38,961
29,895	40,909
30,930}	42,857
32,630}	
34,330	44,805
36,030	46,753
37,730	49,091
39,430	51,429
41,130	53,767
42,830	56,105
-	58,443

### C. SALARY LEVEL 4

#### OLD SALARY SCALE

#### NEW SALARY SCALE

Kshs.25,755 x 1,035 - 30,930 x 1,700  
- 41,130.

Kshs.34,796.25 x 1,740 - 43,496 x  
2,174 - 56,540.

25,755	34,796.25
26,790	36,536
27,825	38,276
28,860	40,016
29,875	41,756
30,930}	43,496
32,630}	
34,330	45,670
36,030	47,844
37,730	50,018
39,430	52,192
41,130	54,366
-	56,540



## D. SALARY LEVEL 5

### OLD SALARY SCALE

### NEW SALARY SCALE

Kshs.22,495 x 815 - 25,755 x 1,035 -  
30,930 x 1,700 - 36,030.

Kshs.30,368.25 x 1,518 - 37,958 x  
1,898 - 49,346.

22,495	30,368.25
23,310	31,886
24,125	33,404
24,940	34,922
25,755}	36,440
26,790}	
27,825	37,958
28,860	39,856
29,875	41,754
30,930}	43,652
32,630}	
34,330	45,550
36,030	47,448
-	49,346

## E. SALARY LEVEL 6

### OLD SALARY SCALE

### NEW SALARY SCALE

Kshs.19,615 x 720 - 22,495 x 815 -  
25,755 x 1,035 - 30,930 x 1,700 -  
34,380.

Kshs.26,480.25 x 1,324 - 33,100 x  
1,655 - 46,340.

19,615	26,480.25
20,335	27,804
21,055	29,128
21,775	30,452
22,495}	31,776
23,310}	
24,125	33,100
24,940	34,775
25,755}	36,410
26,790}	
27,825	38,065
28,860	39,720
29,895	41,375
30,930}	43,030
32,630}	
34,380	44,685
-	46,340

## F. SALARY LEVEL 7

### OLD SALARY SCALE

### NEW SALARY SCALE

Kshs.16,190 x 685 - 19,615 x 720 -  
22,495 x 815 - 23,310.

Kshs.22,727.90 x 1,363 - 30,906 x  
1,854 - 36,468.

16,190	22,727.90
16,875	24,091
17,560	25,454
18,245	26,817
18,930	28,180
19,615}	29,543
20,335}	
21,055	30,906
21,775	32,760
22,495}	34,614
23,310}	
-	36,468

## G. SALARY LEVEL 8

### OLD SALARY SCALE

Kshs.13,930 x 565 - 16,190 x 685 -  
22,355 x 815 - 23,170.

### NEW SALARY SCALE

Kshs.19,641.30 x 1,178 - 26,709 x  
1,602 - 37,923.

13,930	19,641.30
14,495	20,819
15,060	21,997
15,625	23,175
16,190}	24,353
16,875}	
17,560	25,531
18,245	26,709
18,930	28,311
19,615	29,913
20,300	31,515
20,985	33,117
21,670	34,719
22,355}	36,321
23,170}	
-	37,923

## H. SALARY LEVEL 9

### OLD SALARY SCALE

### NEW SALARY SCALE

Kshs.9,790 x 430 - 1,280 x 565 -  
16,190 x 685 - 16,875.

Kshs.13,803.90 x 828 - 18,772 x 1,126  
- 26,654.

9,790

13,803.90

10,220

14,632

10,650

15,460

11,080

16,288

11,510

17,116

11,940

17,944

12,370

18,772

12,800}

19,898

13,365}

13,930

21,024

14,495

22,150

15,060

23,276

15,625

24,402

16,190}

25,528

16,875}

-

26,654

## I. SALARY LEVEL 10

### OLD SALARY SCALE

### NEW SALARY SCALE

Kshs.7,210 x 315 - 7,525 x 335 -  
8,530 x 420 - 9,790 x 430 - 12,860.

Kshs.11,691 x 701 - 15,598 x 995 -  
21,573.

