

**Hubert Kairuki Memorial University (HKMU)**

**Schemes of Service**

**June, 2021**

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## **1 PREAMBLE**

Hubert Kairuki Memorial University (HKMU) is the first private University to be registered in Tanzania. It was granted provisional registration in 1997, and thereafter accredited in 2000. Following enactment of the Universities Act of 2005, HKMU was granted Charter by then the President of the United Republic of Tanzania, His Excellency Jakaya Mrisho Kikwete on 18 August 2010. Since its establishment, HKMU has enjoyed a glorious standing in its vision, mission, and programmes, which are all directed towards excellence, competitiveness, responsiveness, professionalism and adherence to the highest ethical standards. The University is determined to generate highly competitive graduates with a solid grounding in medical science and skills. The University offers undergraduate programmes in Bachelor of Science in Nursing, Social Work, Doctor of Medicine as well as Postgraduate programmes which include Master of Medicine in the fields of Internal Medicine, Paediatrics and Child Health, Obstetrics and Gynaecology and Surgery. Other Postgraduate programmes offered are Master of Science in Public Health and Master of Social Work.

HKMU enjoys a cordial relationship with its sister institution Kairuki Hospital (KH). KH is a teaching hospital of the University characterised by excellence in service delivery. Apart from the teaching hospital, the University has a wide range of other teaching, learning and research facilities. HKMU staff are highly qualified and committed to their work as well as putting more emphasis on quality assurance. This ensures that students are professionally trained to enable them provide quality services to the community after graduation.

The development of this Schemes of Service is geared towards delineating and facilitating the effective use of human resource for the efficiency and effectiveness of the University.

### **1.1 Objectives of the Schemes of Service**

The schemes of service for HKMU are the management tool for shaping the career paths of employees in the University. Each scheme of service is a complete career path – a sequence of job positions, through which an employee moves as he/she advances in his/her career in the University. The career paths have been designed as a translation of the HKMU's structure of position roles and show the hierarchical sequence of job positions in a job, the salary range between one stage and the next as well as the access criteria to each job position.

The career paths have been conceived to induce employees to play their roles effectively and efficiently as a means of earning their stay in HKMU. They have also been designed to raise the calibre of staff in order to gradually make HKMU a much stronger and effective organisation in the increasingly complex and dynamic political, social, economic and technological environment.

In order for the HKMU Schemes of Service to serve as a management tool for career development programmes, the career paths have been appropriately punctuated with gates such as a requirement for an employee to attend a prescribed course of study and attainment of a set level of work performance.

## 1.2 Mission, Vision and Core Values of HKMU

### 1.2.1 Mission

The mission is “to educate liberally and broadly, qualified men and women to advance frontiers of knowledge through research and provide consultancy and advisory services to the public.”

### 1.2.2 Vision

The vision of HKMU is to be “A model private university that provides highest quality education in Africa, conducts cutting edge research, and provides exemplary service to the society.”

### 1.2.3 Motto

“HKMU for a Brighter Future.”

### 1.2.4 Values

**Professionalism:** The University shall adhere to high professional ethics and standards and impart these elements to its students.

**Excellence:** The University is committed to excellence. We shall continue to recruit the most promising students, faculty, and staff, and provide them with resources to excel.

**Adaptability:** The University shall lead Tanzania and the region in embracing latest scientific and technological advancements and adapt them to our local situation.

**Competitiveness:** The University shall cultivate excellence in competitiveness, responsiveness, and integrity.

**Partnerships:** The University is young and dynamic. It shall seek to learn from available best practices and grow stronger together with its peers. The University shall encourage interdisciplinary courses, colloquia/collaborative programmes, and research; forge new alliances for innovation in the emerging new sciences; and provide an interface where students, administrative and academic staff, will work together for common goals.

## 1.3 The specific functions of HKMU

The main functions of HKMU are to:

- Develop human resources of the highest calibre through teaching, research and apprenticeships.
- Provide high quality teaching, research and consultancy services.
- Produce ethically minded scientists and professionals of integrity, devotion and commitment.
- Endeavour to create opportunities and/or provide facilities for students to engage in national productive services.
- Contribute significantly towards improving the quality of life of society in Tanzania.
- Conduct examinations for degrees, diplomas, certificates and non-degree awards of the University.
- Prepare and publish, in its own right, education and other general materials.
- Carry out contracted research on behalf of third-party clients, including the Government of Tanzania.

- Engage in commercial and other income generating activities, in line with national laws, and provisions in the University's Charter and rules.
- Improve the teaching environment.
- Provide certificate-, diploma-, undergraduate- and postgraduate education and non-degree training programmes.

#### 1.4 Objectives and rationale of reviewing scheme of service

More than 10 years have elapsed since the last scheme of service document was put in place. During all this period various socio-economic changes have occurred in Tanzania necessitating a new scheme of service to address those changes and developments. In addition, there is a need to bring the scheme up-to-date as per HKMU's Charter, current law, best practices and standards and Tanzania Commission for Universities (TCU) guidelines.

#### 1.5 Promotion/career Progression

1.5.1 A scheme of service provides for a path for career advancement of an employee.

1.5.2 Staff promotion exercise will have to take into account conditions stipulated

1.5.3 In the scheme for each cadre, the following consideration, among others will be observed:

- The employee must possess minimum entry qualifications per hiring specification.
- Existence of a funded vacancy in the higher grade of the respective cadre.
- An employee understands fully the job/position description, tasks, duties, responsibilities and performs them at the level expected of him/her per evaluation criteria. Thus performance assessment and merit rating shall be done on a specified period or on annual basis. This may be conducted by his/her supervisor or an appropriate Committee assigned this task.
- A decision by the staff appointment /disciplinary /promotion authority that an employee is in every way suitable for promotion to a higher grade in his/her cadre.
- The fulfilment of the basic requirements cannot lead to an automatic promotion. Promotion is not a right and may not be demanded by an employee. It is expected that an employee will serve in one salary grade for at least four (4) years **as per HKMU Promotion criteria for technical and administrative staff**. For **direct entrants**, the criteria shall be as follows:

Level	Required years of experience
Officer II	0 years plus required qualifications
Officer I	3 years plus required qualifications
Senior Officer II	4 years plus required qualifications
Senior Officer I	5 years plus required qualifications
Principal Officer II	7 years plus required qualifications
Principal Officer I	9 years plus required qualifications

f) A scheme of service outlines existing and immediate posts per University Organization structure, assessed workload and establishment policy (manning levels).

g) The University KHEN Board of Directors may create new posts provided they conform to the grading/structure of the current scheme of service, the approved Organisation Structure, Manning levels (establishment policy), etc.

### **1.6 Salient Features**

Where a legal restriction exists in using certain job titles/positions /name, this scheme abides by the law. This means, an employee who is not professionally qualified in the Accounting profession (full CPA level) will not be called an "Accountant" or an "Auditor". They may be called "an Assistant Accountant/Assistant Auditor or a Finance Officer or Audit Officer. This is in compliance with the National Board of Accountants & Auditors Act.

### **1.7 Methods of entry**

1.7.1 Direct entry as per staff regulations /terms and conditions of employment contract /scheme of service for each cadre.

1.7.2 In-service entry by promotion per set criteria of performance for each cadre.

### **1.8 Application, Control and Discipline**

1.8.1 All staff will be administered according to the KHEN Board of Directors approved scheme(s) of service, staff regulations and staff code of conduct as amended from time to time.

1.8.2 Scheme of service will come into effect on a date to be specified by the KHEN Board of Directors.

### **1.9 Outsourced services**

For the purpose of cost effectiveness and efficiency, some services will be outsourced. These shall include security, gardening/cleaning and catering services.

## **2 SCHEME OF SERVICE FOR THE UNIVERSITY CHANCELLOR**

### **2.1.1 Nature of Post:** Ceremonial (Non-Executive)

### **2.1.2 Background, Professional Knowledge and Public Standing Skills**

Consideration should be made to appoint a distinguished public figure, and who commands high respect from members of HKMU, Tanzanian stakeholders and the international Community.

### **2.1.3 Main Purpose of the Position**

Serve as the symbolic charismatic leader for the University, who is constantly concerned and actively involved in promoting the general welfare and image of the University in Tanzania and at a global level.

### **2.1.4 Duties and Responsibilities**

Be the titular Head of the University and shall in the name of the University:

1. Have the right from time to time, to direct an inspection of the University or an inquiry into the teaching, research, consultancy or any other work.
2. Provide such advice and guidance to the University Council as he/she may consider necessary or desirable for the betterment of the University.
3. Have such other functions as are conferred upon him/her by the Act or as may be provided under the regulation.
4. Visit and inspect with members of the senior University management key sections of HKMU to familiarise himself /herself with achievement and problems that the University may face or might face in the foreseeable future.
5. Confer degrees and other HKMU qualifications as approved by Senate.
6. Make periodic visitations to the University in the manner provided for in the HKMU regulations.
7. Play various ceremonial roles on behalf of the University.

### **2.1.5 Remuneration**

Allowances payable upon approval by the KHEN Board of Directors.

### **2.1.6 Tenure:**

Six (6) years with eligibility for re-appointment for one further term of six years.

### **2.1.7 Mode of Appointment**

The Chancellor shall be appointed By the KHEN Board of Directors based on a shortlist of three names submitted to Senate and Council in accordance with the second schedule of the HKMU Charter.

### 3 SCHEMES OF SERVICE FOR MANAGEMENT/DUTY POSTS

#### *a) Posts and Salary Scales*

<b>Post</b>	<b>Salary Scale</b>
Vice Chancellor (VC)	HKSS 23
DVC- Academic (DVCAC)	HKSS 22
DVC-Planning, Finance and Administration (DVCPFA)	HKSS 22
Director – Quality Assurance Bureau	HKSS 20-21
Director-Consultancy and Continuing Education and Outreach	HKSS 20-21
Director-Postgraduate Studies, Research and Publications (DPSRP)	HKSS 20-21
Director-Undergraduate Diplomas and Certificate studies	HKSS 20-21
School Deans/Institute Directors	HKSS 20-21
Corporate Counsel (CC)	HKSS 19
Chief Internal Auditor	HKSS 19
Chief Librarian	HKSS 19
Bursar (UB)	HKSS 19
Dean of Students	HKSS 19
Chairpersons of Academic Departments	HKSS 19
ICT Manager	HKSS 18
Human Resource Management and Administration Manager (HRAM)	HKSS 18
Procurement Manager	HKSS 18
Planning and Resource Mobilisation Manager (PRMM)	HKSS 18
Estate Manager	HKSS 18
Marketing, Linkages and Public Relations Officer (MLPRO)	HKSS 18

#### *b) Qualifications, duties and responsibilities of post holders*

##### **3.1 Scheme of Service for Vice Chancellor**

**3.1.1 Office:** Office of the Vice Chancellor

##### **3.1.2 Qualifications**

A Full or Associate Professor with PhD. degree or equivalent, having an exemplary management capability and an outstanding record of academic leadership, research, teaching and public or community service. The candidate must have proven integrity and management experience of academic institutions and at least 10 (ten) years teaching and working experience in reputable universities.

##### **3.1.3 Reporting to:**

The HKMU Council and ultimately to the KHEN Board of Directors.

##### **3.1.4 Supervises:**

All Staff in the University.

##### **3.1.5 Duties and Responsibilities**

1. The Chief Executive Officer and Spokesperson of HKMU.
2. Overall responsible to Council and the KHEN Board of Directors for the dynamic management of the academic, technical and administrative matters, and affairs of the

University including formulation of policy for consideration by and implementation of the decision of the KHEN Board of Directors, the Council and the Senate.

1. Engenders a robust research and development agenda at HKMU.
2. Responsible for policy formulation and implementation of the decisions of the KHEN Board of Directors.
3. The principal accounting officer of the University.
4. The final authority in the preparation of the HKMU budget for approval by the Council and the Board of Directors.
5. Overall responsible for all staff recruitment, deployment and development.
6. Chairs all the Senate meetings and selected Council and Senate committees.
7. Chairs the annual staff review/appraisal meetings.
8. Responsible for security and general welfare of the University.
9. Responsible for HKMU public relations.
10. Deals with resource mobilisation and networking.
11. Co-ordinate's preparation and monitoring of the HKMU Rolling Strategic and Perspective Plans.
12. Performs any other duties assigned by HKMU Council and KHEN Board of Directors.

### **3.1.7 Key Performance Evaluation Criteria**

1. Good image of the University amongst various stakeholders.
2. Extent to which the academic reputation of the University is maintained.
3. Number of Research and Development projects established at HKMU.
4. Thoroughness of the staff review process.
5. State of the teaching and learning environments.
6. The extent of control of the quality of the University academic outputs.
7. Control of the expenditures as per approved budget.
8. Ability to mobilise funds and other resources.
9. The extent of implementation and monitoring of the Rolling Strategic and Perspective Plans.
10. Extent to which the HKMU expansion project(s) at the Boko Campus have been implemented.
11. Timely preparation of the University Annual Reports of activities.
12. Number of meetings conducted as per University Almanac.

### **3.1.8 Tenure:**

The VC shall hold office on contract for a term of five years and may be re-appointed consecutively for not more than two further terms of five years subject to satisfactory performance and successful completion of one year under probation upon first engagement.

### **3.1.9 Mode of Appointment**

The Vice Chancellor shall be appointed by the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by the Council after its consultation with the Vice-Chancellor on such terms and conditions as the KHEN Board of Directors, on the advice of the Council shall prescribe. Recruitment may be internal or outsourced.

*Internal recruitment:* The University Academic Staff Appointments Committee shall identify an academic member of staff from a list of three Professors or Associate Professors or Senior Academician of equivalent status or designation and submit its recommendations to the KHEN Board of Directors for decision and eventually present to the HKMU Council for approval. The candidate must have proven academic and administrative experience of not less than ten years in a senior position of the University; who has demonstrated leadership and managerial

skills; proven commitment and capacity to promote continuous improvement of teaching and learning in the University; who will seek to apply HKMU values to every aspect of the position; and able to solicit funds for institutional growth and sustainability.

*External Recruitment (Outsourcing):* The University Academic Staff Appointments Committee shall advertise the position and interview candidates at the level of full professor or associate professor with proven academic and administrative experience of not less than 10 years in a senior position from a recognized University. Short-listed candidates shall be mature scholars who will seek to apply HKMU values to every aspect of the position plus evidence of significant achievement in teaching and scholarship; able to solicit funds for institutional growth and sustainability, able to initiate, manage, and sustain effective change; and strong interpersonal skills and a reputation for integrity.

### **3.2 Scheme of Service for Deputy Vice Chancellor – Planning, Finance and Administration**

**Office:** Office of the Vice Chancellor

#### **Qualifications**

A senior member of staff at the rank of Professor or Associate Professor. Must have an excellent record in research, teaching and should have proven management experience of an academic institution. Must have good understanding of Strategic Planning or Finance or Human Resource Management and at least five (5) years working and or teaching experience in universities.

**Reporting to:** The Vice Chancellor

**Supervises:** All staff in the office of the DVC-PFA.

#### **Duties and Responsibilities:**

1. The chief advisor to the Vice Chancellor on administrative matters including handling of funds and University assets and liabilities.
2. Responsible for finance management.
3. Responsible for planning and budgeting.
4. Head of HKMU administrative matters.
5. Responsible for human resources management matters.
6. Prepares and puts into effect relevant operational policies and procedures.
7. Responsible for preparation of relevant quarterly progress reports.
8. Acts as Chairperson for the student disciplinary committee.
9. Responsible for processing tenders.
10. Supervises all subsidiary companies owned by HKMU.
11. Monitors the performance of all the contractors for municipal services and construction or rehabilitation tasks.
12. Performs any other duty as assigned by the VC from time to time.

#### **Key Performance Evaluation Criteria**

1. Timely preparation of accurate financial reports.
2. Timely updating and monitoring of the University Rolling Strategic Plan.
3. Effective operationalisation of the relevant operational policy and procedures.
4. Well managed Human Resources.
5. Existence of good administrative services.
6. Timely preparation of all monthly/quarterly/annual reports.

7. Provision of good secretariat services to selected HKMU Committees.
8. Good supervision of all outsourced services and contractors.

**Tenure:**

Four (4) years contract, renewable at most twice subject to satisfactory performance and successful completion of a one-year probation period upon recruitment.

**Mode of Appointment:**

Shall be appointed by KHEN Board of Directors on the recommendation of the Council after consultation with the Senate.

### **3.3 Scheme of Service for Deputy Vice Chancellor – Academic**

**Office:** Office of the Vice Chancellor

**Qualifications:**

A Professor or an Associate Professor, possessing a PhD degree with an outstanding record of academic leadership, research and teaching. The candidate must have proven integrity and management experience in academic institutions. Must have at least five (5) years working and teaching experience in universities.

**Reporting to:** The Vice Chancellor

**Supervises:**

All staff in the office of DVCAC.

**Duties and Responsibilities**

1. The Chief advisor to the VC on all academic matters.
2. Deputy Chair of the Senate.
3. Responsible for postgraduate studies coordination.
4. Responsible for research and publication coordination.
5. Responsible for coordination of undergraduate studies.
6. Responsible for coordination of continuing education.
7. Takes care of timetabling related matters.
8. Responsible for quality assurance of all academic outputs.
9. Overall responsibility for the conduct of examinations and all academic related activities including graduation ceremony and admissions.
10. In charge of the academic staff performance review process.
11. Acts as Chairperson for a number of academic related committees.
12. Acts on behalf of the Vice Chancellor when required.
13. Performs any other duties assigned by VC from time to time.

**Key Performance Evaluation Criteria**

1. Effective coordination of studies.
2. Effective coordination of research and publications.
3. Efficient delivery of continuing education.
4. Effectiveness of the quality assurance measures for academic outputs.
5. Managing timetabling.
6. Good conduct of examinations and other academic matters.
7. Well conducted academic staff reviews with feedback to the staff.

8. Effective secretariat role in relevant committees.

**Tenure:**

Four (4) years contract, renewable at most twice subject to satisfactory performance and successful completion of a one-year probation period upon recruitment.

**Mode of Appointment**

By the Board of Directors upon recommendation of the Council following consultations with the Senate on the basis of recommendations submitted by a Search Committee or through the procedure of public advertisement

### **3.4 Scheme of Service for Corporate Counsel**

**Title:** Corporate Counsel

**Office:** Vice Chancellor's Office

**Qualifications:** A Lawyer with at least a First degree (Hons) in Law with proven successful practice as a reputable and registered advocate or former magistrate/judge with an extensive knowledge and experience of university operations or of similar institutions for at least three years.

**Reporting to:** The Vice Chancellor

**Supervises:** Staff members in the legal unit.

**Duties and Responsibilities**

- Responsible to the Vice Chancellor for all legal matters of HKMU.
- Prepares standard agreements for provision of various contractual services to HKMU.
- Provides HKMU management with legal opinions on different operational matters.
- Pro-actively participates in various types of legal negotiations between HKMU and third parties.
- Authenticates by signature and the common seal of HKMU.
- Secretary to the HKMU Council, KHEN Board of Directors and Senate.
- Studies and advises HKMU management on the suitability of the draft agreements expected to be signed with internal or external parties.
- Advises HKMU management on measures to be taken when the University is likely to face any potential crisis.
- Works closely with lawyers appointed by HKMU to take care of its interests in Court cases or in any arbitration process.
- Performs any other duty assigned to him/her by Vice Chancellor.

**Key Performance Evaluation Criteria**

- Number of negotiations ending up in contract signing.
- Number of court or arbitration cases successfully won/resolved by HKMU.
- Soundness of legal advice provided to various HKMU management offices or units.
- Quality of legal opinions provided to HKMU

- Annual returns are timely submitted to the appropriate authorities as per provisions of the relevant laws.
- Various legal documents for the University are timely prepared in liaison with DVC-PFA
- Number of potential crises averted by the legal counsel serving as a useful broker between the conflicting parties
- Effectiveness in the role of secretariat to the HKMU Council/Senate.

### **Tenure**

The Corporate Counsel shall hold office for a term of three years with eligibility for re-appointment for a further term or further terms of three years, subject to satisfactory performance and successful completion of a one-year probation period on initial engagement.

### **Mode of appointment**

The Corporate Counsel shall be appointed by the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by the Council after its consultation with the Vice-Chancellor on such terms and conditions as the KHEN Board of Directors on the advice of the Council shall prescribe.

## **3.5 Scheme of Service for Director of Quality Assurance Bureau**

**Title:** Director of Quality Assurance Bureau

**Office:** DVC-Academic (DVCAC)

**Qualifications:** At least PhD holder in any field with an extensive knowledge and experience of university operations or of similar institutions for at least three years.