7,210	11,691
7,525}	12,392
7,860}	
8,195	13,093
8,530}	13,794
8,950}	
9,370	14,495
9,790}	15,196
10,220}	
10,650	15,897
11,080	16,598
11,510	17,593
11,940	18,588
12,370	19,583
12,800	20,578
-	21,573



## J. SALARY LEVEL 11

### OLD SALARY SCALE

Kshs.5,970 x 310 - 7,210 x 315 -  
7,525 x 335 - 9,870 x 430 - 10,630.

### NEW SALARY SCALE

Kshs.9,680.35 x 580 - 13,740 x 824 -  
17,860.

5,970	9,680.35
6,280	10,260
6,590	10,840
6,900	11,420
7,210}	12,000
7,525}	
7,860}	
8,195	12,580
8,530	13,160
8,865	13,740
9,200	14,564
9,535	15,388
9,870}	16,212
10,300}	
10,730	17,036
-	17,860

## K. SALARY LEVEL 12

### OLD SALARY SCALE

Kshs.4,210 x 290 - 5,660 x 310 -  
9,380.

### NEW SALARY SCALE

Kshs.7,799.40 x 468 - 11,075 x 664 -  
17,715.

4,210	7,799.40
4,500	8,267
4,790	8,735
5,080	9,203
5,370	9,671
5,660}	10,139
5,970}	
6,280	10,607
6,590	11,075
6,900	11,739
7,210	12,403
7,520	13,067
7,830	13,731
8,140	14,395

**OLD SALARY SCALE**

**NEW SALARY SCALE**

**8,450**

**15,059**

**8,760**

**15,723**

**9,070**

**16,387**

**9,380**

**17,051**

**-**

**17,715**

## **CHAPTER SIX**

### **CONCLUSION AND SUMMARY OF RECOMMENDATIONS**

**68. Enumerated herebelow is a summary of some of the major recommendations contained in the Report:-**

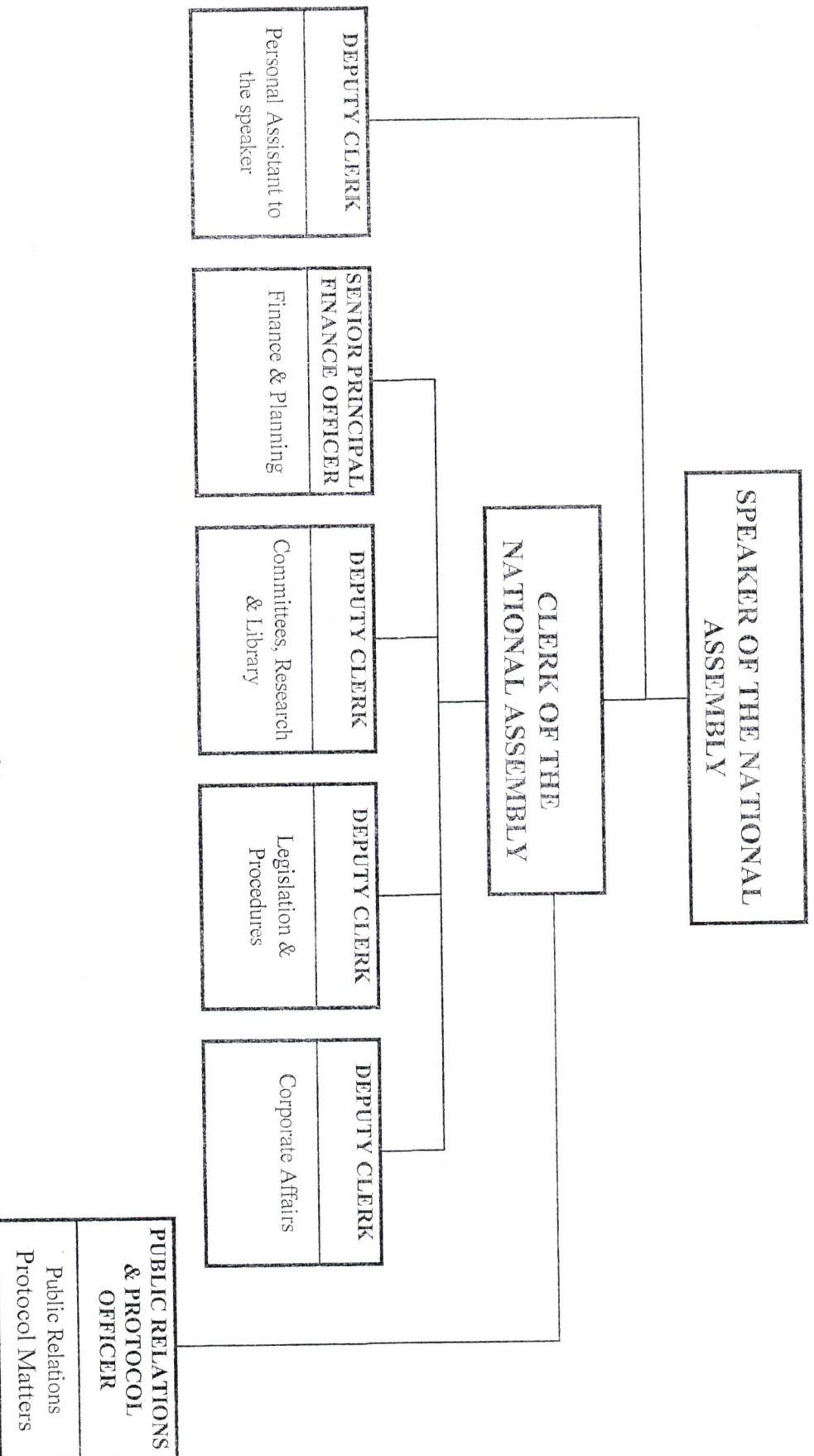
- (i) That in view of the loss of purchasing power due to inflation and notwithstanding the annual salary growth, we recommend that the terms and conditions of service for the staff of the National Assembly be reviewed regularly at an interval of three (3) years.**
- (ii) That the recommended Pay and Benefits, which are more attractive than hitherto, should only be applicable to the staff who meet the performance standards and targets to be set by the Parliamentary Service Commission. In this regard, performance assessment must be done on a continuous basis and in a transparent manner and be geared towards identifying those whose performance is wanting and who should be allowed to separate from the Parliamentary Service if they fail to improve through training, and the said standards should be understood by all the staff.**
- (iii) That performance standards and the set targets be developed urgently to assist in the measurement of performance of the staff of the National Assembly.**
- (iv) That an Actuary commissioned to look into the retirement benefits for the staff of National Assembly be requested to speed up the finalization of the assignment for implementation of the recommended and adopted options.**

- (v) That the current Medical Insurance Scheme run by MediPlus be evaluated within a period of one (1) year to determine its suitability or otherwise for future use by the staff of the National Assembly.
- (vi) That a Consultant be identified to develop Schemes of Service for the job titles falling within the newly created units i.e. Public Relations and Protocol, Legal Unit, Training, Research, Printing, Constituency Liaison Unit, and Parliamentary Budget Office. In addition, they should review the existing Schemes to conform with the new vision of Parliamentary Service.
- (vii) In view of the heavy schedule of Parliamentary Business, the Clerk of the National Assembly who is also the Secretary to the Parliamentary Service Commission be supported in the work of Parliamentary Service Commission. In view of the foregoing, we propose that a small Secretariat of about three (3) officers with proven experience in the area of Human Resource Management be established. The Secretariat will be the operational arm of the Commission. Specifically, the Secretariat will be dealing with the following:
- Preparation and circulation of the Commission's Agenda;
  - Taking and preparing of the minutes;
  - Circulation of the minutes and sending notices of meetings;
  - Follow-up action on the implementation of Parliamentary Service Commission decisions;