**Reporting to:** Vice Chancellor

**Supervises:** Staff members in the Quality Assurance Bureau

### **Duties and responsibilities**

- Develops, strategises, promotes and oversees the implementation of the quality assurance policy and its functions within and outside the University.
- Ensures that set performance standards in all aspects of the University functions are appropriate and relevant.
- Develops and periodically updates general operational manuals, quality assurance tools, and internal procedures to guide university-level QA operations, as well as instruments for use in internal assessment and evaluations.
- Monitors/implements quality assurance activities in all units as per the set standards.
- Provides advice and guidance to implementation units on the execution of QA activities.
- Coordinates internal self-evaluation of quality assurance systems.
- Analyses all QA reports and identifies issues arising from them for the attention of the management at Departmental, Faculty/School, College and University levels.
- Facilitates external evaluation of HKMU and its academic programmes and administrative units.
- Provides external evaluation results to the University Management and all of its units.
- Monitors the implementation of internal and external evaluation recommendations.

- Synthesises topical QA matters in higher education (arising from debates and practices in the regional and global contexts) and updating the University community and Management accordingly.
- Updates the VC on the functioning of the HKMU QA system and on the overall quality status of the University.
- Links HKMU with national, regional, and international standards and professional bodies and agencies in QA matters.
- Links HKMU with the industry on matters related to the quality assurance in its various functions of the University.
- Performs any other duties related to quality assurance as shall be determined by the Board.

### **Key performance evaluation criteria**

- Quality performance standards of the University are met.
- Operational manuals, quality assurance tools, and internal procedures are always up-to-date.
- Number of linkages with national, regional, international and professional bodies and agencies in QA matters.
- Percentage implementation of the quality assurance policy.

### **Tenure**

The tenure of the Director of Quality Assurance (Bureau) of the University shall be determined by the University Governing Board depending on the terms and conditions of his contract of employment.

### **Mode of appointment**

By the KHEN Board of Directors.

## **3.6 Scheme of Service for Marketing, Linkage and Public Relations Officer (MLPRO)**

**Office:** The Vice Chancellor's Office.

### **Qualifications:**

A University Degree in Marketing/Public Administration/or Journalism or equivalent qualification plus a relevant work experience of at least two years in electronic print mass media. A Postgraduate qualification will be an added advantage.

**Reporting to:** Deputy Vice Chancellor-Planning, Finance and Administration (DVCPFA).

**Supervises:** Staff under Marketing and Public Relations Office.

### **Duties and Responsibilities**

1. Formulates and recommends institutional policies relating to marketing/public relations and dissemination of information to the public/stakeholders/etc.
2. Develops an annual marketing/Public Relations plan.
3. Publishes and disseminates information about various activities of the University.
4. Promotes good communication between HKMU authorities, staff and the society.
5. Acts as management's advisor on matters relating to public relations including protocols, visitations, etc.
6. Produces information sheets, bulletins of events, websites and other publications for internal consumption or the general public.
7. Prepares annual budgets and monitor expenses of the office of MLPRO.

8. Establishes and maintains well developed lines of communication with all the media including press, radio, television and the private sector.
9. Enhances HKMU's image locally and internationally.
10. Markets HKMU locally and globally.
11. Creates external linkages and collaborations with like-minded institutions on areas of common interest
12. Provides feedback to the University community on the opinion of the general public on HKMU.
13. Assists in organisation of all university functions.
14. Oversees Marketing, Linkage and Public Relations Office production and distribution of HKMU souvenirs.
15. Prepares draft speeches for the Vice Chancellor.
16. Confirms appointments between the Vice Chancellor and University units or individuals external to the university.
17. Prepares itineraries for the Vice Chancellor's visits, locally and abroad.
18. Accompanies the Vice Chancellor in all his/her local engagements.
19. Liaises with governmental and non-governmental units about visits /visitors to the University.
20. Provides opinions to the Vice Chancellor on issues he/she may wish to seek opinion.
21. Records proceedings of selected meetings convened by the VC/DVC-PFA/DVCAC.
22. Performs any other such duties assigned by the Vice Chancellor.

#### **Key Performance Evaluation Criteria**

1. Existence of workable public relations policy of HKMU.
2. Extent to which the public image of HKMU is promoted and sustained.
3. Effective marketing of HKMU.
4. Existence of good communication within the University and with the civil society.
5. Quality of feedback and advice offered to HKMU management.
6. Quality of information sources prepared for HKMU management.
7. Effectiveness of relations of HKMU with the press.
8. Extent of support of the MLPRO in hosting HKMU organised events.
9. Existence of effective external linkages and collaborations
10. Quality of HKMU souvenirs.

#### **Tenure:**

The tenure of the Marketing and PR Officer of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors.

### **3.7 Scheme of Service for Chief Internal Auditor**

**Office :** Vice Chancellor's Office.

#### **Qualifications**

Holder of Master's degree in Business Administration with a Certified Public Accountant qualification-CPA (T), ACCA, or CIMA, CA. All qualifications must be from recognized and accredited universities. Must be registered with a recognised accounting body as an Authorised Accountant and Public Practice Auditor and must have working experience of at least eight (8) years of which four (4) years must be at managerial level.

**Reporting to :** The Vice Chancellor/Deputy Vice Chancellors.

**Supervises:** All junior staff in the Internal Audit Unit.

**Personal Attributes**

1. Personal skills in the specialised area of finance and related disciplines.
2. Current membership of accounting, auditing and finance professional bodies is a must.
3. Able to demonstrate in depth knowledge of principles of new public Management.
4. Good leadership and sound personal qualities of transparency and integrity.
5. Good communication and report writing skills.
6. Good interpersonal skills.

**Duties and Responsibilities**

1. Assists in preparing annual and strategic internal audit plans and submitting to the Planning, Finance and Audit Committee of the Council for approval.
2. Develops a comprehensive audit programme for the review and evaluation of the adequacy and effectiveness of the management control systems of all key areas of the university.
3. Assesses auditable units using the criteria developed in the annual plans.
4. Report the results of audits including recommendations for improvement of management controls.
5. Develops and maintains a quality assurance and improvement programme that covers all aspects of the internal audit and continuously monitor its effectiveness.
6. Reviews external audit management letter and advice the University Management.
7. Administers and coordinates the internal auditing activity in the department.
8. Establishes standards of performance and review of subordinates to determine that their performance meet the standards.
9. Performs any other duties that are assigned by Vice Chancellor.

**Key Performance Evaluation Criteria**

1. Extent of adherence to the financial procedures and good quality internal audit reports prepared and submitted as required.
2. Effectiveness of the developed management control systems.
3. Effectiveness of the established quality assurance programmes.
4. Levels of inter departmental communication, relationships and coordination with all stakeholders within internal auditing practice.
5. Alertness against potential fraud cases.
6. Presence and up to date inventory book.
7. Extent of adherence to the procurement procedures.
8. Standards of Internal Auditing performance and reviews achieved.

**Tenure:**

The tenure of the Chief Internal Auditor of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors.

### **3.8 Scheme of Service for Director Consultancy and Continuing Education and Outreach**

**Office:** Office of the DVC-Academic (DVCAC)

**Qualifications:**

Holder of a PhD or Master's Degree and at least 5 years teaching and research experience in universities. Must be well established in consultancy services and/or continuing education delivery.

**Reporting to:** DVCAC

**Duties and Responsibilities**

1. Coordinates consultancy services.
2. Coordinates continuing education.
3. Liaises with Marketing and Public Relations Offices to publicise the HKMU capacity for delivery of consultancy services and continuing education.
4. Creates and maintains databases for consultancy services.
5. Creates and maintains data bases for continuing education.
6. Introduces and maintains and applies quality control measures for consultancy services and continuing education activities.
7. Performs any other duties that are assigned by the Vice Chancellor.

**Key Performance Evaluation Criteria**

1. Good conduct of consultancy services.
2. Good delivery of continuing education.
3. Improved quality control for consultancies and continuing education services.
4. Accessible and up to date database for consultancy services.
5. Accessible and up to date database for continuing education.

**Tenure**

The tenure of the Director Consultancy and Continuing Education of the University shall be determined by the KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** Shall be appointed by the KHEN Board of Directors on the recommendation of the Council after consultation with the Senate.

### **3.9 Scheme of Service for Chief Librarian**

**Office:** Office of the DVC-Academic (DVCAC)

**Qualifications:**

Holder of Master's/PhD Degree in Librarianship, Library Science, Library and Information Science or other specialised functional area from a recognised University.

**Reporting to:** DVCAC

**Duties and Responsibilities**

1. Be responsible to the Vice Chancellor through the Deputy Vice Chancellor for Academic Affairs for the management of the University Library.
2. Be the Head of the Library, providing leadership and direction to the Library in carrying out its functions.
3. Supervises, maintains, and enhances policies and procedures for the University library/libraries.
4. Oversees professional and support staff involved in cataloguing, indexing, issuing books/materials, and keeping records of items on loan.
5. Selects books and publications for purchase and subscribes to pertinent periodicals as allowed for by the given budget.
6. Plans, organises, directs, controls, manages and promotes the activities/services of the University Library.
7. Establishes goals and measures accomplishments against recognised standards.
8. Studies and makes plans to develop the services of the library to meet more effectively present and future staff and students' needs.
9. Supervises the keeping of records and the preparation of reports.
10. Prepares and presents library budgets.
11. Prepares grant applications and seeks funding for operational and improvement programmes.
12. Actively seeks grants, gifts, and other new sources of non-tax funding for the library.
13. Maintains current knowledge of new developments in the library field.
14. Initiates plans, develops and implements records and report systems and schedules.
15. Chairperson of the Library Committee
16. Performs other related duties assigned by the Vice Chancellor or Deputy Vice Chancellor for Academic Affairs.

### **Tenure**

The tenure of the University Librarian shall be determined by the KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors.

### **3.10 Scheme of Service for Director Postgraduate Studies, Research and Publications**

**Office:** DVC -Academic (DVAC)

#### **Qualifications:**

A holder of a PhD and at the level of Senior Lecturer. A minimum of 5 (five) years of teaching in University and must be a good researcher with experience in postgraduate studies supervision.

**Reporting to:** DVAC

#### **Supervises:**

Coordination of Postgraduate Studies, Research and Publications from different Colleges/Campuses and junior staff under the directorate.

#### **Duties and Responsibilities**

1. Liaises with Faculty Deans as to coordinate conduct of research and postgraduate studies.

2. Puts in place or implement policies related to research and postgraduate training.
3. Is the principal assistant of DVCAC in matters associated with research and publications.
4. Sets the university annual performance targets in research, publications and postgraduate training.
5. Evaluates performance of the University with respect to research and postgraduate training.
6. Any other duties as assigned by supervisors.

#### **Key Performance Evaluation Criteria**

1. Effectiveness of Communication with the School Deans.
2. Extent of implementation of the research, publication and postgraduate policies.
3. Effectiveness of coordination of research and other postgraduate studies.
4. Extent of achievement of the set targets.
5. Timeliness of external and internal evaluation reports.

#### **Tenure**

Three (3) years with eligibility for re-appointment once for a further term of three years subject to satisfactory performance and completion of a one-year probation upon initial engagement.

#### **Mode of Appointment:**

Shall be appointed by the KHEN Board of Directors on advice of the Council after consultation with the Vice-Chancellor.

### **3.11 Scheme of Service for Director – Undergraduate, Diploma and Certificate Studies**

**Office:** Office of the DVC-Academic (DVAC)

#### **Qualifications**

Holder of a PhD or Masters degree and at least five (5) years teaching experience in Universities.

**Reporting to:** DVAC

#### **Duties and Responsibilities**

Coordinate the conduct of undergraduate studies

1. Acts as the principal coordinator for undergraduate studies.
2. Establishes, operationalises and maintains database for undergraduate students.
3. Overall HKMU teaching timetable coordination.
4. Promotes and popularises HKMU undergraduate programmes in liaison with public relations officer.
5. Assists DVC (Academic) to coordinate quality assurance and control of all academic output at the university level.
6. Performs any other duties assigned by the Vice Chancellor.

#### **Key Performance Evaluation Criteria**

1. Good conduct of undergraduate studies.
2. Well-publicised undergraduate studies programme.

3. Up-to-date information on the undergraduate academic programmes easily accessible on the HKMU web site.
4. Well-conducted quality assurance surveys.

**Tenure**

Three (3) years with eligibility for re-appointment once for a further term of three years subject to satisfactory performance and completion of a one-year probation upon initial engagement.

**Mode of Appointment**

Shall be appointed by KHEN Board of Directors on advice of the Council after consultation with the Vice-Chancellor.

**3.12 Scheme of Service for the Bursar**

**Office:** The University Bursar's Office.

**Qualifications**

Holder of Bachelor's or MBA with Certified Public Accountant (CPA) or its equivalent and registered as an authorized accountant or auditor with NBAA, with at least five (5) years' experience in a senior position in the accounting profession and a track record of integrity.

**Reporting to :** Deputy Vice Chancellor-Planning, Finance and Administration (DVCPFA).

**Supervises:** Junior accounting staff within the Bursar's office

**Duties and Responsibilities**

1. Regularly updates HKMU financial accounts.
2. Prepares weekly, monthly, quarterly, biannual and annual financial expenditure reports.
3. Recommends cost-cutting and income generation measures.
4. Supervises daily performance of the staff within his/her department.
5. Works closely with DVCPFA to prepare annual budgets.
6. Prepares staff appraisals in the department.
7. Oversees revenue collection and banking.
8. Updates bank reconciliation statements regularly.
9. Ensures timely preparation for the audits.
10. Computerises financial transactions.
11. Ensures that financial guidelines/regulations are strictly followed.
12. Performs any other duties as assigned by DVCPFA.

**Key Performance Evaluation Criteria**

1. Financial Reports are timely prepared monthly, quarterly, biannually and annually.
2. Budget is prepared in time, in line with the Rolling Strategic Plan and other programmes.
3. Financial guidelines and regulations are adhered to.
4. Bank reconciliation are up to date.
5. Staff are appraised and given feedback.
6. Timely banking of revenues with proper documentations.

7. Financial transactions are computerised.
8. Sound external audit reports.

### **Tenure**

The tenure of the Bursar of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his contract of employment.

### **Mode of Appointment**

The University Bursar shall be appointed by the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by the Council.

### **3.13 Scheme of Service for Information, Communication and Technology (ICT) Manager**

**Office** : DVC-Planning, Finance and Administration (DVCPFA).

### **Qualifications**

Holders of at least BSc. degree in Computer Science, Information Technology, Electrical Engineering, Electronics or equivalent. A minimum of three (3) years working experience in large organisations dealing with ICT services and/or necessary. Knowledge or experience in network management is a must.

**Reporting to:** DVCPFA

**Supervises:** All HKMU ICT unit staff.

### **Duties and Responsibilities**

1. Implements ICT Policy and Master plan of HKMU including the digital transformation as approved by the Board of Directors.
2. Responsible for overseeing e-mail and internet services at HKMU for administrative and academic applications.
3. Oversees standard hardware and software installations.
4. Responsible for overseeing the installation, management and repairs to the LAN and WAN.
5. Advises HKMU management on future development direction of ICT.
6. Provides training to School, Faculty and Department Systems Administrators to ensure they have capacity to handle minor troubleshooting.
7. Oversees the day to day operational matters related to ICT in collaboration with the Faculty/School systems administrators.
8. Provides help-desk services.
9. Performs any other such duties assigned by one's reporting Officer.

### **Key Performance Evaluation Criteria**

1. Good implementation of the ICT policy and master plan.
2. Good e-mail and internet services.
3. Well managed LAN and WAN.
4. Good advice to management on ICT Services.
5. Effective implementation of the operational policy for use of ICT facilities.
6. Good support of teaching and Library services.

### **Tenure**

The tenure of ICT Manager of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his/her contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by Council after consultation with the Vice Chancellor.

### **3.14 Scheme of Service for Human Resource Management and Administration Manager**

**Office:** Deputy Vice Chancellor-Planning, Finance and Administration (DVCPFA)

#### **Qualifications**

Holder of Master's Degree in Human Resource Management, Public Administration, Business Administration and must have a minimum of eight (8) years working experience in a large and reputable public institution, of which four (4) years must be at managerial level.

**Reporting to:** DVCPFA

**Supervises:** Junior Staff in the Department of Administration.

#### **Personal Attributes**

1. Knowledge of Public Service Regulations, labour laws and International Standards of Human Resource Management practices, policies and procedures.
2. Good understanding of strategic business planning, organisation skills, business principles and cost control.
3. Ability to work effectively in a team environment.
4. Flexibility and preparedness to work varied hours to accomplish assignments.
5. Good communication skills.
6. Good work ethics and strong attitude towards safety is essential.
7. Open thinking with broad vision and ability to provide constructive ideas.
8. Dynamic and initiative with strong interpersonal relationships.
9. Committed to results.
10. Problem solving skills and readiness to train and develop others.
11. Strategically aware of the business environment.
12. Performs any other duties as assigned by DVCPFA.

#### **Duties and Responsibilities**

1. Head Department/Directorate of Human Resource Management and Administration.
2. Formulates and implements of human resource corporate policies, procedures and strategies.
3. Reviews plans for human resource requirement and ensure proper development and utilisation of the existing human resource.
4. Reviews and monitors staff information including employment records and salary adjustment for incorporation in the payroll on monthly basis.
5. Coordinates recruitment of all university staff and selecting process making sure the employment permits are timely requested from relevant authorities.
6. Oversees pension matters, employee's benefits plans and compliance with legislations.
7. Ensures that, employee performance appraisals are conducted in a fair and transparent manner as per approved policies and procedures.

8. Fosters an enabling environment that attracts and retains competent workforce to meet corporate objectives.
9. Ensures that training needs assessment is undertaken and used to review training and development programmes developed for each category of staff.
10. Establishes disciplinary policies and procedure.
11. Ensures harmonious and productive labour relations.
12. Establishes and maintains a Human Resource Management Information System (HRMIS).
13. Develops and implements rewards, policies and incentives systems.
14. Ensures that appropriate tools like Scheme of Service, Human Resource Policies and code of conduct are in place and are reviewed regularly.
15. Ensures effective a management of staff welfare.
16. When required, participates in university meetings, which have impact on the HRM functions e.g. Council; Senate; University Fundraising Promotion Advisory Committee (FPAC); Appointments and Human Resources Management Committee (AHRMC); etc.
17. Prepares department budget.
18. Supervises, appraises and identifies training and development needs of the Human Resource Management Department staff.
19. Carries out regular Human Resource accounting, audit and inventory of current knowledge and skill needs.
20. Interprets human resource policies and service regulations.
21. Performs any other duties as assigned by DVCPFA.

#### **Key Performance Evaluation Criteria**

1. Effective management of administrative and human resource issues.
2. Effective and efficient utilisation of all department resources (staff, budget, infrastructure, renovations and relocations, equipment, etc.).
3. Department's facilities and oversight of administrative operations are well managed.
4. Deans, Department Chairs and their staff are well informed of HR and administrative issues.
5. Staff information is up to date
6. HR Management tools are in place and up to date
7. Human Resource Management Information System (HRMIS) is well maintained
8. Training needs assessment are timely undertaken and training and development programmes are regularly reviewed

#### **Tenure**

The tenure of HRAM of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his/her contract of employment.

#### **Mode of Appointment**

By the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by Council after consultation with the Vice Chancellor.

### **3.15 Scheme of Service for Procurement Manager**

**Office:** Deputy Vice Chancellor -Planning, Finance and Administration (DVCPFA)

#### **Qualifications**

Holder of Master's degree in supply chain management, logistics, or business administration and must have a minimum of eight (8) years working experience in a large and reputable public institution, of which four (4) years must be at managerial level.

**Reporting to:** DVCPFA

**Supervises:** Junior Staff in the Procurement Management Unit (PMU)

**Personal Attributes**

1. Proven experience in managing supply chain operations.
2. Experience in using supply chain management software and tools.
3. In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
4. Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
5. Management and leadership skills.
6. Commercial awareness

**Duties and Responsibilities**

1. Develops procurement strategies that are innovative and cost-effective.
2. Sources and engages reliable suppliers and vendors.
3. Negotiates with suppliers and vendors to secure advantageous terms.
4. Reviews existing contracts with suppliers and vendors to ensure on-going feasibility.
5. Builds and maintains long-term relationships with vendors and suppliers.
6. Approves purchase orders and organise and confirm delivery of goods and services.
7. Performs risk assessments on potential contracts and agreements.
8. Controls the procurement budget and promote a culture of long-term saving on procurement costs.
9. Oversees and manage the IT systems that track shipments, inventory, and the supply of goods.
10. Prepares procurement reports.
11. Performs any other duties as assigned by DVPFA.

**Key Performance Evaluation Criteria**

1. Inventive and cost-effective procurement strategies are implemented by all user departments within the university
2. Procurement contracts are well managed
3. Good relationship between vendors and suppliers exist
4. Risk assessments on potential contracts are done on timely basis
5. Procurement reports and plans are timely prepared

**Tenure**

The tenure of Procurement and Stores Manager of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his/her contract of employment.

**Mode of Appointment**

By the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by Council after consultation with the Vice Chancellor.

### **3.16 Scheme of Service for Planning and Resources Mobilisation Manager**

**Office:** Office of the Deputy VC-Planning, Finance and Administration (DVCPFA).

#### **Qualifications**

Holder of a Master's degree or equivalent in Economics, Planning, Public Administration, or Business Administration and must have a minimum of eight (8) years working experience in a large and reputable public institution, of which four(4) years must be at managerial level.

**Reporting to:** DVC-Planning, Finance and Administration.

**Supervises:** Staff of the Planning and Resource Mobilisation Unit.

#### **Duties and Responsibilities**

1. Heads the planning unit.
2. Updates the Rolling Strategic Plan.
3. Prepares budget for the Rolling Strategic Plan.
4. Oversees implementation of the Rolling Strategic Plan.
5. Determines and operationalises resource mobilisation strategy.
6. Secretary to the Strategic Planning Committee.
7. Performs any other duties that are assigned by DVCPFA.

#### **Key Performance Evaluation Criteria**

1. Timely Budget preparations.
2. Up to date Facts and Figures.
3. Up to date Rolling Strategic Plan.
4. Timely and correct Rolling Strategic Plan implementation report.

#### **Tenure**

The tenure of Planning and Resource Mobilisation Manager of the University shall be determined by the University KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by Council after consultation with the Vice Chancellor.

### **3.17 Scheme of Service for Estates Manager**

**Office:** Deputy Vice Chancellor-Planning, Finance and Administration (DVCPFA).

#### **Qualifications**

Holder of a Master's degree or equivalent in Environmental Engineering, Architecture, Building Economics, Civil Engineering, or Land Management and Valuation and must have a minimum of eight (8) years working experience in a large and reputable public institution, of which four(4) years must be at managerial level.

**Reporting to:** DVCPFA.

**Supervises:** Staff of the Estate Management Department

#### **Duties and responsibilities**

1. Be the administrative Head of the department.
2. Plans, organises and controls Estates maintenance activities.
3. Supervises and guides junior staff.
4. Plans consultancy services activities.
5. Maintains coordinative work contacts with building and maintenance staff of the Estates Department.
6. Prepares and compiles budget estimates for Capital Development.
7. Coordinates the preparation of the physical master plan.
8. Coordinates the effective maintenance and rehabilitation of the infrastructure.
9. Performs any other duties and responsibilities as may be assigned by DVCPFA

#### **Key Performance Evaluation Criteria**

1. The University infrastructures are well maintained.
2. Physical master plan of the HKMU is timely prepared.
3. Budget estimates for capital development is timely prepared
4. Staff under the department are well managed

#### **Tenure**

The tenure of Estates Manager of the University shall be determined by the University the KHEN Board of Directors depending on the terms and conditions of his contract of employment.

**Mode of Appointment:** By the KHEN Board of Directors on the recommendation of the Appointments Committee endorsed by Council after consultation with the Vice Chancellor.

### **3.18 Scheme of Service for Dean of Students**

**Office :** DVC-Planning, Finance and Administration (DVCPFA)

#### **Qualifications**

A senior member of academic staff with Doctorate or Master's Degree in Education, Sociology, Psychology, Counselling or equivalent qualification with at least five (5) years working experience in Students' Affairs at a recognised higher learning institution..

**Reporting to :** DVCPFA

**Supervises:** All staff in the office of the Dean of Students.

#### **Duties and Responsibilities**

1. Handles all matters related to the welfare of HKMU students.
2. Responsible for harmonious operations of student affairs in line with the university by-laws.
3. Prepares, approves and updates student affairs policies.
4. Acts as a returning officer for all student union related elections.
5. Coordinates the induction programme for the new student union leadership.
6. Oversees counselling services for students.
7. Identifies suitable housing hostels for renting by students.
8. Performs any other duties assigned by the Vice Chancellor.

#### **Key Performance Evaluation Criteria**

1. Well managed student affairs.
2. Well co-coordinated transfer of leadership from one batch of student leaders to the other.
3. Student affairs policy prepared, approved and implemented.
4. Well-coordinated student elections.
5. Suitable Student counselling services provided.
6. Good career advisory services offered by HKMU in collaboration with Faculties, Colleges, Schools and selected potential employers.
7. Students are provided with good housing or hostel services.

### **Tenure**

The tenure shall be 3 years with eligibility for re-appointment for a further term or further terms of three years upon such other terms and conditions as the KHEN Board of Directors on the advice of the Council may prescribe, subject to satisfactory performance and successful completion of a one-year probation period on initial engagement.

### **Mode of Appointment**

Shall be appointed by the KHEN Board of Directors on the recommendation of the Council and after consultation with the Vice Chancellor.

### **3.19 Scheme of Service for School Deans and Institute**

**Office:** Dean or Director of a School/Faculty/Institute.

### **Qualifications**

Holders of a PhD or equivalent qualifications and should be a Senior Lecturer or above.

### **Reporting to:**

Deputy Vice Chancellor Academic (DVCAC)

**Supervises:** All Academic, Administrative and Technical Staff in the school, Faculty or Institute.

### **Duties and Responsibilities**

1. Responsible for conduct of all academic activities in the departments under the Schools, Faculty or Institute.
2. Handles staff recruitment, deployment and training.
3. Oversees annual performance evaluation of all staff.
4. Prepares and compiles departmental data at Faculty levels for purposes of submission to relevant offices.
5. Chairs all Faculty, Institute, School Board and Committee meetings.
6. Supervises all Heads of academic departments.
7. Supervises the conduct of examinations in the School, Faculty, and Institute.
8. Manages finances allocated to the School/Faculty/Institute.
9. Prepares quarterly progress reports in line with the requirements of the RSP.
10. Prepares strategic plans for Faculties, School or Institute.
11. Prepares annual budget for the relevant unit.
12. Supervises academic performance of students in his/her Faculty,
13. Performs any duties assigned by DVCAC/College Principal.

### **Key Performance Evaluation Criteria**

1. Staff members are well deployed and properly evaluated and given feedback on an annual basis.
2. Faculty and Departmental data available and computerised.
3. Examinations successfully conducted.
4. Good utilisation of Departmental and Faculty, School, Institute finances.
5. Improved students' performances in examinations.
6. Existence of an up-to-date Departmental and Faculty Rolling Strategic Plan.
7. Absence or minimisation of student complaints related to conduct of academic programmes.
8. Good quarterly reports are prepared.
9. Accurate and timely preparation of the budgets.

**Tenure:**

Shall hold office for a term of three years with eligibility for re-appointment for one further consecutive term of three years, subject to satisfactory performance and successful completion of a one-year probation period on initial engagement.

**Mode of Appointment:**

Shall be appointed by the Council or the KHEN Board of Directors or College Board, as the case may be, on recommendation of the Senate or the Academic Committee, as the case may be subject to endorsement by the KHEN Board of Directors.

**3.20 Scheme of Service for Chairpersons of Academic Departments**

**Office :** Office of the Chairperson of Academic Department.

**Qualifications**

MMed. /MDent. or PhD degree and at least three (3) years' experience as a University Lecturer. Management experience and/or knowledge desirable.

**Reporting to :** School Dean or Institute Director.

**Supervises:** Academic, Administrative and Technical staff of his/her Department.

**Duties and Responsibilities**

1. Responsible for the overall smooth running of academic activities in the department.
2. Responsible to the Dean on matters related to academic and department administration.
3. Plans budget and manages department funds, expenditure and other properties.
4. Chairs department and sub-committees meetings and ensure implementation of decisions from higher organs.
5. Represents the department at all relevant committees and Faculty Boards.
6. Plans and prepares department staff development programmes.
7. Evaluates and recommends to the Dean staff recruitment/promotions.
8. Ensures implementation of the day-to-day and periodic academic and service programmes.
9. Provides academic leadership to the department.
10. Prepares and submits quarterly and annual performance reports of the department to the Dean.
11. Performs any other duties as may be assigned by the Dean/DVCAC.

**Key Performance Evaluation Criteria**

1. Staff members are well deployed, properly evaluated and given feedback on an annual basis.
2. Number of elective reports submitted by students supervised by the department.
3. Availability of an up-to-date digital Departmental database.
4. Departmental examinations successfully conducted.
5. Improvement in student performance.
6. Existence of up-to-date departmental Rolling Strategic Plan.
7. Good use of funds.

### **Tenure**

The tenure of Heads of the University shall be determined by the University Governing Board depending on the terms and conditions of his contract of employment.

### **Mode of Appointment**

Shall be appointed by the Council or the KHEN Board of Directors or College Board, as the case may be, in consultation with the Vice-Chancellor.

## **4 SCHEMES OF SERVICE FOR ACADEMIC STAFF**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Tutorial Assistant/ Assistant Library Trainee	HKSS 16
Assistant Lecturer/ Assistant Librarian/ Assistant Research Fellow	HKSS 17
Lecturer/ Librarian/ Research Fellow	HKSS 18
Senior Lecturer/ Librarian/ Research Fellow	HKSS 19
Associate Professor/ Associate Research Professor/ Associate Library Professor	HKSS 20
Professor	HKSS 21

### ***b) Method of Entry and Advancement***

#### **4.1 Tutorial Assistant/ Assistant Library Trainee**

##### **a) Entry Mode**

##### **(1) Direct Entry Qualifications**

Possession of a Bachelor's Degree with a GPA of 3.5 (Upper Second)

##### **(ii) Other Attributes**

1. Teaching language proficiency.
2. Ability to communicate to others information, knowledge, and skills.
3. Computer literacy.
4. Good interpersonal skills.
5. Ability to work as part of a team.
6. Motivation for innovation, further learning and continuing professional development.

##### **b) Duties and Responsibilities**

Tutorial Assistant is a training post for which the staff is required to undergo Masters' degree training programme immediately after recruitment. Duties and responsibilities of a Tutorial Assistant shall include:

1. Understudies' senior members through attending lectures, seminars, tutorials and practical training.
2. Assists in supervision of tutorials, seminars and practical.
3. Assists in research, consultancy and outreach activities.
4. Performs any other duties that may be assigned by the relevant authority.

## **4.2 Assistant Lecturer/ Assistant Librarian/ Assistant Research Fellow**

### **a) Entry Mode**

#### **(i) Direct Entry Qualifications**

Possession of a Masters' degree with a minimum GPA of 4.0, and a Bachelor's degree with a GPA of 3.5 or above.

#### **(ii) Other Attributes**

Attainment of Level/Category 1 attributes as well as the following:

1. Ability to prepare and deliver own teaching materials.
2. Problem solving and innovation skills.
3. Ability to prepare quality research proposals.

### **b) Duties and Responsibilities**

An Assistant Lecturer shall be required to: (a) undergo training to PhD level within a timeframe to be specified by the university but not exceeding 10 years after employment; and (b) undertake an induction course in pedagogical skill for those who previously did not have such training.

Duties and responsibilities of an Assistant Lecturer shall include:

1. Conducts lectures, seminars, tutorials and practical sessions for undergraduate programmes.
2. Assists senior staff in practical sessions, seminars and tutorials for postgraduate programmes as part of their learning and building capacities in various aspects of teaching, learning, research and public service.
3. Prepares case studies.
4. Works in co-operation with senior members of staff on specific projects.
5. Supervises special projects for undergraduate students.
6. Conducts and publishes research results.
7. Assists in writing teaching manuals and compendia.
8. Participates in workshops, conferences and symposia.
9. Carries out any other duties that may be assigned by a relevant authority.

## **4.3 Lecturer/ Librarian/ Research Fellow**

### **a) Entry mode**

#### **(i) Direct Entry Qualifications**

Possession of a PhD or similar qualifications as per government regulations.

**(ii) Other Attributes**

Attainment of Level/Category 2 attributes as well as the following:

1. Ability to design, set, administer and supervise different assessment items.
2. Ability to mark student scripts, course work assessments and provide feedback.
3. Ability to independently carry out research.
4. Ability to supervise research and other knowledge and skills development activities.

**b) Duties and Responsibilities**

A Lecturer shall be required to undertake an induction course in pedagogical skill for those who previously did not have such training. Duties and responsibilities of a Lecturer shall include:

1. Conducts lectures, tutorials, seminars and practicals for undergraduate and postgraduate programmes.
2. Carries out field supervision of undergraduate and postgraduate students.
3. Mentors junior staff in all relevant matters.
4. Participates in curriculum development.
5. Participates in developing and managing University projects as may be required.
6. Undertakes research and publishes.
7. Carries out community/outreach services including promoting links with the industry.
8. Undertakes consultancy services.
9. Prepares teaching manuals and compendia.
10. Supervises undergraduate and postgraduate student projects;
11. Attends/organises workshops, conferences and symposia.
12. Undertakes any other duties that may be assigned by the relevant authority.

**4.4 Senior Lecturer/ Librarian/ Research Fellow**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Possession of a PhD as well as:

- (a) Publications in international Journals, books or scholarly papers in proceedings of professional international symposia or conferences recognised by the University and the Commission for the purpose of academic staff promotions and the papers having been peer reviewed, which on assessment produce 3 points for Senior Lecturer/ Senior Librarian, or 5 points for Research Fellow.

- (b) Teaching experience of not less than 3 years after attaining PhD.

**(ii) Other Attributes**

Attainment of Level/Category 3 attributes as well as: (a) ability to plan and promote the vision of the institution; (b) ability to attract funding for different activities of the institution; and (c) leadership and management ability.

**b) Duties and Responsibilities**

Duties and responsibilities of a Senior Lecturer shall include those for a Lecturer as well as:

1. Mentors junior staff in all relevant areas.
2. Designs and developing curricula.
3. Manages institutional projects and activities.
4. Writes teaching manuals and compendia and books.
5. Develops new courses and programmes.

6. Undertakes any other duties that may be assigned by a relevant authority.

#### **4.5 Associate Professor/ Associate Research Professor/ Associate Library Professor**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Level/Category 4 requirements as well as: (a) publications which on assessment produce 6 points for Associate Professor and Associate Library Professor or 9 points for an Associate Research Professor; (b) teaching experience of not less than 3 years on attaining the qualifications at Level/Category 4.

###### **(ii) Other Attributes**

Attainment of Level/Category 4 requirements as well as the following attributes: (a) demonstration of ability to mentor and supervise postgraduate research students; (b) demonstration of actual experience in the application of course materials to real life situations. (c) Ability to apply specialist knowledge and skills to the resolution of problems in the society; and (d) ability to remain current in his/her field through active consulting and continuing education.

##### **b) Duties and Responsibilities**

Duties and responsibilities of an Associate Professor shall include those for Senior Lecturer as well as:

1. Provides leadership role at the institution.
2. Participates in the establishment of research hubs and resource centres.
3. Promotes entrepreneurship in his/her field of specialisation.
4. Establishes academic/professional links nationally, regionally and globally.
5. Undertakes any other duties that may be assigned by a relevant authority.

#### **4.6 Professor**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Level/Category 5 requirements as well as:

1. Publications which on assessment produce 7 points for Professors or 10 points for Research Professor; and
2. Teaching, research and public service experience of not less than 3 years.

###### **(ii) Other Attributes**

Attainment of Level/Category 5 requirements as well as the following attributes:

1. Command of authority in a specific field of his profession or discipline;
2. Ability to establish academic or professional chairs for the institution;
3. Ability to spearhead new knowledge, innovation and processes taking into account the current state of development as well as forecast of the future trends.

##### **b) Duties and Responsibilities**

Duties and responsibilities of Professor shall include those for Associate Professor as well as:

1. Delivers a Professorial Inaugural Lecturers within 3 years after attaining the position of Professor.
2. Establishes professorial chair in relevant disciplines.
3. Spearheads innovation and forecasting future development of the institution.

4. Promotes and enhances internationalisation of the institution.
5. Undertakes any other duties that may be assigned by a relevant authority.

## **5 SCHEME OF SERVICE FOR ADMINISTRATIVE AND SUPPORT STAFF**

### **5.1 SCHEME OF SERVICE FOR HUMAN RESOURCE MANAGEMENT OFFICERS**

#### ***a) Posts and Salary Scales***

<b>Posts</b>	<b>Salary Scale</b>
Human Resource Management Officer Grade II	HKSS 10
Human Resource Management Officer Grade I	HKSS 11
Senior Human Resource Management Officer Grade II	HKSS 12
Senior Human Resource Management Officer Grade I	HKSS 13
Principal Human Resource Management Officer Grade II	HKSS 14
Principal Human Resource Management Officer Grade I	HKSS 15

#### ***b) Method of entry and advancement***

##### **5.1.1 Human Resource Management Officer Grade II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of university degree with a bias in Public Administration, Human Resource Management, Business Administration or its equivalent from recognised institution. They must sit for human resource proficiency examination within the period of two years from the commencement of employment.

##### **ii) In-Service**

Not Applicable

#### **b) Duties and responsibilities**

1. Assists in collecting, tabulating, maintaining and analysing personnel records and statistics database.
2. Assists the administration and monitoring of attendance register.
3. Assists in office management, personnel management, industrial relations and staff welfare.
4. Prepares and issues Staff Performance Appraisals.
5. Deals with general disciplinary matters for junior staff.
6. Oversees the general cleanliness of office premises.
7. Assists in the preparation of Manpower development plans.
8. Oversees the day-to-day smooth running of the Registries.
9. Any other duties as may be assigned by relevant Authority.

### **5.1.2 Human Resource Management Officer I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of university degree in Public Administration, Human Resource or equivalent plus three (3) years practical working experience. They must pass the proficiency examination for human resource officers.

##### **ii) In-Service**

By promotion on merit of Human Resource Management Officer II with at least four (4) years satisfactory service in that grade. Must have an average of "B" performance evaluation with proficiency certificate in Human Resource Management.

#### **b) Duties and responsibilities**

1. Assists in the drawing up of manpower plans, training and career development programmes.
2. Prepares training budget for acquisition of funds and sponsorship.
3. Supervises for proper implementation of schemes of services.
4. Ensures that staff houses, office buildings and other estates are well maintained.
5. Administers employee's medical services, housing and transport.
6. Ensures that all estates, fixed and other property are properly insured
7. Assists in identifying manpower needs and proper utilisation of Human Resource.
8. Ensures that machinery and other office equipment are well maintained.
9. Any other duties as may be assigned by relevant Authority.

### **5.1.3 Senior Human Resource Management Officer II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of university degree in Public Administration, Human Resource or equivalent plus a minimum of four (4) years in Human Resource Management related field with Grade of 'B' performance evaluation since last promotion.

##### **ii) In-service**

By promotion from Human Resource Officer Grade I with at least working experience of three (3) years with Grade of "B" performance evaluation since last promotion.

#### **b) Duties and responsibilities**

1. Facilitates of recruitment of new employees, promotions, remunerations, pensions, leave and terminal benefits.
2. Draws up manpower plans, training and career development programmes.
3. Implements approved personnel and administration policies.
4. Monitors and maintains staff retirement schedule and preparation of their retirement benefits.
5. Administers salaries and other staff remunerations.
6. Assists in reviewing Schemes of Service, Staff Regulations, and conditions of service and incentive packages.
7. Identifies manpower needs and proper utilization of the human resource.

8. Assists in preparation of annual personnel emolument budget.
9. Interprets and implements Labour Laws and other directives and circulars.
10. Prepares and updates Directory of employees.
11. Identifies and selects employees for training.
12. Any other duties as may be assigned by relevant Authority.

#### **5.1.4 Senior Human Resource Management Officer I**

##### **a) Entry Mode**

###### **i) Direct Entry Qualifications**

Holder of University degree in Public Administration, Human Resource or equivalent plus a minimum of five (5)years' experience in Human Resource Management related field with Grade of 'B' performance evaluation since last promotion.

###### **ii) In service**

By promotion from Human Resource Officer grade II with at least working experience of five (5) years with Grade of "B" performance evaluation since last promotion.

##### **b) Duties and responsibilities**

1. Facilitates recruitment of new employees, promotions, remunerations, pensions, leave and terminal benefits.
2. Draws up manpower plans, training and career development programmes.
3. Implements approved personnel and administration policies.
4. Monitors and maintains staff retirement schedule and prepares their retirement benefits.
5. Administers salaries and other staff remunerations.
6. Assists in reviewing Schemes of Service, Staff Regulations, and conditions of service and incentive packages.
7. Identifies manpower needs and proper utilization of the human resources.
8. Assists in preparation of annual personnel emoluments budget.
9. Interprets and implements Labour Laws and other directives and circulars.
10. Prepares and updates Directory of employees.
11. Identifies and selects staff for training.
12. Any other duties as may be assigned by the relevant Authority.

#### **5.1.5 Principal Human Resource Management Officer II**

##### **a) Entry Mode**

###### **i) Direct Entry Qualifications**

Holder of a Master's degree in Human Resource Management plus a minimum of seven (7)years' experience in the Senior Human Resource Management field.

###### **ii) In-Service**

By promotion on merit of Senior Human Resource Management Officer I with at least four (4)years satisfactory service in that grade with an average of "B" performance evaluation since the last promotion who has acquired Master's degree.

##### **b) Duties and responsibilities**

1. Identifies and projects training needs in relation to financial capacity of the institute.
2. Prepares training report.
3. Supervises the preparation of personnel emoluments budget.
4. Supervises duties assigned to junior officers in department of human resources.
5. Interprets and implements service regulations, staff circulars and other directives.
6. Implements and maintains employees' reward systems.

### **5.1.6 Principal Human Resource Management Officer I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Master's degree in Public/Business Administration with a bias in Human Resource Management plus a minimum of nine (9) years in the Senior Human Resource Management post.