- **Co-ordination of all the Commission's activities on behalf of the Secretary;**
  - **Ensuring that the Commission's proceedings are confidentially and securely kept; and**
  - **Any other duties that the Commission may direct through the Clerk of the National Assembly.**
- (viii) A Consultant be appointed to develop a Human Resource Management Policy, i.e. recruitment, selection, promotion, training, induction, discipline, disciplinary process, welfare, industrial relations and separation from Parliamentary Service.**
- (ix) That a consultant be identified to streamline the existing salary structures, gradings, job titles designations, organisation structures, review of the staffing levels and develop a new organogram with a view to bringing harmony in the reporting relationships.**
- (x) That since the new Organogram for the National Assembly only depicts rationalised functions of various positions and their reporting relationships, we recommend that a separate exercise be carried out to develop a comprehensive organogram which will depict relative seniority of positions.**
- (xi) That since the current Salaries and Allowances for Permanent Secretaries were revised with effect from 1<sup>st</sup> January, 2002, and since we are harmonising Salary and Allowances for the Clerk of the National Assembly to their terms, we propose that the effective date for the implementation of his Salaries and Allowances be 1<sup>st</sup> January, 2002 while implementation of Salaries and Allowances for the other staff of the National Assembly be 1<sup>st</sup> July, 2002.**