##### **ii) In-Service**

By promotion on merit of Principal Human Resource Management Officer II, with at least four (4) years satisfactory service in that grade and with an average of 'B' performance evaluation since last promotion who has acquired Master's degree.

#### **b) Duties and responsibilities**

As for Principal Human Resource Management Officer II, but with the following added responsibilities:

1. Interprets and implements Labour Laws and other directives and circulars.
2. Supervises the interpretation and compliance on service regulation/policy and training procedures.
3. Promotes and manage HR policies that will provide high quality human resources for the University.
4. Reviews the current Human Resource Management policies and Regulations to ensure standardized humane treatment for all employees in the whole institution
5. Provides guidance on both Administration and Human Resource matters relating to industrial/ employee relations including terms and conditions of service.
6. Supervises the Performance Appraisal Systems.
7. Advises the Human Resource and Administration Manager on issues related to all Human Resource Management.
8. Supervises duties assigned to junior staffs in Human Resource Department.
9. Reviews and updates training programmes for employee and establishment of alternative measures to correct deficiencies.
10. Performs any other duties assigned by one's reporting Officer.

## **5.2 SCHEMES OF SERVICE FOR LIBRARIANS**

### ***a) Posts and Salary Scales***

<b>POST</b>	<b>SALARY SCALE</b>
Librarian Grade II	HKSS 7
Librarian Grade I	HKSS 8
Senior Librarian Grade II	HKSS 9

Senior Librarian Grade I	HKSS 10
Principal Librarian Grade II	HKSS 11
Principal Librarian Grade I	HKSS 12

***b) Method of entry and advancement***

**4.2.1 Librarian II**

**a) Entry Mode**

**b) Direct Entry Qualifications**

Holders of first degree in librarian services or its equivalent from recognised institute.

ii) **In-Service**

Not Applicable

**b) Duties and responsibilities**

1. Prepare working schedule for junior staff.
2. Instruct and supervise duties of junior staff.
3. Classify reader services.
4. Compile annotated bibliographies.
5. Deal with queries from readers
6. Compile statistical data
7. Shelve books and periodicals
8. Assist in identifying books and periodicals
9. Perform any other duties as may be assigned by one's reporting officer.

**4.2.2 Librarian I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holders of first degree in Library/Information services or equivalent qualification from recognized institution and at least practical experience of three (3) years.

**i) In-Service**

Promotion on merit from Librarian Grade II with at least four (4) years satisfactory service in that grade with an average grade of "B" performance evaluation since last promotion.

**b) Duties and responsibilities**

1. Head and supervise sections of library.
2. Supervise Library Assistants.
3. Conduct training programmes for new recruits, develop user instructions and provide continuing education for other junior staff members.

**4.2.3 Senior Librarian II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holders of at least first degree in librarian services or its equivalent from a recognized university and working experience of not less than five (5) years.

ii) **In-Service**

Promotion on merit from Librarian Grade I through performance evaluation since last promotion and must have served in the post for at least four (4) years.

**b) Duties and responsibilities**

1. Supervises Library Assistants in performing routine work.
2. Conducts training programmes for new recruits.
3. Develops user instructions and provides continuing education for other junior staff members.
4. Conducts studies on user needs.
5. Compile users' profile.
6. Ensures that Library books are secured.
7. Ensures availability of an up-to-date library inventory at any time.
8. Keeps records of library customers' use and borrowing.
9. Ensures timely return of borrowed books.
10. Accountable to the University Librarian.

#### **4.2.4 Senior Librarian I**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holders of at least first degree in librarian services or its equivalent from recognised university and working experience of not less than five (5) years.

ii) **In-Service**

Promotion on merit from Senior Librarian Grade II with at least four years satisfactory service in that grade with an average grade of "B" performance evaluation since last promotion.

**b) Duties and responsibilities**

1. Supervises Library Assistants in performing routine work.
2. Conducts training programmes for new recruits, developing users' instructions and providing continuing education junior staff members.
3. Conducts studies on user needs.
4. Compiles users' profile.
5. Ensures that Library books are secured.
6. Ensures availability of library inventory at any time.
7. Keeps records of library customers i.e. borrowers of books.
8. Ensures timely return of borrowed books.
9. Accountable to the University Librarian.

#### **4.2.5 Principal Librarian II**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holders of at least first degree in librarian services or its equivalent from recognized university and working experience of not less than seven (7) years.

ii) **In-Service**

Promotion on merit from Senior Librarian Grade I with at least four (4) years satisfactory service in that grade.

**b) Duties and responsibilities**

1. Ensures safety of library tools, machines and equipment.
2. Formulates library user's policy and guidance on selection and registration of documents.
3. Reviews assesses and edits publications journals before filling for uses.
4. Evaluates quality of library services for the purpose of providing suggestions for improvement.
5. Assists in management of library staffs in terms of working disciplines, performance monitoring and evaluation
6. Ensure that Library books are secured.
7. Ensures availability of library inventory at any time.
8. Keeps records of library customers i.e. borrowers of books.
9. Ensures timely return of borrowed books.
10. Any other duties as assigned by relevant authority.

**4.2.6 Principal Librarian I**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holders of at least first degree in librarian services or its equivalent from recognized university and working experience of not less than seven (7) years.

ii) **In-Service**

Promotion on merit from Principal Librarian Grade II with at least three years satisfactory service in that grade. .

**b) Duties and responsibilities**

1. Indexes, abstracts and disseminate information.
2. Assists Chief Librarian in formulating and reviewing last plans and policies and budgeting for library services.
3. Assesses, evaluates and selects publications before filling for users.
4. Ensures the implementation of Library plans and projects.
5. Manages and monitors library development services.
6. Designs internal training needs for librarian.
7. Any other duties as assigned by relevant authority.

**5.3 SCHEMES OF SERVICE FOR WARDENS**

**a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Hostel Warden II	HKSS 8

Hostel Warden I	HKSS 9
Senior Hostel Warden II	HKSS 10
Senior Hostel Warden I	HKSS 11
Principal Hostel Warden II	HKSS 12
Principal Hostel Warden I	HKSS 13

***b) Method of entry and advancement***

**5.3.1 Hostel Warden II**

**a) Entry Mode**

**i) Direct Entry Qualification**

Diploma in Domestic Sciences or Home Economics or equivalent.

**ii) In-service**

N/A

**b) Duties and responsibilities**

1. Ensures the cleanliness of the University Hostels and its surroundings, lecture/halls, seminar rooms and grounds.
2. Maintains student hostels.
3. Maintains records of students allocated in available hostels.
4. Reports on breakages and maintenance requirements of hostels.
5. Maintains records and safety of all hostel properties.
6. Ensures that hostels systems are efficiently operating.
7. Advises on payments for hostel services.
8. Accountable to Hostel Committee through Deans of Students and Human Resource and Administration Manager.
9. Any other duties assigned by relevant Authority.

**5.3.2 Hostel Warden I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Diploma in Domestic Sciences or Home Economics or equivalent with at least working experience of three (3) years in relevant field.

**ii) In-Service**

By promotion on merit from Hostel Warden II who has satisfactorily completed at least four (4) years of service in that post, with at least performance appraisal score at grade "B"

**b) Duties and responsibilities**

1. In charge of the maintenance of hostels and its surroundings.
2. Identifies all facilities needed for hostel use.
3. Keeps records of all stores consumed in hostels.
4. Budgets and reports for annual requirements of hostels.
5. Any other duties assigned by the relevant Authority.

**5.3.3 Senior Hostel Warden II**

**a) Entry Mode**

**i) Direct entry Qualifications**

Diploma in Domestic Science or Home Economics or its equivalent with at least working experience of four (4) years in relevant field.

**ii) In-Service**

By promotion on merit from Hostel Warden I who has satisfactorily completed at least four (4) years' service in that post with performance score of grade "B".

**b) Duties and responsibilities**

1. As for Hostel Warden I with the following added responsibilities.
2. Oversees student welfare including supervision and management of cafeteria services.
3. Ensures students are provided with entitled amenities.
4. Supervises and coordinates transport for hostel dwellers.
5. Assists Dean of Students in supervision and management of all activities related to student accommodation services.
6. Any other duties assigned by relevant Authority.

**5.3.4 Senior Hostel Warden I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of degree in Domestic Science, Home Economics, or equivalent qualifications with at least five (5) years' experience in related field.

**ii) In-Service**

By promotion on merit from Senior Hostel Warden II who has satisfactorily completed at least four (4) years' service with performance score grade "B".

**b) Duties and responsibilities**

1. In-charge of all hostel stores.
2. Secretary to student's disciplinary committee.
3. Controls the movement and hiring procedures of lecture halls/lecture-room chairs and halls for social activities.
4. Ensures proper arrangement of chairs and desks in lecture halls/lecture-rooms during sessions and examinations.
5. Any other duty assigned by relevant Authority.

**5.3.5 Principal Hostel Warden II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of a Degree in Domestic Science, Home Economics, or equivalent qualification with at least seven (7) years' experience in related field.

**ii) In-Service**

By promotion on merit from Senior Hostel Warden I who has satisfactorily completed at least four years' service in that grade.

**b) Duties and responsibilities**

As for Senior Hostel Warden but with added responsibilities as follows:

1. Assists dean of students on issues pertaining to student loan applications.
2. Assists dean of student on issues related to sports and games including management of sports equipment.
3. Supervises duties assigned to junior staffs under the office of the dean of students.
4. Any other duties as assigned by relevant authority.

### **5.3.6 Principal Hostel warden I**

#### **a) Entry Mode**

##### **i) Direct entry qualification**

Holder of a Master's Degree in Domestic Science, Home Economics, or equivalent qualification with at least nine (9) years' experience in related field.

##### **ii) In-Service**

By promotion from Principal Hostel Warden II who has acquired Master's Degree in social science related subjects, or Home Economics, or equivalent qualification with at least four (4) years' experience in that post and at least grade "B" score in performance appraisal.

#### **b) Duties and responsibilities**

1. In charge of the management of lecture halls/lecture-rooms and hostels.
2. Assists Dean of Students to carry out all duties related to student welfare.
3. Assists in the enforcement of University rules and regulations related to students' accommodation and uses of lecture halls/lecture-room furniture and fixtures.
4. Supervises duties assigned to junior staffs in the department.
5. Any other duties as may be assigned from time to time by relevant Authority.

## **5.4 SCHEMES OF SERVICE FOR INTERNAL AUDITORS**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Internal Auditor Grade II	HKSS 9
Internal Auditor Grade I	HKSS 10
Senior Internal Auditor Grade II	HKSS 11
Senior Internal Auditor Grade I	HKSS 12
Principal Internal Auditor II	HKSS 13
Principal Internal Auditor I	HKSS 14

### ***b) Method of Entry and advancement***

### **5.4.1 Internal Auditor II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Possession of ACCA, CPA (T), CA or equivalent and must be registered by NBAA.

##### **ii) In-Service**

N/A

#### **b) Duties and responsibilities**

1. Makes a regular follow up on ensuring that books of accounts are properly maintained as per public finance regulations, accounting manual as well as HKMU financial regulations. This includes:-
2. Conducts audit for incomes from students.
3. Verifies students' debtors' records.
4. Conducts audit for personnel records.
5. Conducts audit for statutory returns.
6. Conducts Fixed Assets Verification Surveys.
7. Carries audit for bank reconciliation statements.
8. Conduct stock verification.
9. Audits journal entries.
10. Audits local purchase orders and payment vouchers
11. Audits payroll transactions.
12. Audits deductions and remittance of statutory deduction.  
Performs any other duties assigned by the one's reporting officer.

### **5.4.3 Internal Auditor I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of University Degree in Accountancy or Advanced Diploma in Accountancy plus Professional level III or Module E with not less than three (3) years of relevant working experience in similar position.

##### **ii) In-Service**

By promotion of Internal Auditor Grade II who has scored a minimum of "B" grade in Performance Appraisal after serving in that position for at least four (4) years and must have acquired professional level III or Module E.

#### **b) Duties and responsibilities**

1. Scrutinises and drafts audit reports and advises the management.
2. Examines and reviews annual financial statements for conformity with International financial reporting standards, before being submitted to external auditors.
3. Controls and supervises audit team activities.
4. Surveys functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives.
5. Reviews internal controls and submits recommendations to superiors.
6. Coordinates the execution of audit programmes.
7. Ensures that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements.

8. Reviews audit reports based on the audit findings, progress reports of special audits carried out and effectiveness of managerial controls and implementation of systems, policies and practices for the Institution.
9. Reviews the development and preparation of internal audit programmes in accordance with generally accepted audit standards and international audit standards.
10. Provides technical guidance and assistance to subordinates.
11. Leads and directs special checks and investigations.
12. Organises and monitors audit work in order to ensure that works schedule are executed efficiently.
13. Develops operational procedures, policies and measures for safeguarding of assets and inventories.
14. Performs any other duties as may be assigned by one's reporting officer.

#### **5.4.4 Senior Internal Auditor Grade II**

##### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Possession of full professional qualifications i.e. CPA (T)/ACCA/ACA or ICMA with working experience of four (4) years at a similar position in a reputable organization.

##### **ii) In-Service**

By promotion of Internal Auditor Grade I who has scored a minimum of "B" grade in Performance Appraisal after serving in that position for at least four (4) and must have acquired CPA(T)/ACCA or equivalent.

##### **b) Duties and responsibilities**

1. Executes Audit programmes for insurance covers and payments, capital expenditure, investment accounts and special grants.
2. Carries out systems audit.
3. Ensures that there is compliance with established policies, procedures, controls and other regulations.
4. Detects fraud, theft, and waste of any kind of assets.
5. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.4.5 Senior Internal Auditor I**

##### **a) Entry Mode**

##### **(i) Direct entry Qualifications**

ACCA, CPA (T), CA or equivalent with five (5) years post qualifications experience.

##### **(ii) In-Service**

By promotion of Senior Internal Auditor II with at least four (4) years of service in that grade. Must also have an average of "B" performance evaluation since last promotion.

##### **b) Duties and responsibilities**

1. Reviews the budget of the Institute as approved by the Board.
2. Verifies compliance to approved budget limits.
3. Reports to Management on serious budgetary variances.
4. Performs any other related duties as may be assigned by one's reporting officer

#### **5.4.6 Principal Internal Auditor II**

##### **a) Entry Mode**

**i) Direct Entry Qualifications**

Holder ACCA, CPA (T), CA or equivalent with nine (9) years post qualifications experience.

**ii) In-Service**

By promotion of Senior Internal Auditor I with at least four (4) years satisfactory service in that grade. Must have an average score of "B" in annual performance evaluation.

**b) Duties and responsibilities**

1. Prepares and update Audit Programme.
2. Supervises Audit assignments.
3. Supervise Junior Staff under him/her.
4. Performs any other duties assigned by the one's reporting officer.

**5.4.7 Principal Internal Auditor I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder ACCA, CPA (T), CA or equivalent with eleven (11) years post qualifications experience.

**ii) In-Service**

By promotion of Principal Internal Auditor II with at least four (4) years satisfactory service in that grade and must have consecutive two years an average "B" in annual performance evaluation since last grade.

**b) Duties and responsibilities**

1. Deputises as Chief Internal Auditor when absent.
2. Undertakes special Audit Assignments.
3. Supervises all staff of the Audit Department.
4. Reviews all Audit assignments and recommend to the Chief Auditor on appropriate action to take.
5. Designs and reviews the Internal control system to ensure that all records of students are properly reconciled between Heads of Departments, records, Admissions records, Examination officer's, Deans of students and Accounts records.
6. Ensures that fraudulent practices, including assets losses are prevented and detected promptly when they occur.
7. Ensures that registration of students complies with procedures and instructions stipulated in HKMU prospectus, Loan Boards as well as Board's directives and Management instructions, this includes payments of fees on time for both tuition and hostel.
8. Regularly reviews employee's records and status.
9. Makes follow up on the implementation of the quality assurance policy as established by the management.
10. Makes follow up on the implementation of other policies such as Public finance regulation, procurement, service regulations, and others.
11. Participates in designing of internal control system and HKMU policies.
12. Provides professional assistance in preparation of financial statements
13. Facilitates in coordination of external audit exercise.
14. Reports to Management on regular basis audit findings and recommend on the way to improve or rectify the weaknesses noted.
15. Reviews budgets of both the University and School of Nursing as approved by KHEN Board of Directors and School Board.
16. Verifies compliance to approved budget limits and procurement plans.
17. Prepares audit programmes and audit plans.

18. Makes regular follow ups on ensuring that books of accounts are properly maintained as per Public Finance Regulations, Accounting Manual as well as HKMU Financial Regulations. This includes:
- a) Audits incomes from students.
  - b) Verifies student debtors' records.
  - c) Audits personnel records.
  - d) Audits statutory returns.
  - e) Conducts Fixed Assets Verification Surveys.
  - f) Audits bank reconciliation statements.
  - g) Conducts stock verification.
  - h) Audits journal entries.
  - i) Audits local purchase orders and payment vouchers.
  - j) Audits payroll transactions.
  - k) Audits deductions and remittance of statutory deduction.
  - l) Head of Internal Audit Unit.
  - m) Reports to the Chief Executive.
- 19) Performs any other duties as assigned by the one's reporting officer.

## **5.6 SCHEMES OF SERVICE FOR PROCUREMENT AND SUPPLIES/STORESTECHNICIANS**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Procurement & Supplies Assistant II	HKSS 5
Procurement & Supplies Assistant I	HKSS 6
Senior Procurement & Supplies Assistant II	HKSS 7
Senior Procurement & Supplies Assistant I	HKSS 8
Principal Procurement & Supplies Assistant II	HKSS 9
Principal Procurement & Supplies Assistant I	HKSS 10

### ***b) Method of entry and advancement***

#### **5.6.1 Procurement & Supplies/Stores Assistant II**

##### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in

Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Material Management from PSPTB.

ii) **In-service**

N/A

**b) Duties and responsibilities**

1. Receives and issues material goods as per authorized requisitions;
2. Prepares the Goods Received Notes (GRNs);
3. Maintains stock control and accounts;
4. Stores ledger bin-cards;
5. Puts inventories and stocks in proper order.
6. Performs any other duties as may be assigned by one's reporting officer;

**5.6.2 Procurement &Supplies/stores Assistant I**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Materials Management from PSPTB with working experience of minimum three (3) years in the Procurement field.

ii) **In-service**

By promotion or re-categorisation of Supplies Staff with Lower Standard Stores Management Certificate or Ordinary Diploma in Materials Management and working experience of at least four (4) years.

**b) Duties and responsibilities**

1. Assists in stocking, bonding and storing goods.
2. Assists in receiving and issuing goods to users.
3. Assists in the preparation of the Goods Received Notes (GRN)
4. Assists in maintaining stock controls and accounts.
5. Assist in keeping bin-cards in proper position.
6. Receives, inspects and reports deficiencies, damages and quality of goods received.
7. Arranges stock and inventories in a store.
8. Performs any other related duties as may be assigned by one's reporting officer.

**5.6.3 Senior Procurement &Supplies/Stores Assistant II**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Materials Management from PSPTB with working experience of minimum five (5) years in the Procurement field.

ii) **In-service**

By promotion or re-categorisation of supplies staff with Lower Standard Stores Management Certificate or Ordinary Diploma in Materials Management and working experience of at least four (4) years.

**b) Duties and responsibilities:**

1. Files transaction documents.
2. Assists in arranging stocks in the shelves or storage area according to their nature and sensitivity.
3. Dispatches goods received notes and invoices to payment section.
4. Receives and issues goods.
5. Assists in maintaining and updating stock bin card and stores loan records.
6. Assists in ensuring that stores are kept in proper bins, racks or location.
7. Writes stores issue notes.
8. Checks transaction in store, accounting documents and registers.
9. Receives and issues vouchers, delivery notes and invoices.
10. Stocks, bonds and stores goods.
11. Assists in preparation of stores report.
12. Assists in preparation of stock taking.
13. Assists in Budgeting for the Unit.
14. Assists physical arrangement of stores.
15. Performs any other related duties as may be assigned by one's reporting officer.

**5.6.4 Senior Procurement & Supplies/Stores Assistant Grade I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Materials Management from PSPTB with working experience of minimum seven (7) years in the Procurement field.

**ii) In-Service**

By promotion of Supplies Staff with Higher Standard Stores Management Certificate provided by NBMM and minimum of four (4) years' work experiences and must have an average of 'B' performance evaluation.

**b) Duties and responsibilities**

As supplies Assistant, with the following added responsibilities:

1. Monitors dispatching of goods received notes and invoices to payment section.
2. Monitors the exercise of keeping and updating stores records and ledger.
3. Maintains and updates stock bin card and stores loan records.
4. Monitors the Preparation of monthly stores report of all physical and card balances.
5. Organizes the process of undertaking stock review and reports stock levels to the Supplies Officer.
6. Monitors and ensure that stores are kept in proper bins, racks or location.
7. Participates in procurement of goods and services by collecting pro-forma invoices from different suppliers/producers.
8. Performs any other related duties as may be assigned by one's reporting officer.

### **5.6.5 Principal Procurement & Supplies/Stores Assistant Grade II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Materials Management from PSPTB with working experience of minimum nine (9) years in the Procurement field.

##### **ii) In-Service**

By promotion of Supplies Staff with Higher Standard Stores Management Certificate provided by PSPTB and minimum of four (4) years' work experiences and must have an average of 'B' performance evaluation.

#### **b) Duties and responsibilities**

As Supplies Assistant with the following added responsibilities

1. Monitors the Preparation of monthly stores report of all physical and card balances.
2. Organises the process of undertaking stock review and reporting stock levels to the Supplies Officer.
3. Monitors and ensures that stores are kept in proper bins, racks or location.
4. Participates in procurement of goods and services by collecting pro-forma invoices from different suppliers/producers.
5. Monitors and reviews items requiring stock replenishment.
6. Performs any other related duties as may be assigned by one's reporting officer.

### **5.6.6 Principal Procurement & Supplies/Stores Grade I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Form IV Certificate of Secondary Education with at least two credits or Advanced Certificate of Secondary Education with at least two principal passes plus Certificate in Materials Management from any institution recognized by PSPTB or Ordinary Diploma in Materials Management from PSPTB with working experience of minimum eleven (11) years in the Procurement field.

##### **ii) In-Service**

By promotion of Supplies Staff with Higher Standard Stores Management Certificate provided by PSPTB and minimum of four (4) years' work experiences and must have an average of "B" performance evaluation.

#### **b) Duties and responsibilities**

As supplies Assistant, with the following added responsibilities:

1. Approves stores issues notes.
2. Takes charge of Stores and procurement Section.
3. Establishes stock levels and timely replacement of stocks.
4. Authorises the receipts of goods and confirms its quantity and quality.
5. Carries out reconciliation of physical stocks against records.
6. Ensures maintenance and amendment of stock level figure.
7. Ensures efficient stock control levels are maintained (Inventory Analysis and Control).

8. Performs any other related duties as may be assigned by one's reporting officer.

## **5.7 SCHEMES OF SERVICE FOR PROCUREMENT OFFICERS**

### ***a) Posts and Salary Scales***

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Assistant Procurement Officer	HKSS 9
Procurement Officer	HKSS 10
Senior Procurement Officer II	HKSS 11
Senior Procurement Officer I	HKSS 12
Principal Procurement Officer II	HKSS 13
Principal Procurement Officer I	HKSS 14

### ***b) Method of Entry and Advancement***

#### **5.7.1 Assistant Procurement Officer**

##### **a) Entry mode**

##### **i) Direct Entry Qualifications**

Holder of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution plus Computer literacy. Must have been registered Graduate Supplies Officer/Stock Verifier with PSPTB.

##### **ii) In-Service structure**

N/A

##### **b) Duties and responsibilities**

1. Assists in receiving and issuing goods to users;
2. Takes charge of School/Institute/Directorate stores and becomes responsible for safety and accounting of all stock under one's care and supervision;
3. Assists in the preparation of the Goods Received Notes (GRN);
4. Assists in maintaining stock controls and accounts;
5. Receives, inspects and reports deficiencies, damages and quality of goods received;
6. Arranges stock and inventories in a store;
7. Guides junior staff on matters relating to storekeeping;
8. Assists in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
9. Takes responsibility for the purchasing processes and supply control of given lines of stocks;
10. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.7.2 Procurement Officer**

##### **a) Entry mode**

##### **i) Direct entry qualifications**

Holder of Bachelor degree in Materials Management or Procurement and Logistics/Management Science or equivalent qualification from a recognized and reputable institution and must possess full Certified Supplies Professional qualification – CSP (T), IPS (UK), CPSP (T) and must have been registered as an Authorized Supplies Officer/Stock Verifier

with PSPTB and with working experience of minimum three (3) years in the Procurement field. Must have been registered as an Authorized Procurement/Supplies Officer with PSPTB.

#### **ii) In-service**

By promotion of Assistant Procurement Officer who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years and has acquired relevant CSP (T), IPS (UK). Must have been registered as an Authorised Supplies Officer/Stock Verifier with professional level IV of PSPTB.

#### **b) Duties and Responsibilities**

1. Takes charge of either Stores or Purchasing Section;
2. Ensures that the efficiency of stock control and levels are maintained;
3. Performs clearing and forwarding activities;
4. Organises internal training of junior staff in the unit;
5. Scrutinises purchase orders before forwarding them for approval;
6. Co-ordinates purchasing and Supplies Control Service to ensure that investment in stock and subsequent distribution of stocks to Schools, Institutes and Directorates to guarantee the highest return;
7. Assists in reviewing policies pertaining to purchasing and supplies;
8. Conducts procurement activities in specific sections of a Unit;
9. Surveys and proposes for the selection of suppliers;
10. Maintains procurement records;
11. Carries stock-taking under supervision of a stock verifier;
12. Conducts physical checks and accounts of received goods;
13. Arranges for physical placement i.e. location and binning;
14. Arranges packing and deliveries;
15. Performs any other related duties as may be assigned by one's reporting officer.

### **5.7.3 Senior Procurement Officer Grade II**

#### **a) Entry mode**

##### **i) Direct entry**

Holder of Master's degree in Materials Management/Procurement and Logistics/ Management Science from a recognized and reputable institution and must possess full Certified Supplies Professional – CSP (T) or Certified Procurement and Supplies Professional CPSP (T), IPS (UK), and must have been registered as an Authorized Procurement/Supplies Officer with PSPTB with working experience of minimum four (4) years in the Procurement field.

##### **ii) In-service**

By promotion of Procurement Officer who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years and has acquired relevant CSP (T), Procurement and Supplies Professional CPSP (T), IPS (UK) and must have been registered as an Approved Procurement/Supplies Officer with PSPTB.

#### **b) Duties and responsibilities**

1. Deals with stores, purchasing or clearing and forwarding matters related to them;
2. Authorises the receipts of goods and confirming its quantity and quality;
3. Carries out reconciliation of physical stocks against records;
4. Ensures maintenance and amendment of stock level figure;
5. Ensures efficient stock control levels are maintained (Inventory Analysis and Control);
6. Responsible for clearing and forwarding activities;
7. Evaluates vendor performance and advice accordingly;

8. Plans and controls procurement and inventories;
9. Makes sure suppliers are paid timely;
10. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.7.4 Senior Procurement Officer Grade I**

##### **a) Entry mode**

##### **i) Direct entry**

Holder of Master's degree in Materials Management/Procurement and Logistics/ Management Science from a recognized and reputable institution and must possess full Certified Supplies Professional – CSP (T), IPS (UK), CPSP (T) and must have been registered as an Authorised Supplies Officer/Stock Verifier with PSPTB with working experience of minimum seven (7) years in the Procurement field. . Must have been registered as an Authorized Supplies Officer/Stock Verifier with PSPTB.

##### **ii) In-service**

By promotion of Senior Procurement Officer II who has obtained a Master's degree in Materials Management/Procurement and Logistics/ Management Science from a recognised and reputable institution and has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years. Must have been registered as an Authorized Supplies Officer/Stock Verifier with PSPTB.

##### **b) Duties and responsibilities**

1. Maintains an up to date filing system on pricing and vendors to ensure immediate and accurate access to information;
2. Takes responsibility of physical stocks;
3. Conducts internal training of staff in the Supplies Department;
4. Develops materials management policy;
5. Reviews policies pertaining to materials management;
6. Implements the procurement plans;
7. Keeps records of procurement and sensitive documents in safe custody.

#### **5.7.5 Principal Procurement Officer Grade II**

##### **a) Entry mode**

##### **i) Direct entry**

Holder of Master's degree in Materials Management/Procurement and Logistics/ Management Science from a recognised and reputable institution and must possess full Certified Supplies Professional – CSP (T), IPS (UK), CPSP (T) and must have been registered as an Authorised Supplies Officer/Stock Verifier with PSPTB with working experience of minimum nine (9) years in the Procurement field.

##### **ii) In-service**

By promotion of Senior Procurement Officer I who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of three years. Must have been registered as an Authorised Supplies Officer/Stock Verifier with PSPTB.

##### **b) Duties and responsibilities**

1. Supervises personnel in the Section;
2. Prepares quarterly procurement and stores' returns;

3. Plans and organizes purchase and supply functions;
4. Coordinates purchasing and supplies activities;
5. Advises Procurement Management Unit manager on departments' matters;
6. Reviews policies pertaining to procurement Management;
7. Reviews and carries out research in Strategic policies pertaining to procurement Management;
8. Ensures that goods/services are delivered in time as per agreed delivery schedule with suppliers;
9. Ensures that tender regulations, procurement procedures and University regulations for suppliers are complied with;
10. Reviews policies pertaining to procurement Management;
11. Develops and maintain standard operating procedures of procurement;
12. Develops procurement plan;
13. Maintains Fixed Asset Register;
14. Keeps an up-to-date database of prices of goods provided by vendors appointed for supply of goods to the University;
15. Coordinates reconciliation of all stores records with accounts for audit purposes;
16. Monitors and oversees stock verifications and control;
17. Procurement contracts management;
18. Makes sure suppliers are paid timely;
19. Performs any other related duties as may be assigned by one's reporting officer.

### **5.7.6 Principal Procurement Officer Grade I**

#### **a) Entry mode**

##### **i) Direct entry**

Holder of Master's degree in Materials Management/Procurement and Logistics/ Management Science from a recognized and reputable institution and must possess full Certified Supplies Professional – CSP (T), IPS (UK), CPSP (T) and must have been registered as an Authorised Supplies Officer/Stock Verifier with PSPTB with working experience of minimum eleven (11) years in the Procurement field.

##### **ii) In-service**

By promotion of Principal Procurement Officer II who has scored at least average of "B" performance in OPRAS after serving in that position for a minimum of four years. Must have been registered as an Authorised Supplies Officer/Stock Verifier with PSPTB.

#### **b) Duties and responsibilities**

1. Supervises, Coordinates and Manages all Procurement and disposal activities as per the Public Procurement Act,
2. Organizes and administers Purchasing and Supplies Division;
3. Ensures that systems of Procurement and stock control including movement of stocks between centres are operationally sound;
4. Supervises and co-ordinates the work in the department;
5. Ensures implementation of on-the-job training in the unit;
6. May be Secretary to the University Tender Board;
7. Prepares departmental plans, budgets and reports;
8. Plans, co-ordinates and controls all matters relating to Procurement;
9. Liaises with users (Schools/Institute/Directorates) to establish needs;
10. Initiates formulation of procurement policies and regulations;
11. Supports the function of the Tender Board;
12. Implements decisions of the Tender Board;

13. Prepares tender documents and advertisement of tender opportunities;
14. Recommends procurement and disposal by tender procedures;
15. Supervises and assigns duties to all staff in the PMU which shall include Stores and Warehouse;
16. Initiates, supervises and implements annual stock taking;
17. Procurement contracts management;
18. Co-ordinates Procurement and Supplies Control Services to ensure that investment in stock and subsequent distribution of stock to Department and Directorates, storage etc, guarantee the highest return;
19. Oversees development and implementation of standardised procurement/inventory management policies, regulations and procedures across divisions and ensuring regular updating;
20. Liaises with end-users, finance department, estates department and other relevant organs in producing and maintaining tender documents;
21. By Appointment s/he may head the Procurement Management Unit;
22. Performs any other related duties as may be assigned by one's reporting officer.

## 5.8 SCHEMES OF SERVICE FOR ESTATE OFFICERS

### a) *Posts and Salary Scales*

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Estate Officer Grade II	HKSS 10
Estate Officer Grade I	HKSS 11
Senior Estate Officer II	HKSS 12
Senior Estate Officer I	HKSS 13
Principal Estate Officer Grade II	HKSS 14
Principal Estate Officer Grade I	HKSS 15

### b) *Method of entry and advancement*

#### 5.8.1 Estate Officer Grade II

##### a) Entry Mode

##### i) Direct Entry Qualifications

Holder of Degree/Advanced Diploma in Estate/Electrical/Civil Engineering or equivalent from recognized institution.

##### ii) In-Service

N/A

##### b) Duties and responsibilities

1. Develops and implements estate strategy and long-term maintenance plan.
2. Oversees the development of the estate ensuring that it remains fit for purpose in supporting of the university mission.
3. Plans, sets priorities, organises to control estate and technical services activities.
4. Conducts feasibility studies and evaluates the viability of proposed projects on estate management and technical services.
5. Ensures maintenance of HKMU office and other buildings.
6. Ensures proper maintenance of office furniture and equipment.
7. Secures and ensures presence of valid title deeds for all university properties.

8. Ensures best practices compliance with legislations, internal policies and procedures, health and safety management and value for money.
9. Provides effective leadership and ensures smooth communication between subordinate and top management.
10. Cooperates with other staff in budget preparations.
11. Observes budget and cash flow in implementation of planned projects.
12. Performs any other assignments as assigned by the one's reporting Officer.

### **5.8.2 Estate Officer Grade I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Degree/Advanced Diploma in Estate/Electrical/Civil Engineering or equivalent plus three (3) years' work experience.

##### **ii) In-Service**

By promotion from Estate Officer Grade II on merit after at least four (4) years of satisfactory service in that grade. Must also have an average grade of "B" performance evaluation since last promotion.

#### **b) Duties and responsibilities**

1. Develops and implements estate strategy and long-term maintenance plan.
2. To oversee the development of the estate, existing and planned to ensure that it remains fit for purpose in support of the HKMU mission.
3. Plans, sets priorities, and organise to control estate and technical services activities.
4. Conducts feasibility studies and evaluates the viability of proposed projects on estate management and technical services.
5. Ensures maintenance of HKMU office buildings and staff houses.
6. Ensures proper maintenance of office furniture and equipment.
7. Secures and ensures presence of valid title deeds for all university properties.
8. Ensures best practices compliance with legislations, internal policies and procedures, health and safety management and value for money.
9. Provides effective leadership and ensures smooth communication between subordinate and top management.
10. Cooperates with other staff in budget preparations.
11. Observes budget and cash flow in implementation of planned projects.
12. Performs any other assignments as assigned by the one's reporting officer.

### **5.8.3 Senior Estate Officer II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Degree/Advanced Diploma in Estate/Electrical/Civil Engineering or equivalent from recognized institution plus four (4) years working experience.

##### **ii) In-Service**

By promotion from Estate Officer Grade I on merit after at least "B" performance evaluation since last promotion and four (4) years' experience in similar position.

#### **b) Duties and responsibilities**

1. Plans, co-ordinates, controls and supervises estates maintenance activities.
2. Participates in relevant consultancy and service activities.
3. Designs and supervises infrastructure projects.
4. Prepares sketches and designs for major modifications to existing buildings.
5. Prepares various types of estimates for estates management projects.
6. Participates in on-the-job training of junior staff.
7. Supervises and assists junior staff.
8. Assists in formulating policies on Estates Management.
9. Assists in developing objectives and plans, and installing systems and procedures relating to Estates Management.
10. Participates in the development and implementation of training programmes for Estates staff.
11. Provides consultancy service in Estates Management.
12. Makes feasibility studies and evaluates the viability of proposed projects in Estates Management.
13. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.8.4 Senior Estate Officer I**

##### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Master degree in Environmental Engineering, Architecture, Building Economics, Civil Engineering, Land Management and Valuation. Plus five (5) years working experience in similar position and must be registered as Professional Engineer, QS or Architect by relevant Boards.

##### **ii) In-Service**

By promotion of Senior Estates Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years plus M.Sc. Eng. (or equivalent qualifications) or equivalent qualifications, plus registration by the relevant professional bodies.

##### **b) Duties and responsibilities**

1. Provide specialized advice and service to the Estates Department Management.
2. Formulates policies for Estates Management.
3. Develops objectives and plans, and installing Systems and procedures relating to Estates Management.
4. Participates in the development and implementation of training programmes for estates staff.
5. Provides consultancy service in Estates Management.
6. Makes feasibility studies and evaluates the viability of proposed projects in Estates Management.
7. Maintains co-coordinative work contacts with building staff or the Estates Development.
8. Performs any other duties as may be assigned by one's reporting officer.

#### **5.8.5 Principal Estate Officer Grade II**

**a) Entry Mode**

**i) Direct Entry**

Holder of Master degree in Environmental Engineering, Architecture, Building Economics, Civil Engineering, Land Management and Valuation plus seven (7) years working experience in similar position and must be registered as Professional Engineer, QS or Architect by relevant Boards.

**ii) In-Service**

By promotion of Senior Estates Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and must have been registered as a Professional Engineer/Valuer with the relevant Board.

**b) Duties and responsibilities**

1. Establishes and implements preventive maintenance plans for the University facilities.
2. Maintains University facilities, equipment and buildings as per manufacturer standards.
3. Carries out independently specified routine technical tasks which require a higher degree of technical knowledge and skills.
4. Implements specified maintenance plans for machines, equipment and buildings.
5. Supervises Technicians in maintenance of equipment in the Lecture theatres, or sterilization centre, or generator, or University equipment, or building depending where he/she is assigned according to specialty
6. Gives professional advice and guidance to hospital equipment users.
7. Plans, organizes and controls Estates maintenance activities.
8. Supervises and guides junior staff.
9. Provides consultancy services activities.
10. Performs any other duties as may be assigned by one's reporting officer.

**5.8.6 Principal Estate Officer I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of Degree/Advanced Diploma in Estate/Electrical/Civil Engineering or equivalent from recognized institution with nine (9) years working experience.

**ii) In-Service**

By promotion from Principal Estate Officer Grade II after at least four (4) years of satisfactory service in that grade. Most also have an average grade of "B" performance evaluation since last promotion.

**b) Duties and responsibilities**

1. Acts as the Head of Department in the absence of Estate Manager.
2. Formulates policy related to Estates activities.
3. Coordinates consultancy services in estates management.
4. Upholds and coordinates work contracts with building and maintenance staff of the Estates Units.
5. Compiles and prepares budget estimates for Capital Development.
6. Prepares training and development plans for Estates staff.
7. Coordinates effective maintenance and rehabilitation of the University infrastructure.
8. Coordinates the preparation of physical Master Plans.
9. Prepares reports related to Estates Management.
10. By Appointment s/he may head the Estates Department.
11. Performs any other related duties as may be assigned by one's reporting officer.

## 5.9 SCHEMES OF SERVICE FOR ADMINISTRATIVE STAFF

### a) Posts and Salary Scales

Post	Salary Scale
Administrative Officer Grade II	HKSS 9
Administrative Officer Grade I	HKSS 10
Senior Administrative Officer Grade II	HKSS 11
Senior Administrative Officer Grade I	HKSS 12
Principal Administrative Officer Grade II	HKSS 13
Principal Administrative Officer Grade I	HKSS 14

### b) Method of entry and advancement

#### 5.9.1 Administrative Officer Grade II

##### a) Entry Mode

##### i) Direct Entry Qualifications

Holder of a University degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication or an equivalent qualification.

##### ii) In-Service Structure

N/A

##### b) Duties and responsibilities

1. Drafts internal circulars, letters and internal memoranda.
2. Handles correspondences pertaining administrative issues.
3. Assists in conducting staff performance appraisal.
4. Assists in the provision of administrative services.
5. Keeps records of various events and meetings.
6. Examines and scrutinises staff claims for submission to the administration for action.
7. Coordinates various meetings and preparing periodic performance reports.
8. Performs any other duties as assigned by the one's reporting officer.

#### 5.9.2 Administrative Officer Grade I

##### a) Entry Mode

##### i) Direct Entry Qualifications

Holder of a University Degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication or an equivalent qualification and any other relevant field plus three (3) years working experience in a similar position.

##### ii) In-Service

By promotion of Administrative Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

##### b) Duties and responsibilities

1. Conducts performance appraisal for the staff under him/her.
2. Administers the implementation of administrative laws, policies and regulations.
3. Interprets and supervising the compliance and
4. Implements Government/University laws, by-laws, policies, rules and regulations at the university.
5. Coordinates and advise on disciplinary matters.

6. Monitors the coordination of meetings.
7. Prepares periodic performance reports.
8. Prepares other charges and development budget.
9. Performs any other duties as assigned by the one's reporting officer.

### **5.9.3 Senior Administrative Officer Grade II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Bachelor degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication or any other equivalent qualifications from a recognized University with at least four (4) years working experience in a similar position.

##### **ii) In-Service**

By promotion of Administrative Officer I who has shown potential to shoulder higher responsibilities, has a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Organises, supervises and manages the operations of the Authority.
2. Coordinates the completion of annual budget proposals.
3. Controls disbursements from operating budget.
4. Takes and files minutes of directorates and management committee meetings.
5. Resolves with Finance Office discrepancies in periodic budget reports.
6. Organises and supervises administration of supporting staff services such as recruitment, selection and appointment of candidates to vacant positions in liaison with the Human Resource and Administration office.
7. Participates in performance appraisals of supporting staff.
8. Establishes standards of quality of work of supporting staff.
9. Proposes work priority policy.
10. Recommends disciplinary action for administrative staff.
11. Orients and trains new staff.
12. Provides consultation on the administration and interpretation of the University Service Regulations, the Public Service Act and Regulation and other directives.
13. Performs any other duties as assigned by the one's reporting officer.