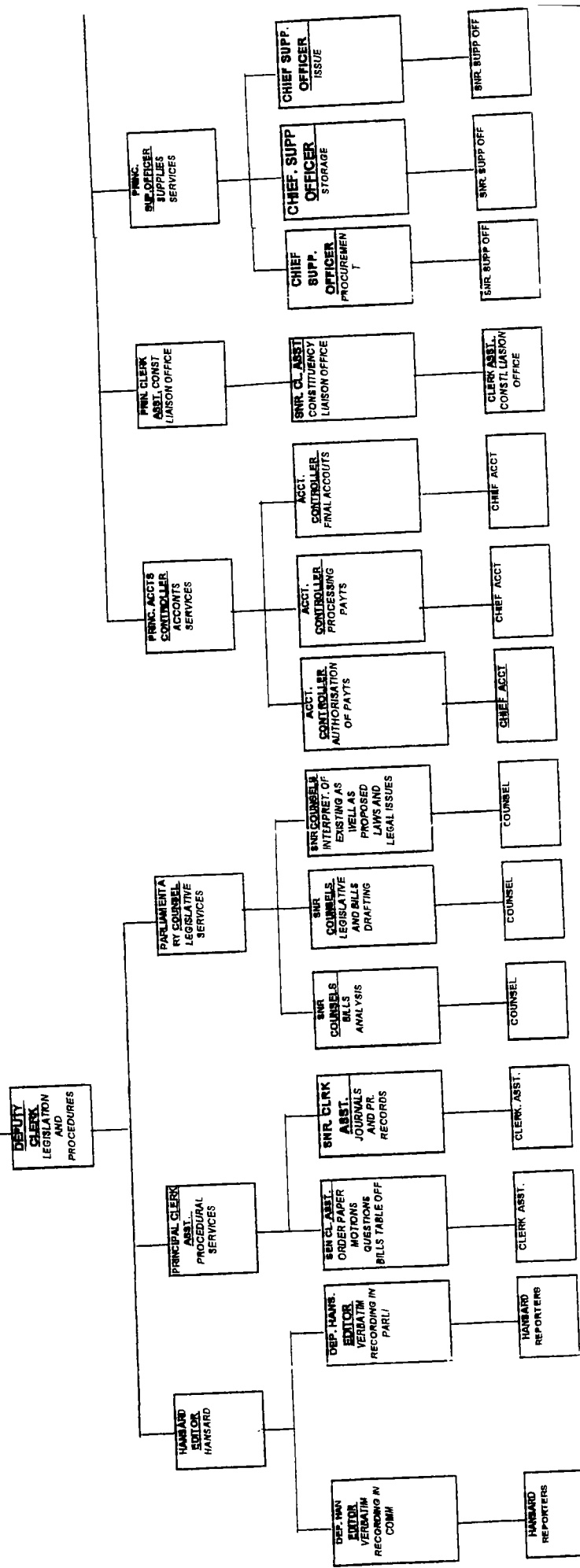


**ORGANOGRAM SHOWING THE OFFICES OF THE SPEAKER AND THE CLERK OF THE NATIONAL ASSEMBLY**



# MACRO ORGANOGRAM FOR THE NATIONAL ASSEMBLY

## CLERK OF NATIONAL ASSEMBLY



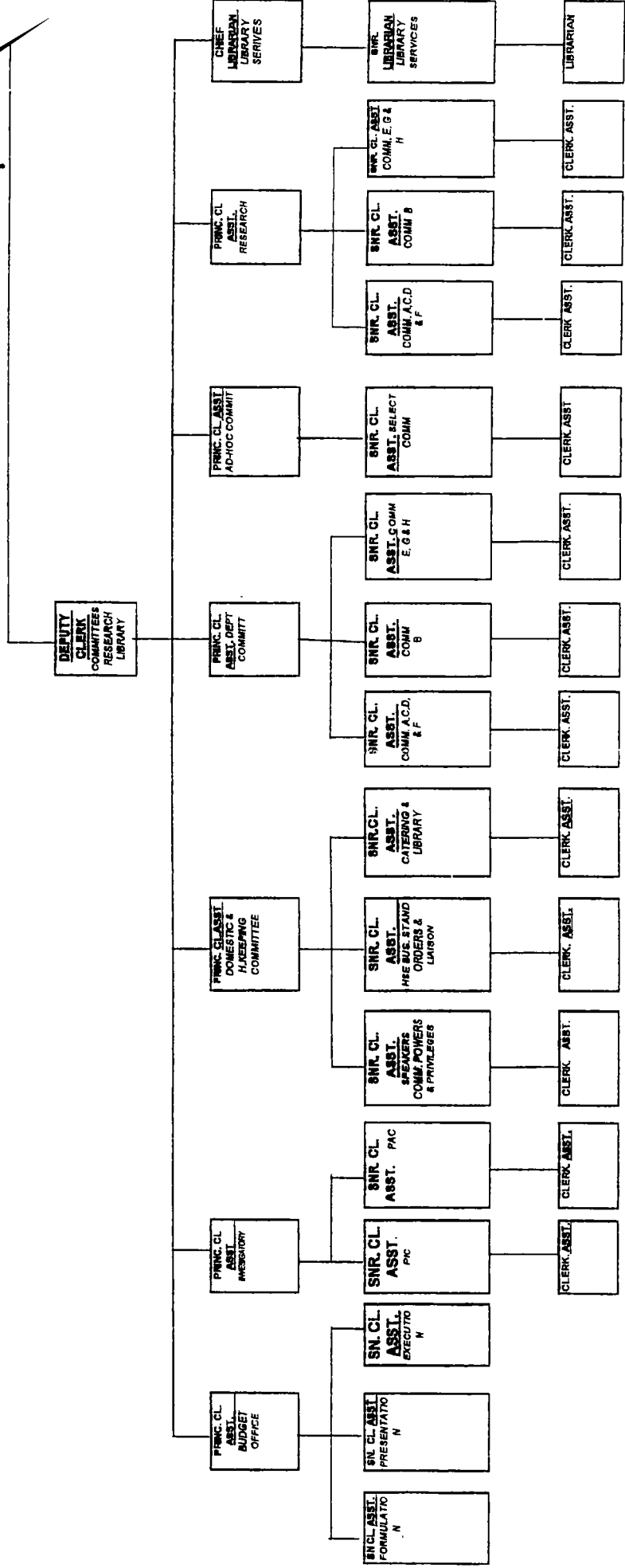
NOTE (i) The Organogram is a functional one

(ii) It shows reporting relationships

(iii) It does not show the relative seniority of positions







KEY

- (a) SOCIAL AND ECONOMIC  
 A - AGRICULTURE, LANDS AND NATURAL RESOURCES  
 C - EDUCATION, RESEARCH AND TECHNOLOGY  
 D - HEALTH, HOUSING, LABOUR AND SOCIAL WELFARE  
 F - FINANCE, PLANNING AND TRADE
- (b) GOVERNANCE  
 E - ADMINISTRATION, NATIONAL SOCIAL SECURITY AND LOCAL AUTHORITIES  
 G - ADMINISTRATION OF JUSTICE AND LEGAL AFFAIRS  
 H - DEFENCE AND FOREIGN AFFAIRS
- (c) INFRASTRUCTURE  
 B - ENERGY, COMMUNICATIONS AND PUBLIC WORKS