### **5.9.4 Senior Administrative Officer Grade I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Master degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication from a recognized University or equivalent qualifications with at least five (5) years working experience in similar position.

##### **ii) In-Service**

By promotion of Senior Administrative Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of "B" grade in performance appraisal for at least three and has obtained a Master's degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication or equivalent from a recognized Institution plus four (4) years' experience.

#### **b) Duties and responsibilities**

1. Organises, supervises and manages operations of a large unit of the university, e.g. a School or an Institute.
2. Prepares annual budget proposals for approval by the Dean/Director/Head of School or Institute.
3. Controls disbursements from operating budget.
4. Resolves discrepancies in periodic budget reports in liaison with Finance Office
5. Organises and supervises supporting staff services for the Unit. This includes recruiting selecting and appointing candidates to vacant positions in liaison with the Human Resource and Administration office
6. Participates in performance appraisals of supporting staff.
7. Establishes standards of quality of work of supporting staff.
8. Establishes work priorities policy.
9. Interviews employees who present problems of attitude and/or performance.
10. Recommends disciplinary action for administrative staff.
11. Recommends changes in classification of job positions.
12. Orients and trains new staff.
13. Interprets and applies the scheme of service and its policy.
14. Administers and interprets the University Service Regulations, Public Service Act AND Regulations and other directives.
15. Performs any other duties as may be assigned by one's reporting officer.

### **5.9.5 Principal Administrative Officer Grade II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Master degree in Social Sciences/Humanities/Public Administration/Education/Mass Communication from a recognized University or equivalent qualifications with at least seven (7) years working experience in similar position.

##### **ii) In-Service**

By promotion of Senior Administrative Officer I who has shown potential to shoulder higher responsibilities and has scored a minimum of "B" grade in performance appraisal and has served in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Maintains a constant review of policies and procedures affecting his/her area of responsibility and recommends changes to achieve improvement.
2. Forecasts workload requirements for staff and estimates operating costs including cost for advertising and interviews.
3. Liaises with Schools and departments' staffing services to ensure compliance with approved policies and procedures.
4. Conducts regular and special studies of turnover rates, feedback by users on quality of new employees, existing interview data and responses to advertising in order to establish foundations for appraising staffing performance and identifies needs for changes in policies or methods.
5. Organises and assigns work to subordinate staff in accordance with workload forecast.
6. Supervises and guides subordinates in the conduct of recruiting and related staffing processes.
7. Supervises the maintenance of consolidated personnel records and the relay of personnel data for input into the personnel/pay roll Systems.

8. Directs and coordinates staff relations programmes and activities for all administrative staff.
9. Develops and recommends for approval staff relations policy strategies, programmes and procedures.
10. Administers the ELRA 2004 and its Rules, Public Service Regulations of 2003 and any other Government and University Staff Regulations and Procedures.
11. Performs any other duties as may be assigned by one's reporting officer.

### **5.10.6 Principal Administrative Officer Grade I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Master in Social Sciences/Humanities/Public Administration/Education/Mass Communication from a recognized University or equivalent qualifications with at least nine (9) years working experience as Senior in similar position.

##### **ii) In-Service**

By promotion after interviewing the Principal Administrative Officer II who has shown potential to shoulder higher responsibilities and has scored a minimum of "B" grade in performance appraisal for at least four (4) years.

#### **b) Duties and responsibilities**

1. Interprets administrative policies, laws, regulations and any other directives for implementation.
2. Coordinates administrative functions of the Unit.
3. Analysing and to advice on the proposed administrative policies.
4. Coordinates the supply, use and safe custody of office facilities.
5. Coordinates protocol and transport.
6. Coordinates provision of conducive working environment conditions.
7. Supervises the preparation and compilation of monthly, quarterly, semi-annual and annual progress reports of the Unit.
8. Supervises, records and files out all Unit meetings of Schools and Directorates, and management committee meetings.
9. Performs any other duties as assigned by the one's reporting officer.

## **5.10 SCHEMES OF SERVICE FOR PLANNING OFFICERS**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Planning Officer Grade II	HKSS 9
Planning Officer Grade I	HKSS 10
Senior Planning Officer Grade II	HKSS 11
Senior Planning Officer Grade I	HKSS 12
Principal Planning Officer Grade II	HKSS 13
Principal Planning Officer Grade I	HKSS 14

### ***b) Method of entry and advancement***

#### **5.10.1 Planning Officer II**

##### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of University Bachelor degree in any of the following: Economics, Educational Planning, Management, Engineering Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field.

**ii) In-service**

N/A

**b) Duties and responsibilities**

1. Develops methodologies for data collection on various aspects of the College operational programmes.
2. Designs and reviews data collection instruments.
3. Analyses and evaluates data gathered.
4. Assesses the system clientele needs.
5. Analyses programme loads and implementation techniques.
6. Finds out operational efficiency of the programme using costs and other indicators.
7. Performs any other duties as assigned by the one's reporting officer.

**5.10.2 Planning Officer I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of University Bachelor degree in any of the following:-Economics, Educational Planning, Management, Engineering Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field with three (3) years relevant working experience in similar position.

**ii) In-Service**

By promotion of Planning Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Prepares estimates for capital development.
2. Liaises with Bursar's office in preparing the recurrent budget.
3. Prepares basic statistical and management reports.
4. Stores and retrieves inventory
5. Interprets information and analyses data for plan formulation.
6. Performs any other duties as assigned by one's reporting officer.

**5.10.3 Senior Planning Officer II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of University Bachelor degree in any of the following: Economics, Educational Planning, Management, Engineering Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field plus four (4) years working experience in the same post.

**ii) In-Service**

By promotion of Planning Officer I who has scored an average of "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Compiles estimates for capital development.
2. Assists in preparation of the recurrent budget.

3. Compiles project profiles including sources of funding, custodian of agreements with donors and monitors reports.
4. Assists the Senior Planning Officer in managing the General Planning sub-system of the Planning Unit.
5. Performs any other duties as assigned by ones reporting officer.

#### **5.10.4 Senior Planning Officer I**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of University Master degree in any of the following:-Economics, Educational Planning, Management, Engineering Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field plus five (5) years working experience in the same post.

##### **ii) In-Service**

By promotion of Senior Planning Officer II who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a Master's degree in similar field.

##### **b) Duties and responsibilities**

1. Formulates and coordinates corporate plans and strategies.
2. Allocates to various functional programmes.
3. Reviews and evaluates reports on plan performance.
4. Co-ordinates the preparation of recurrent and capital development budget.
5. Prepares mid-termCost adjustments.
6. Participates in educational and administrative efficiency studies.
7. Performs any other duties as assigned by one's reporting officer.

#### **5.10.5 Principal Planning Officer II**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of University Master degree in any of the following: Economics, Educational Planning, Management, Strategic Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field plus seven (7) years working experience as a Senior Planner

##### **(ii) In-Service**

By promotion of Senior Planning Officer I who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a Master's degree in similar field.

##### **b) Duties and responsibilities**

1. Designs and carries-out studies on performance, efficiency and capacities and recommends solutions to problems.
2. Co-ordinates and prepares project write-ups.
3. Identifies problems related to goals and policies and makes proposals for review.
4. Advises on suitable investment opportunities for the University and setting the necessary criteria and guidelines.
5. Performs any other duties as assigned by the one's reporting officer.

#### **5.10.6 Principal Planning Officer I**

## **a) Entry Mode**

### **(i) Direct Entry Qualifications**

Holder of University Master degree in any of the following: Economics, Educational Planning, Management, Strategic Management, Statistics, Architecture, Human Resource Management, Public Administration, Business Administration and Systems Analysis or any other relevant field plus nine (9) years working experience in the same senior post.

### **(ii) In-Service**

By promotion after interviewing the Principal Planning Officer II who has consistently scored a minimum of "B" grade in performance appraisal for four (4) years, has demonstrated an outstanding leadership qualities and has obtained a Master's degree or postgraduate in similar field.

## **b) Duties and responsibilities**

1. The main advisor of the Deputy Vice Chancellor for Planning, Finance and Administration in all matters pertaining to planning, developments and management information system of the University.
2. Assists the Planning and Resource Mobilisation Manager in recording and maintaining minutes and action summaries/table of actions/responses for the Strategic Planning Committee meetings, including their approval, dissemination, facilitation of retrieval, proper RSP archive care etc.
3. Provides support, avail information and advice to the Planning and Resource Mobilisation Manager, the Strategic Planning Committee, DVCPFA/VC etc.
4. Assists the Planning and Resource Mobilisation Manager to prepare and issue monitoring and reporting guidelines to all officials who will be involved in the implementation and audit exercise of the HKMU Rolling Strategic Plan (RSP).
5. Assists the Planning and Resource Mobilisation Manager to organize semi and annual University business meetings to discuss the progress in implementing the University, Institute, Faculty and Departmental work plans as per RSP.
6. Disseminates (to lower and higher levels) relevant information received and collected from bodies outside the University in consultation with the Planning and Resource Mobilisation Manager.
7. Assists in coordinating strategic planning activities including conferences, workshops and related functions etc.
8. Provides inputs to strategic objectives of the University including research, trend analysis and compilation/ preparation of regular and ad hoc statistical reports.
9. Utilises knowledge and understanding of underlying operational issues to create, compose and edit technical and or/administrative correspondence and documentation.
10. Researches information, gathering and computing various data; preparing special reports or replying to inquiries, selecting relevant data from a variety of sources including RSP.
11. Assists Planning and Resource Mobilisation Manager in RSP administrative problem solving.
12. Assists in developing, revising operational information, policies, procedures etc. in the University's Rolling Strategic Plan.
13. Plans, reconciles and assists with financial administration for the Strategic Planning activity budget planning and monitoring process/procedures.
14. Provides, coordinates and oversees support activities for the office such as staff scheduling, maintaining supply inventory, answering telephones, assisting and

- resolving problems and inquiries of visitors, reviewing and controlling incoming and outgoing correspondence and follow up on operational commitments.
15. Establishes, updates and maintains office files, inventories, records, equipment etc. and maintaining RSP data as required by IRM Unit policies and procedures.
  16. Schedules appointments and maintains calendars, schedules, coordinates and facilitates the meetings, facilities usage, events and/or travel arrangements as required.
  17. Furnishes authenticated RSP documents with the University seal to various internal and external organizations/agencies upon approval by relevant university authority.
  18. Popularises the HKMU RSP to all internal and external stakeholders.
  19. Serves on other specified Policy/Procedures Making Committees.
  20. Performs any other duties as may be assigned by the Programme manager/DVCPFA/VC from time to time.

## **5.11 SCHEMES OF SERVICE FOR HEALTH LABORATORY ENGINEERS/SCIENTISTS/SCIENTIFIC OFFICERS**

### ***a) Posts and Salary Scales***

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Health Laboratory Engineer/Scientist/Scientific Officer Grade II	HKSS 10
Health Laboratory Engineer/Scientist/Scientific Officer Grade I	HKSS 11
Senior Health Laboratory Engineer/Scientist/Scientific Officer II	HKSS 12
Senior Health Laboratory Engineer/Scientist/Scientific Officer I	HKSS 13
Principal Health Laboratory Engineer/Scientist/Scientific Officer II	HKSS 14
Principal Health Laboratory Engineer/Scientist/Scientific Officer I	HKSS 15

### ***b) Method of entry and advancement***

#### **5.12.1 Health Laboratory Engineer/Scientist/Scientific Officer Grade II**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Bachelor degree/Advanced Diploma in Medical Laboratory Sciences or BSc. Degree/Advanced Diploma in relevant field from a recognized Institution. Registration as Graduate Engineer/Scientist/Health Scientific Officer or Biomedical Engineer is an added advantage.

##### **ii) In-Service Structure**

N/A

##### **b) Duties and responsibilities**

1. Assists in planning and designing students' practical/projects.
2. Assists in consultancy, research and development.
3. Assists in maintenance of laboratory equipment and facilities.
4. Performs any other duties that may be assigned by the one's reporting officer.

### **5.12.2 Health Laboratory Engineer/Scientist/Scientific Officer Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Bachelor degree/Advanced Diploma in Medical Laboratory Sciences or BSc. Degree/Advanced Diploma in relevant field from a recognized Institution, plus three (3) years of relevant working experience. Must have been acquired registration as a Graduate Bio-Medical Engineer/Scientist/Health Scientific Officer by competent relevant boards/authorities.

##### **(ii) In-Service**

By promotion of Health Laboratory Engineer/Scientist/Scientific Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and must have been registered as Graduate Engineer/Scientist/Health Scientific Officer or other by competent boards/authorities.

#### **b) Duties and responsibilities**

1. Organises practical for undergraduate students.
2. Participates in consultancy projects under supervision of senior staff.
3. Assists academic staff in research and development activities.
4. Plans and supervises maintenance of laboratory/workshop facilities.
5. Guides technicians and artisans in their daily activities.
6. Performs any other duties as may be assigned by the one's reporting officer.

### **5.12.3 Senior Health Laboratory Engineer/Scientist/Scientific Officer II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of relevant Bachelor degree in Medical Laboratory Sciences, with a relevant working experience of at least four (4) years in a similar position. Must have been registered as Professional Bio-Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

##### **ii) In-Service**

By promotion of Health Laboratory Engineer/Scientist/Scientific Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years. Must have been registered as Professional Bio-Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

#### **b) Duties and responsibilities**

1. Designs and supervises construction of experimental test rigs for undergraduate students and for other research and development projects in the respective laboratory.
2. Conducts consultancy in the area of specialization.
3. Supervises and orients Technicians and Artisans in their duties.
4. Conducts on the job training for Technicians and artisans.
5. Performs complex repairs and maintenance of laboratory facilities.
6. Organises and conducts formal training/seminars for technical staff in the respective laboratory/workshop.
7. Conducts professional development programmes (PDPs) in their areas of specialization.
8. Performs any other relevant duties as may be assigned by one's supervisor.

#### **5.12.4 Senior Health Laboratory Engineer/Scientist/Scientific Officer I**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of relevant Master degree in Medical Laboratory Sciences, with a relevant working experience of at least five (5) years in a similar position. Must have been registered as Professional Bio-Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

###### **(ii) In-Service**

By promotion of Senior Health Laboratory Engineer/Scientist/Scientific Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and must have relevant Master degree. Must have been registered as Professional Bio-Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

##### **b) Duties and responsibilities**

1. Designs and supervises construction of experimental test rigs for Postgraduate students and for other research and development projects.
2. Conducts consultancy in the area of specialization.
3. Supervises and orients Technicians and Artisans post.
4. Conducts on-the-job training for Technicians and Artisans
5. Repairs and maintains laboratory equipment and facilities.
6. Organizes and conducts formal training/seminars for technical staff.
7. Conducts professional development programmes in respective areas of specialization.
8. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.12.5 Principal Health Laboratory Engineer/Scientist/Scientific Officer II**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of relevant Master degree in Medical Laboratory Sciences with a relevant working experience of at least seven (7) years in a similar position. Must have been registered as Professional Biomedical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

###### **(ii) In-Service**

By promotion of Senior Health Laboratory Engineer/Scientist/Scientific Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years, and must have relevant Master degree. Must have been registered as Professional Bio Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

##### **b) Duties and responsibilities**

1. Participates in research consultancy and Professional Development Programme (PDP) activities in his/her laboratory (department).
2. Prepares manuscripts laboratory practical and other relevant needs.
3. Instructs undergraduate and postgraduate students during practical.
4. Plans the students' laboratory works, research, projects and consultancy activities.

5. Performs any other duties as may be assigned by one's reporting officer.

### **5.12.6 Principal Health Laboratory Engineer/Scientist/Scientific Officer I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of relevant Master degree in Medical Laboratory Sciences with a relevant working experience of at least nine (9) years in a similar position .Must have been registered as Professional Bio-Medical Engineer/Scientists/Health Scientific Officer by the competent boards/authorities.

##### **(ii) In-Service**

By promotion of Principal Laboratory Engineer/Scientist/Health Scientific Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Responsible for all laboratory support activities for research, teaching and consultancy, which require high level of technical knowledge and quality.
2. Develops/modifies student's experiments and experimental rigs in consultation with academic members of staff.
3. Liaises with academic and administrative staff on matters related to the respective laboratory.
4. Responsible for plans and implementation and maintenance programmes for all facilities in one's laboratory.
5. Participates in the development and organization of training programmes for Junior Technical Staff in the respective laboratory.
6. Responsible for the on the job training of Technicians and Artisans.
7. Plans the procurement of laboratory facilities.
8. Participates in high-level consultancy and service jobs.
9. Performs any other duties as may be assigned from time to time by one's reporting officer.

## **5.12 SCHEMES OF SERVICE FOR ENGINEERS**

### ***a) Posts and Salary Scales***

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Engineer Grade II	HKSS 10
Engineer Grade I	HKSS 11
Senior Engineer Grade II	HKSS 12
Senior Engineer Grade I	HKSS 13
Principal Engineer Grade II	HKSS 14
Principal Engineer Grade I	HKSS 15

***b) Method of entry and advancement***

**5.13.1 Engineer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of BSc in a relevant field of Engineering and must have been registered as Graduate Engineer by the relevant Board i.e. Engineers Registration Board (ERB).

**ii) In-Service Structure**

**N/A**

**b) Duties and responsibilities**

1. Maintains all medical equipment and buildings for the University.
2. Carries out independently, specified routine technical tasks, which require technical knowledge and skills.
3. Implements specified maintenance plans of equipment and buildings, and other infrastructures.
4. Performs any other duties as may be assigned by the one's reporting officer.

**5.13.2 Engineer Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of BSc in a relevant field of Engineering plus three (3) years of relevant working experience in similar position and must have been registered as Graduate Engineer by the relevant Board.

**(ii) In-Service**

By promotion on merit of Engineer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Undertakes maintenance of all equipment, building and other infrastructure.
2. Participates in tender evaluations related to construction works.
3. Advises procurement of necessary spares/equipment.
4. Prepares the budget on specific tasks/projects for implementation.
5. Responsible for allocating duties to subordinate staff.
6. Performs any other duties as may be assigned by the one's reporting officer

**5.13.3 Senior Engineer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of BSc in a relevant field of Engineering plus four (4) years relevant working experience in similar position and must have been registered as Professional Engineer by the relevant Board.

**(ii) In-Service**

By promotion on merit of Engineer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and registered as Professional Engineer by the relevant Board.

**b) Duties and responsibilities**

1. Responsible for maintenance of all equipment, building and other infrastructure.
2. Plans the procurement of necessary spares/equipment.
3. Prepares budgets on specific tasks/projects for implementation.
4. Responsible for allocating duties to subordinate staff.
5. Develops and modifies structural buildings.
6. Performs any other duties as may be assigned by the one's reporting officer

**5.13.4 Senior Engineer Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Master Degree in a relevant field of Engineering plus five (5) years relevant working experience in similar position and must have been registered as Professional Engineer by relevant Board.

**(ii) In-Service**

By promotion on merit of Senior Engineer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years plus relevant Master's Degree and registered as Professional Engineer by the relevant Board.

**b) Duties and responsibilities**

1. Plans maintenance schedules for equipment and building.
2. Responsible for maintenance of all equipment, building and other infrastructure.
3. Advises on the planning and procurement of necessary spares/equipment.
4. Prepares the budget on specific tasks/projects for implementation.
5. Develops and modifies technical tasks as required.
6. Responsible for allocating duties to subordinate staff.
7. Performs any other duties as may be assigned by the one's reporting officer.

**5.13.5 Principal Engineer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Master Degree in a relevant field of Engineering plus seven (7) years relevant working experience in similar position and must have been registered as Professional Engineer by the relevant Board.

**(ii) In-Service**

By promotion on merit of Senior Engineer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for four (4) years and must have obtained a relevant Master's degree and registered as Professional Engineer by the relevant Board.

**b) Duties and responsibilities**

1. Makes pre-acceptance checks of new equipment for verifying specification.
2. Prepares budget on specific tasks/ project for implementation.
3. Plans maintenance schedules for all equipment and buildings.
4. Provides professional advice and guidance to University equipment users.

5. Supervises formulation of policies relating to maintenance of university equipment.
6. Supervises installation of machinery and equipment and maintenance.
7. Develops and modifies technical tasks as required.
8. Supervises and allocates duties to junior staff.
9. Being in charge of quality control in the unit
10. Ensures observation of professional ethics in the Department.
11. Prepares BoQs.
12. Performs any other duties as may be assigned by the one's reporting officer.

### **5.13.6 Principal Engineer Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Master Degree in a relevant field of Engineering plus nine (9) years relevant working experience in similar position and must have been registered as Professional Engineer by the relevant Board.

##### **(ii) In-Service**

By promotion on merit of Principal Engineer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for four (4) years and must have obtained a relevant Master's degree and registered as Professional Engineer/Architect by the relevant Board.

#### **b) Duties and responsibilities**

1. Develops, interprets and applies construction and maintenance policies and procedures.
2. Manages, coordinates and interprets designs for buildings and structures of the University.
3. Provides detailed designs for construction of buildings as per technical specification.
4. Responsible for all engineering matters that require high level technical knowledge and quality.
5. Responsible for plans and implementation of maintenance programs for all facilities of the University.
6. Participates in the development and organisation of training programs for junior technical staff in the respective field.
7. Verifies BoQs.
8. Participates in consultancy and service jobs.
9. Performs any other duties as may be assigned by the one's reporting officer.

## **5.13 SCHEMES OF SERVICE FOR SYSTEM ADMINISTRATORS**

### **a) Posts and Salary Scales**

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
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Systems Administrator Grade II	HKSS 10
Systems Administrator Grade I	HKSS 11
Senior Systems Administrator Grade II	HKSS 12
Senior Systems Administrator Grade I	HKSS 13
Principal Systems Administrator Grade II	HKSS 14
Principal Systems Administrator Grade I	HKSS 15

### **5.13.1 Systems Administrator Grade II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of BSc. in Computer Science, Information Systems, Telecommunications, Electrical Engineering, Electronics or any other relevant field.

##### **(ii) In-Service Structure**

N/A

#### **b) Duties and responsibilities**

1. Assists computer users.
2. Assists in managing Server Operating Systems.
3. Assists in managing and maintaining networks.
4. Upgrade systems with new releases and models
5. Assists students and other users of ICT resources in the University.
6. Upgrade systems with new releases and models
7. Performs any other duties assigned by one's supervisor.

### **5.16.2 Systems Administrator Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of BSc. in Computer Science, Information Systems, Telecommunications, Electrical Engineering, Electronics or any other relevant field plus three (3) years of relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of Systems Administrator II who has shown potential to shoulder higher responsibilities and has scored a minimum of "B" grade in performance appraisal having served in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Advises computer users.
2. Manages Server Operating Systems.
3. Manage network servers and technology tools
4. Set up accounts for system users.
5. Set up accounts and workstations
6. Manages and maintains networks.
7. Develop expertise to train staff on new technologies
8. Ensure security through access controls, backups and firewalls
9. Performs any other related duties as may be assigned by one's reporting officer.

### **5.13.3 Senior Systems Administrator Grade II**

#### **a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Bachelor degree in Computer Sciences, Information System, Telecommunications Electronics or any other relevant field plus four (4) years relevant working experience in similar position.

**(ii) In-Service**

By promotion of Systems Administrator I who has shown potential to shoulder higher responsibilities and has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Manages Server Operating Systems including web-servers, database servers, and mail servers.
2. Manages, coordinates and maintains assigned network segment.
3. Administers/coordinates and up-dates School/University web-sites (Web-master).
4. Trains Computer Laboratory Assistants/Junior Systems Administrators.
5. Supervises computer laboratory assistants/Junior Systems Administrators.
6. Assists students and other users of ICT resources in the University.
7. Liaises with the ICT directorate and escalates incidents/problems and to University information Systems administrators like FIS, ARIS, LIBIS, HRMIS, etc.
8. Oversees service agreements including maintenance contracts and Service Level Agreements (SLA) of suppliers.
9. Advises management on ICT issues, procedures, plans and budgets.
10. Performs any other duties assigned by one's supervisor.

**5.13.4 Senior Systems Administrator Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Master's degree in Computer Sciences, Information System, Telecommunications Electronics or any other relevant field plus five (5) years relevant working experience in similar position.

**(ii) In-Service**

By promotion of Senior Systems Administrator II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained one of the Industry Standard Certification plus Master degree in relevant field.

**b) Duties and responsibilities**

1. Analyses, designs, and maintains computer systems.
2. Designs forms for systems users.
3. Designs and implements database systems for efficient use of computer peripherals, storage media and central processing systems.
4. Prepares comprehensive analysis documents.
5. Liaises effectively in team-work with programming methodology.
6. Provides for all the checks and controls of systems to make them effective.
7. Coordinates systems analysis and designing projects for the university.
8. Coordinates the designs of forms for systems users.
9. Advises on effective coding systems in order to facilitate smooth systems interaction and operational standards.

10. Supervises junior staff in his/her working area.
11. Coordinates the design and implementation of database systems for efficient use of computer peripherals, storage media and central processing systems.
12. Organises the preparation of comprehensive analysis documents.
13. Coordinates with the computer programming head in the implementation and maintenance of new systems.
14. Liaises effectively in team-work with programming methodology.
15. Performs any other duties assigned by the one's reporting officer.

### **5.13.5 Principal Systems Administrator Grade II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Master's degree in Computer Sciences, Information System, Telecommunications Electronics or any other relevant field plus seven (7) years relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of a Senior Systems Administrator I who has shown potential to shoulder higher responsibilities and has scored a red a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years plus Master degree in relevant field.

#### **b) Duties and responsibilities**

1. Controls and updates existing systems.
2. Advises computer manager in the systems design, development and implementation.
3. Maintains sound systems documentation standards and procedures.
4. Supervises junior staff in his/her working area.
5. Prepares budget input for annual budget.
6. Provides training and technical support to users.
7. Prepares and submits systems progress report.
8. Appraises staff performance and recommends development strategies.
9. Reviews feasibility studies and recommends areas for computerisation.
10. Gives professional advice on changes and improvement in systems procedures and operation.
11. Performs any other related duties as may be assigned by the one's reporting officer.

### **5.13.6 Principal Systems Administrator Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Master's degree in Computer Sciences, Information System, Telecommunications Electronics or any other relevant field plus nine (9) years relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of a Principal Systems Administrator II who has shown potential to shoulder higher responsibilities and has scored a red a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years plus Master's degree in relevant field.

**b) Duties and responsibilities**

1. Trains and prepares training material.
2. Oversees the implementation of School/Institute/University ICT policies.
3. Keeps the University updated on new ICT technologies.
4. Supervises ICT project implementation.
5. Participates in planning, implementation and monitoring of ICT development.
6. Plans and informs the University Management on future directions of the Information Technology.
7. Provides consultancy services in system administration.
8. Performs any other duties as may be assigned by one's reporting officer.

**5.14 SCHEMES OF SERVICE FOR COMPUTER PROGRAMMERS****a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Computer Programmer II	HKSS 10
Computer Programmer I	HKSS 11
Senior Computer Programmer II	HKSS 12
Senior Computer Programmer I	HKSS 13
Principal Programmer II	HKSS 14
Principal Programmer I	HKSS 15

**b) Method of entry and advancement****5.14.1 Computer Programmer II****a) Entry Mode****(i) Direct Entry Qualifications**

Holders of BSc. degree in Computer Science or Information Systems, Telecommunication, Electronics, or related computer studies.

**(ii) In-Service Structure**

**N/A**

**b) Duties and responsibilities**

1. Advises/assists computer users.
2. Assists in analysing, designing and programming of applications of moderate complexity.
3. Advises management on policies regarding Information Technology.
4. Designing websites.
5. Assists in writing or contributing to prepare instructions or manuals to guide end-users.
6. Creates, modifies and tests codes
7. Writing SQL to extract stored data for customized reports.
8. Performs any other duties as may be assigned by one's reporting officer.

**5.14.2 Computer Programmer I****a) Entry Mode**

**(i) Direct Entry Qualifications**

Holders of BSc. degree in Computer Science or Information Systems, Telecommunication, Electronics, or related computer studies plus three (3) years of relevant working experience in similar position.

**(ii) In-Service Structure**

By promotion of Computer Programmer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has completed level II of one of the certification tracks.

**b) Duties and responsibilities**

**DUTIES AND RESPONSIBILITIES**

1. Developing, updating, extending, repairing and maintaining computer programmes/software packages as per University needs and required efficiency.
2. Consulting with and assisting users in defining and resolving problems using computer programmes/software.
3. Assists in analysing, designing and programming of applications of moderate complexity.
4. Writing or contributing to prepare instructions or manuals to guide end-users.
5. Conducting end-user awareness and trainings.
6. Creates, modifies and tests codes.
7. Teaching, setting examinations and marking (grading) computer applications for HKMU students and staff.
8. Writing SQL to extract stored data for customized reports.
9. Designing user interface, web lay-out and mobile-based application interfaces.
10. Establishing and sustaining e-learning practice at the University.
11. Exploring new and appropriate technologies to embrace in the University increasing efficiency and effectiveness in teaching, learning and research as well as supportive administration.
12. Performing any other such duties assigned by the supervisors.

**5.14.3 Senior Computer Programmer II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Bachelor of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained four (4) years relevant working experience in similar position.

**(ii) In-Service Structure**

By promotion of Computer Programmer I who has scored a minimum of B grade in performance appraisal after serving in that position for at least four (4) years

**b) Duties and responsibilities**

1. Analyses, designs and programs large size applications.

2. Installs server operating Systems.
3. Enabling and supporting instructional designing and e-learning among staff and students.
4. Writing SQL to extract stored data for customized reports.
5. Assists in system analysis and designing, formulating programme/software specifications.
6. Assists in acquiring system/s from the third party.
7. Teaching, setting examinations and marking (grading) computer applications for HKMU students and staff.
8. Performs any other duties as may be assigned by one's reporting officer.

#### **5.14.4 Senior Computer Programmer I**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Bachelor of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained five (5) years relevant working experience in similar position.

##### **(ii) In-Service Structure**

By promotion of Senior Computer Programmer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a MSc. Degree in the relevant field.

##### **b) Duties and responsibilities**

1. Do programming for large size applications.
2. Writing complex SQL to extract stored data for customized reports.
3. Teaching, setting examinations and marking (grading) computer applications for HKMU students and staff.
4. Assists in acquiring system/s from the third party and managing ICT projects.
5. Prepare ICT training materials.
6. Solves complex software problems.
7. Advises management on policies regarding Information Technology.
8. Oversees System Management.
9. Designing websites.
10. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.14.5 Principal Computer Programmer II**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Masters of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained seven (7) years relevant working experience in similar position.

### **(ii) In-Service Structure**

By promotion of Senior Computer Programmer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least seven (7) years and has obtained a MSc. Degree in the relevant field.

### **b) Duties and responsibilities**

1. Analyses, designs and programmes large size applications.
2. Formulates program specifications and prototypes.
3. Transforms software design
4. Manages a team of programmers/system analysts.
5. Trains Computer Users.
6. Solve complex hardware/software problems.
7. Offers consultancy service in Systems analysis, design and programming.
8. Performs any other duties as may be assigned by one's reporting officer.

### **5.14.6 Principal Computer Programmer I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Masters of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained nine (9) years relevant working experience in similar position.

### **(ii) In-Service Structure**

By promotion of Principal Computer Programmer/Systems Analyst II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a MSc. degree in the relevant field.

### **b) Duties and responsibilities**

1. Participates in planning, implementation and control of computer services.
2. Manages a department or division.
3. Trains and prepares training materials.
4. Offers consultancy service in systems analysis, design and programming.
5. Oversees System Management.
6. Advises University Management on future directions of the Information and Communication Technology.
7. Performs any other duties as may be assigned by one's reporting officer.

## 5.15 SCHEME OF SERVICE FOR COMPUTER TECHNICIANS

### *a) Posts and Salary Scales*

Post	Salary Scale
Computer Technician II	HKSS 8
Computer Technician I	HKSS 9

### *b) Method of entry and advancement*

#### 5.15.1 COMPUTER TECHNICIAN II

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of Certificate of in Computer Applications, Computer Maintenance and repair, Information Technology, Computer Science or related computer studies.

###### **(ii) In-Service Structure**

N/A

##### **b) Duties and responsibilities**

1. Providing ICT support to the students, staff and visitors to the University.
2. Assist with the maintenance and development of the email system and internet service.
3. Carrying out routine preventive maintenance, diagnosis and repair of faulty components.
4. Installing new software and upgrading existing applications
5. Assisting in maintaining audio/visual systems in lecture rooms
6. Train students and other users on required computer skills and knowledge.
7. Establish and maintain Log Book of ICT equipments of the College by make, date of acquisition etc.
8. To provide assistance to all departments and individuals with both networked and standalone machines.
9. Perform any other duties as may be assigned.

#### 5.15.2 COMPUTER TECHNICIAN I

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of Diploma of in Computer Applications, Computer Maintenance and repair, Information Technology, Computer Science, or related computer studies.

###### **(ii) In-Service Structure**

By promotion of Computer Technician II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

##### **b) Duties and responsibilities**

1. Providing ICT support to the students, staff and visitors to the University.
2. Assist with the maintenance and development of the email system and internet service.

3. Carrying out routine preventive maintenance, diagnosis and repair of university systems.
4. Installing new software and upgrading existing applications
5. Assisting in maintaining audio/visual systems in lecture rooms
6. Train students and other users on required computer skills and knowledge.
7. Establish and maintain Log Book of ICT equipment of the university by make, date of acquisition etc.
8. To provide assistance to all departments and individuals with both networked and standalone machines.
9. Collecting regular statistics relating to the operations carried out by the end user of all systems and ensures that the Institution resources are not misused.
10. Training the staff, students in the field of proficient usage of resources and protecting server from unnecessary load.
11. Collecting the specifications related to each system and maintaining records for easy troubleshooting.
12. Supporting the Computer Laboratory with supervision and crafting specification for the area with related systems installation.
13. Manage Software licenses.
14. Manage and keep track of warrant and guarantees of ICT equipment.
15. Perform any other duties as may be assigned.

## **5.16 SCHEME OF SERVICE FOR NETWORK ADMINISTRATORS**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
<b>Network Administrator II</b>	HKSS 11
<b>Network Administrator I</b>	HKSS 12

### ***b) Method of entry and advancement***

#### **5.16.1 COMPUTER TECHNICIAN II**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of Diploma in Information Technology, Information System, Computer Science or related computer studies **AND** CCNA.

###### **(ii) In-Service Structure**

**N/A**

##### **b) Duties and responsibilities**

1. Carrying out trouble shooting LAN and hardware/Software problems.
2. **Installs networking hardware/software.**
3. Assisting in managing and maintaining networks.
4. Training computer laboratory Assistants/Junior IT staff.
5. Assisting Students and other ICT resources users in the Faculty/Institute.
6. Teaching computer part of the communication skills of Semester 1 and 2.
7. Overseeing service level agreements SLA of suppliers.
8. Performing network documentation and drawings

9. Advise University on ICT security matters such as virus threats and appropriate anti-viruses.
10. Assisting in maintaining audio/visual systems in lecture rooms.
11. Participating in planning, implementation and control of ICT development.
12. Performing any other duties assigned by supervisors/Superiors/University Management.

### **5.16.2 NETWORK ADMINISTRATOR I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Degree in Information Technology, Information System, Computer Science or related computer studies **AND** CCNA.

##### **(ii) In-Service Structure**

By promotion of Computer Technician II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Carrying out complex trouble shooting LAN and WAN.
2. Install and Manage Wireless network
3. Assisting in designing, managing and maintaining networks.
4. Training Junior IT staff.
5. Assisting Students and other ICT resources users in the university.
6. Training and preparing training materials.
7. Teaching computer part of the communication skills.
8. Overseeing service level agreements SLA of suppliers.
9. Performing network documentation.
10. Advise University on ICT security matters such as virus threats and appropriate anti-viruses.
11. Participating in planning, implementation and control of ICT development.
12. Advising the University Management on future directions of the information Technology.
13. Performing any other duties assigned by supervisors/Superiors/University Management.

### **5.17 SCHEMES OF SERVICE FOR DATABASE OFFICERS**

#### **a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Database Officer II	HKSS 10
Database Officer I	HKSS 11
Senior Database Officer II	HKSS 12
Senior Database Officer I	HKSS 13
Principal Database Officer II	HKSS 14
Principal Database Officer I	HKSS 15

## ***b) Method of entry and advancement***

### **5.17.1 Database Officer II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of BSc. degree in Computer Science or Information Systems, Telecommunication, Electrical Engineering, or related computer studies.

##### **(ii) In-Service Structure**

**N/A**

#### **b) Duties and responsibilities**

1. Designs, develops, implements and tests Database;
2. Develops backs and front-end connectivity;
3. Implements security policy and accesses control;
4. Maintains physical organization of database objects;
5. Provides Database Client and User Services;
6. Performs Database Administration and Maintenance; and
7. Supports end users.

### **5.17.2 Database Officer I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holders of BSc. degree in Computer Science or Information Systems, Telecommunication, Electronics, or related computer studies plus three (3) years of relevant working experience in similar position.

##### **(ii) In-Service Structure**

By promotion of Database Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has completed level II of one of the certification tracks.

#### **b) Duties and responsibilities**

1. Develops and administers database;
2. Creates and implements maintenance plan for regular database integrity checks;
3. Manages backup and recovery both on-site and off-site;
4. Performs Database Administration and Maintenance;
5. Documents database systems test results and makes recommendations;
6. Implements security policy requirements;
7. Maintains physical organization of database objects.

### **5.17.3 Senior Database Officer II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Bachelor of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained four (4) years relevant working experience in similar position.

## **(ii) In-Service Structure**

By promotion of Database Officer I who has scored a minimum of B grade in performance appraisal after serving in that position for at least four (4) years

### **b) Duties and responsibilities**

1. Validates conceptual and logical data models with clients;
2. Creates, refines and distributes conceptual and logical data models;
3. Develops physical database characteristics and defines user interface;
4. Identifies backup and recovery requirements and creates recovery plan;
5. Manages database dictionaries;
6. Identifies data sources, construct data decomposition diagrams and documents the process; and
7. Designs codes for database access, modifications and constructions including stored procedures.

## **5.17.4 Senior Database Officer I**

### **a) Entry Mode**

#### **(i) Direct Entry Qualifications**

Holder of Bachelor of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained five (5) years relevant working experience in similar position.

## **(ii) In-Service Structure**

By promotion of Senior Database Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a MSc. Degree in the relevant field.

### **b) Duties and responsibilities**

1. Advises on policies and strategies for Database Administration.
2. Evaluates and selects suitable database management system;
3. Monitors standards and procedures, access methods and time, validation checks and organisational and statistical methods;
4. Oversees Database Administration and Maintenance;
5. Identifies access and concurrency requirements;

## **5.17.5 Principal Database Officer II**

### **a) Entry Mode**

#### **(i) Direct Entry Qualifications**

Holder of Masters of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained seven (7) years relevant working experience in similar position.

### **(ii) In-Service Structure**

By promotion of Senior Database Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least seven (7) years and has obtained a MSc. Degree in the relevant field.

### **b) Duties and responsibilities**

1. Advises on policies and strategies for Database Administration.
2. Develops and validates database implementation plan;
3. Develops and oversees the implementation of database monitoring plan;
4. Oversees the Design codes of database access, modifications and constructions including stored procedures

## **5.17.6 Principal Database Officer I**

### **a) Entry Mode**

#### **(i) Direct Entry Qualifications**

Holder of Masters of Science in Computer Sciences or Information System, Telecommunication, Electronic Engineering and has attained nine (9) years relevant working experience in similar position.

### **(ii) In-Service Structure**

By promotion of Principal Computer Programmer/Systems Analyst II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a MSc. degree in the relevant field.

### **b) Duties and responsibilities**

1. As for Principal IT Specialist II with added responsibilities
2. Participates in planning, implementation and control of IT services
3. Trains and prepares training materials
4. Offers consultancy service in systems analysis, design and programming
5. Oversees IT Staff.
6. Advises Institution management on future directions of the Information Technology.
7. By Appointment s/he may be appointed the Manager, Information and Communication Technology (ICT)
8. Performs any other duties and responsibilities as may be assigned by one's reporting officer.

## **5.18 SCHEMES OF SERVICE FOR PROSECTORS**

### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Prosecutor Grade II	HKSS 7
Prosecutor Grade I	HKSS 8
Senior Prosecutor Grade II	HKSS 9
Senior Prosecutor Grade I	HKSS 10
Principal Prosecutor Grade II	HKSS 11
Principal Prosecutor Grade I	HKSS 12

### **b) Method of entry and advancement**

#### **5.18.1 Prosecutor II**

##### **a) Entry Mode**

###### **i) Direct Entry**

Holder of Diploma in Prosecution or its equivalent from recognized institution.

###### **ii) In-Service**

**N/A**

##### **b) Duties and responsibilities**

1. To carry out specified tasks requiring knowledge and skills with minimum supervision.
2. To assist Senior Staff in preparation, display and demonstration of prosecuted specimens and audio visual materials.
3. Performs any other duties as may be assigned by one's reporting officer.

#### **5.18.2 Prosecutor I**

##### **a) Entry Mode**

###### **i) Direct Entry**

Holder of Diploma in Prosecution or its equivalent from recognized institution with three (3) years relevant working experience in similar position.

###### **ii) In-service**

By promotion of Prosecutor II with at least four (4) years satisfactory service in that grade.

##### **b) Duties and responsibilities**

1. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills.
2. To act as a demonstrator to undergraduates and postgraduates.
3. Performs any other duties as may be assigned one's reporting officer.

#### **5.18.3 Senior Prosecutor II**

##### **a) Entry Mode**

###### **i) Direct Entry**

Holder of Diploma in Prosecution or its equivalent from recognized institution with four (4) years relevant working experience in similar position.

**ii) In-Service**

By promotion of Prosecutor I with at least four (4) years satisfactory service in that grade.

**b) Duties and responsibilities**

1. Assisting the Principal Prosecutor for proper executive of all technical duties.
2. Carrying out training programmes of Junior Prosecutors.
3. Supervising other Junior Prosecutors.
4. Carrying out research studies on his related areas as may be directed by staff seniors.
5. Performs any other duties as may be assigned by one's reporting officer.

**5.18.4 Senior Prosecutor I**

**a) Entry Mode**

**i) Direct Entry**

Holder of Diploma in Prosecution or its equivalent from recognized institution with five (5) years relevant working experience in similar position.

**ii) In-service**

By promotion of Senior Prosecutor II who has completed at least four (4) years satisfactory service in that grade.

**b) Duties and responsibilities**

1. To prepare and preserve in the best technical manner specimens illustrating human morphology;
2. To demonstrate to students under the supervision of a senior staff;
3. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills.
4. Performs any other duties as may be assigned by one's reporting officer.

**5.18.5 Principal Prosecutor II**

**a) Entry Mode**

**i) Direct entry**

Holder of Diploma in Prosecution or its equivalent from a recognised institution with seven (7) years relevant working experience in similar position.

**ii) In-service**

By promotion of Senior Prosecutor I who has completed at least four (4) years satisfactory service in that grade.

**b) Duties and responsibilities**

1. To preserve in the best technical manner specimens illustrating human morphology.
2. To demonstrate to students under the supervision of a senior staff.
3. To independently carry out specified tasks demanding a higher degree of technical knowledge and skills.
4. Performing any other duties as may be assigned by one's reporting officer.

**5.18.6 Principal Prosecutor I**

## **a) Entry Mode**

### **i) Direct Entry**

Holder of Diploma in Prosecution or its equivalent from recognized institution with not less than nine (9) years relevant working experience in similar position.

### **ii) In-service**

By promotion of Principal Prosecutor II who has completed at least four (4) years satisfactory service in that grade.

## **b) Duties and responsibilities**

1. Ensures that safe and proper methods of handling are utilized during laboratory sessions;
2. Provides protective clothing and monitors levels of gases within laboratory area.
3. Ensures that an appropriate inventory of equipment and material is available.
4. Keeps account of all equipment, human cadaver, models and skeletal material.
5. Prepares purchase requisitions for material purchase.
6. Provides general care of equipment and perform minor repairs and reconditioning as required.
7. Oversees general cleanliness of the Anatomy/dissection room.
8. Observes ethics of the Anatomy room
9. Trains and provide guidance to the Assistant Prosecutors
10. Performs any other duties as may be assigned by one's reporting officer.

## **5.19 SCHEMES OF SERVICE FOR WELFARE OFFICERS**

### **a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Welfare Officer Grade II	HKSS 8
Welfare Officer Grade I	HKSS 9
Senior Welfare Officer Grade II	HKSS 10
Senior Welfare Officer Grade I	HKSS 11
Principal Welfare Officer Grade II	HKSS 12
Principal Welfare Officer Grade I	HKSS 13

## **b) Method of entry and advancement**

### **5.19.1 Welfare Officer II**

#### **(a) Entry Mode**

##### **(i) Direct Entry**

Holder of a Bachelor Degree in Counselling, Educational Psychology, Social Work or in any relevant from a recognized and reputable Institution.

##### **(ii) In Service Structure**

Not applicable

#### **(b) Duties**

1. Meets with students for confidential consultations;
2. Refers students to other sources of support or medical care available within and outside of University;
3. Prompts access to specialist mental health support, when required;
4. Advises the students on harassment cases;
5. Ensures that clear information about welfare provision, wellbeing, and resilience is effectively disseminated within the University and available on the website and intranet;
6. Performs any other duties as required by one's reporting officer

### **5.19.2 Welfare Officer I**

#### **(a) Entry Mode**

##### **(i) Direct Entry**

Holder of a Bachelor Degree in Counselling, Educational Psychology, Social Work and any relevant field from a recognized and reputable Institution and relevant working experience of at least three (3) years in a recognized and reputable experience.

##### **(ii) In Service Structure**

By promotion of Welfare Officer II who has scored "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

#### **(b) Duties**

1. As Welfare I plus added duties as follows:
2. Supports DVCAC office with regard to individual student casework, where it relates to a welfare matter;
3. Maintains records that are in compliance with legal and statutory requirements including the database of students welfare interventions;
4. Arranges the periodic Student Welfare Consultative Committee meetings;
5. Performs any other duties as required by one's reporting officer

### **5.19.3 Senior Welfare Officer II**

#### **(a) Entry Mode**

##### **(i) Direct Entry**

Holder of a Master Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work, Clinical Psychology and any relevant field from a recognized and reputable Institution and relevant working experience of at least four (4) years in a recognized and reputable Institution.

##### **(ii) In-Service Structure**

By promotion of Welfare Officer I who has scored average "B" performance in OPRAS after serving in that position for a minimum of four (4) years.

**(b) Duties and responsibilities**

1. As Welfare Officer I plus added responsibilities as follows:
2. Leads on, developing, and helping implement activities supporting students' welfare, resilience, and wellbeing in the University in line with best practice
3. Attend and contributes to University and Conference of University workshops, panels, and task groups on welfare issues
4. Performs any other duties as required by one's reporting officer

**5.19.4 Senior Welfare Officer I**

**(a) Entry Mode**

**(i) Direct Entry**

Holder of a Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work, Clinical Psychology and any relevant field from a recognized and reputable Institution and relevant working experience of at least five (5) years in a recognized and reputable Institution.

**(ii) In-Service Structure**

By promotion of senior Welfare Officer II who has scored average performance (Score of 3.6 to 1) in OPRAS after serving in that position for a minimum of four (4) years.

**(b) Duties and responsibilities**

1. As Senior Welfare II plus added responsibilities as follows:
2. Participates in orientation week for all 1st year students and provide guidance in welfare issues;
3. Sensitizes and coordinates Schools, Institutes and Colleges to conduct guidance on welfare matters
4. Conducts Students welfare Sensitisation
5. Coordinates welfare guidance to students in collaboration with academic advisors
6. Performs any other related duties as may be assigned by one's reporting officer.

**5.19.5 Principal Welfare Officer II**

**(a) Entry Mode**

**(i) Direct Entry**

Holder of Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work or Clinical Psychology from a recognized and reputable Institution or equivalent qualifications with at least seven (7) years relevant working experience in a reputable Institution.

**(ii) In-Service Structure**

By promotion of Senior Welfare Officer I who has scored "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

**(b) Duties**

1. As Senior Welfare Officer I plus added responsibilities as follows:
2. Supervises junior staff under his/her jurisdiction
3. Keeps up to date with legislation and relevant University policies and procedures relating to students welfare;
4. Prepares an annual and ad hoc reports evaluating welfare support;
5. Performs any other related duties as may be assigned by one's reporting officer.

**5.19.6 Principal Welfare Officer I**

**(a) Entry Mode**

**(i) Direct Entry**

Holder of Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work or Clinical Psychology from a recognized and reputable Institution or equivalent qualifications with at least nine (9) years relevant working experience in a reputable Institution.

**(ii) In-Service Structure**

By promotion of Principal Welfare Officer II who has scored average "B" performance in OPRAS after serving in that position for a minimum of four (4) years.

**(b) Duties**

1. As Principal Welfare Officer II plus added responsibilities as follows:
2. Advises the Dean of students on welfare related matters;
3. Advises the Dean of students on University welfare policies, procedures and regulations
4. Performs any other related duties as may be assigned by one's reporting officer.

**5.20 SCHEMES OF SERVICE FOR LEGAL OFFICERS**

***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Legal Officer Grade II	HKSS 9

Legal Officer Grade I	HKSS 10
Senior Legal Officer Grade II	HKSS 11
Senior Legal Officer Grade I	HKSS 12
Principal Legal Officer Grade II	HKSS 13
Principal Legal Officer Grade I	HKSS 14

***b) Method of entry and advancement***

**5.21.1 Legal Officer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of LLB degree plus one (1) year internship/Law school.

**(ii) In-Service Structure**

**N/A**

**b) Duties and responsibilities**

1. Takes charge of documents and correspondences of already assigned cases.
2. Deals with all legal routine correspondences addressed to the University Drafts prescribed legal documents and forms.
3. Follows up on documents and proceedings in courts.
4. Performs other duties as may be assigned by one's reporting officer.

**5.20.2 Legal Officer Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of LLB degree plus one (1) year inter-ship/Law school and has three (3) years of relevant working experience in similar position.

**(ii) In-Service**

By promotion of Legal Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four years.

**b) Duties and responsibilities**

1. Takes charge of documents and correspondence of already filed cases.
2. Deals with legal routine correspondence addressed to the University
3. Drafts University legal documents and forms.
4. Performs any other related duties as may be assigned by one's reporting officer.

**5.20.3 Senior Legal Officer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of LLB plus one (1) year internship/Law school plus four (4) years of relevant working experience in similar position. Candidate must have been registered/admitted as an advocate of the High Court of Tanzania.

**(ii) In-Service**

By promotion of Legal Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years and must have been registered/admitted as an Advocate of the High Court of Tanzania.

**b) Duties and responsibilities**

1. Scrutinises and effects registration of leases and transfer of properties in liaison with Estates Manager and participates in negotiations for writing up of University contracts pertaining to such leases and transfer of properties.
2. Represents the University in legal matters.
3. Files and appears in court for legal proceedings.
4. Prepares legal briefs and provides legal advice to the University.
5. Liaises with retained external legal agencies.
6. Prepares draft amendments to the University Charter and regulations made there under.
7. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.20.4 Senior Legal Officer Grade I**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of LLB plus one (1) year internship/Law school plus five (5) years of relevant working experience in similar position. Candidate must be registered/admitted as an Advocate of the High Court of Tanzania.

###### **(ii) In-Service**

By promotion of Senior Legal Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years, must have been admitted as an Advocate of the High Court.

##### **b) Duties and responsibilities**

1. Represents the University in legal matters.
2. Files and appears in court for legal proceedings.
3. Prepares legal briefs and provides legal advice to the University.
4. Liaises with retained external legal agencies to the University.
5. Scrutinizes and effects registration of leases and transfer of properties in liaison with Estates Manager and participates in negotiations for writing up of University contracts pertaining to such leases and transfer of properties.
6. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.20.5 Principal Legal Officer Grade II**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of LLB plus one (1) year internship/Law school plus seven (7) years of relevant working experience in similar position. Candidate must have been registered/admitted as an advocate of the High Court of Tanzania and must have obtained a Master degree in relevant field.

###### **(i) In-Service**

By promotion of Senior Legal Officer I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four years, candidate must have been registered as an Advocate of the High Court and has obtained a relevant Master's degree.

##### **b) Duties and responsibilities**

1. Scrutinises and effects registration of leases and transfer of properties in liaison with Estates Manager and participates in negotiations for writing up of University contracts pertaining to such leases and transfer of properties.

2. Handles negotiations and drafting of University contracts, leases and other legal instruments.
3. Processes probates and administers property for the University.
4. Interprets legal documents or instruments.
5. Ensures that the legal interests of the University are protected.
6. Appears in Court on behalf of the University.
7. Makes recording and custody of contracts and ensuring contractual obligations are met.
8. Vets all legal documents emanating from outside the University in which the University is/will be a party.
9. Participates in and witnessing the signing of the University contracts.
10. Guides, coordinates and supervises junior staff in the legal office.
11. Performs any other related duties as may be assigned by one's reporting officer.

### **5.20.6 Principal Legal Officer Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of LLB plus one (1) year internship/Law school plus nine (9) years of relevant working experience in similar position. Candidate must have been registered/admitted as an advocate of the High Court of Tanzania and has obtained a relevant Master degree.

##### **(ii) In-Service**

By appointment through interview of Principal Legal Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years, candidate must have been registered as an advocate of the High Court and has obtained a relevant Master degree.

#### **b) Duties and responsibilities**

1. Participates in negotiations with outside parties.
2. Provides legal advice on all aspects of the law in University operations.
3. Appears in court on behalf of the University.
4. Custodian of contracts implementation follow up and ensuring the contractual obligations are met under the contracts.
5. Vets all legal documents emanating from outside the University in which the University is/will be a party.
6. Participates in and witnessing all contracts.
7. Attends Committee and other University meetings and records all council minutes.
8. Reviews University activities to determine compliance with applicable laws.
9. Makes follow-up on implementation of council resolutions.
10. Performs any other related duties as may be assigned by one's reporting officer.

### **5.21 SCHEMES OF SERVICE FOR ACCOUNTS STAFF**

#### **a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Assistant Accountant II	HKSS 7
Assistant Accountant I	HKSS 8
Accountant Grade II	HKSS 9
Accountant Grade I	HKSS 10
Senior Accountant II	HKSS 11

Senior Accountant I	HKSS 12
Principal Accountant II	HKSS 13
Principal Accountant I	HKSS 14

***b) Method of Entry and advancement***

**5.21.1 Assistant Accountant II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder Bachelor Degree in Accountancy or Advanced Diploma in Accounts or its equivalent.

**ii) In-Service**

N/A

**b) Duties and responsibilities**

1. Checking/preparing payment vouchers.
2. Preparing monthly expenditures and revenue reports.
3. Writing tax invoices and cheques.
4. Preparing cash accounts.
5. Reconciling accounts including bank transactions.
6. Performing any other duties as maybe assigned by supervisor.

**5.21.2 Assistant Accountant I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder Bachelor Degree in Accountancy or Advanced Diploma in Accounts or its equivalent plus three (3) year working experience.

**ii) In-Service**

By promotion of Assistant Accountant II with above mentioned qualification plus four (4) years' experience.

**b) Duties and responsibilities**

1. Posts General Ledger and Subsidiary Record for Debtors and Creditors.
2. Maintains cash books receipts and payments.
3. Prepares bank reconciliation statements.
4. Verifies and certifies payment vouchers.
5. Observes financial regulations on approval of various payments.
6. Supervises duties assigned to accounts assistants.
7. Prepares payroll and files the statutory returns.
8. Maintains staff payroll records.
9. Performs any other duties as assigned by one's reporting officer.

**5.21.3 Accountant Grade II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder Bachelor Degree in Accountancy or Advanced Diploma in Accounts or its equivalent and Certified Public Accountancy three (3) year working experience.

ii) **In-Service**

By promotion of Assistant Accountant I with above mentioned qualifications plus four (4) years' experience.

**b) Duties and responsibilities**

- 1) Prepares annual budget in collaboration with the Planning Units.
- 2) Prepares Finance Reports (weekly, monthly and quarterly) for Management use.
- 3) Prepares bank reconciliation statements timely.
- 4) Prepares Finance Reports as IFRS and attend to audit queries during auditing.
- 5) Computerize and updates Accounting Programmes that are used for recording the University's Financial Transactions.
- 6) Participates in and prepare documents prior and after stock taking and asset verification.
- 7) Collects revenue and bank promptly.
- 8) Prepares documents for various payments.
- 9) Prepares income and expenditure statements for auditing purposes.
- 10) Prepares expenditures on daily basis.
- 11) Carry out procurements in line with the applicable procedures.
- 12) Performs any other such duties as assigned by Superiors.

**5.21.4 Accountant Grade I**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Holder Bachelor Degree in Accountancy or Advanced Diploma in Accounts or its equivalent and hold a CPA (T), CA, ACCA, and registered with NBAA in the category of Authorised Accountant three (3) year working experience.

ii) **In-Service**

By promotion of Accountant Grade II with at least one of the above mentioned qualifications and at least five (5) years of good service in that grade. Must also have an average of "B" performance evaluation.

**b) Duties and responsibilities**

1. Approves payment vouchers.
2. Participates in the preparation of final accounts.
3. Prepares monthly expenditures and revenue reports.
4. Supervises and ensures accuracy of duties assigned to junior Accounts Staff.
5. Writes tax invoices, pro forma invoices and checks.
6. Prepares cash accounts.
7. Reconciles accounts including bank transaction.
8. Performs any other duties as may be assigned by one's reporting officer.

**5.21.5 Senior Accountant II**

**a) Entry Mode**

i) **Direct Entry Qualifications**

As above or professional final stage Module E and working experience of not less than three (3) years.

ii) **In-Service**

By promotion of Accountant I with the above mentioned entry qualifications with at least four (4) years' experience.

**b) Duties responsibilities**

1. Reconciles accounting records
2. Corresponds with bankers, debtors and creditor
3. Assists the Senior Accounts Staff in the Supervision on the accounting.
4. Assists the Senior Accounts staff in preparation of Annual Financial Statements.
5. Provides in house training to junior Accountants Staff.
6. Participates in preparation of final Accounts
7. Reviews accounting activities carried out by the Accounts personnel
8. Supervises staff below him.
9. Performs any other duties as may be assigned by one's reporting officer.

**5.21.6 Senior Accountant I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of the above qualification with CPA (T), CA, ACCA, or its equivalent qualification recognized by NBAA and working experience of not less than seven (7) years in accounting field.

**ii) In-Service**

By promotion of Senior Accountant II with above mentioned direct entry qualification and at least four (4) years satisfactory service in that grade. Must also have an average of "B" performance evaluation since last promotion.

**b) Duties and responsibilities**

1. Authorises of payments.
2. May be appointed to Head of the Accounting functions.
3. Prepares and maintains payroll preparation.
4. Approves payment vouchers.
5. Coordinates the preparation of final accounts.
6. Facilitates final accounts auditing.
7. Promptly responds on Audit query pertaining to HKMU financial matters.
8. Prepares for Audit replies to Audit Report for management and Board of Directors.
9. Performs any other duties as assigned by one's reporting officer.

**5.21.7 Principal Accountant II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holders of CPA (T), CA, ACCA, and registered with NBAA in the category of Authorised Accountant, or publications that have contributed knowledge in accounting field recognized at national and international level. Must have working experience of not less than three (3) years.

**i) In-Service**

By promotion of an Senior Accountant I who has attained CPA or any other equivalent qualifications recognized by NBAA with at least four (4) years satisfactory service in that grade. Must also have an average of "B" performance evaluation.

**b) Duties and responsibilities**

1. Assists the Chief Accountant/Bursar in coordinating all activities of the Accounts Department.
2. May deputize as Chief Accountant/Bursar in their absence.
3. Maintains General Ledger Accounts and Journal Vouchers.
4. Prepares monthly statements of expenditure/monthly Trial Balances.
5. Ensures that all payments are made accordance with generally accepted accounting Principles and code allocation.
6. Monitors the preparation of Payrolls and salary payment thereof.
7. Checks the vote Book to know the daily balances before payments.
8. Prepares Annual accounts and periodical financial reports
9. Signatory to accounts.
10. Actively participates in the preparation of the University Budget.
11. Keeps of Register of cancelled cheques.
12. Ensures Cash and Bank documents are submitted to the cash and Bank Accountant for Accounts records.
13. Participates in preparation of Annual accounts.

**5.21.8 Principal Accountant I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

As above direct entry qualifications with contributions in the Accounting Field through publications recognized at national and international level and working experience of not less than twelve (12) years in accounting field.

**ii) In-Service**

By promotion of Principal Accountant II with at least four (4) years satisfactory service in that grade. Must also have an average of "B" performance evaluation since last promotion.

**b) Duties and responsibilities**

1. May be appointed to Head the Accounts Department.
2. Prepares of Final Accounts.
3. Coordinates Auditing of Final Accounts.
4. Files Bank pay in slips after examining carefully cash and cheques submitted.
5. Custodian of standing imprest for emergency needs.
6. Custodian of cheque books.
7. Verifies and keeps records of all fixed assets
8. Lists the yearly purchased fixed assets and classify them accordingly
9. Keeps and maintains Fixed Assets Register.
10. Prepares fixed assets schedules and depreciation thereon.
11. Liaises with Treasury on retirement benefits.
12. Compiles and reports on outstanding debts at the end of financial year.
13. Classifies the outstanding debts age-wise.
14. Checks various bills and follow up e.g. Electricity, Housing Rent, Water Bills, Telephone, etc.
15. Performs any other duties as assigned by one's reporting officer.

**5.22 SCHEMES OF SERVICE FOR MEDICAL ILLUSTRATORS**

***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Medical Illustrator Grade II	HKSS 6
Medical Illustrator Grade I	HKSS 7
Senior Medical Illustrator Grade II	HKSS 8
Senior Medical illustrator Grade I	HKSS 9
Principal Medical I Illustrator Grade II	HKSS 10
Principal Medical Illustrator Grade I	HKSS 11

***b) Method of entry and advancement***

**5.22.1 Medical Illustrator Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

By appointment of a candidate who has a diploma in Fine Arts or Graphic Design with a bias in Medical Illustration Technology. He or She must be knowledgeable in computer graphics.

**(ii) In-Service**

N/A

**b) Duties and responsibilities**

1. Studies the various working methods and systems of medical illustration applied within the unit.
2. Learns techniques for the mechanical reproduction of medical drawings and photographs (reproduction photography).
3. Prepares visual aids for teaching, publication and research.
4. Uses computer to design and reproduce artworks for teaching, research and publication.
5. Performs any other duties as may be assigned by the one's reporting officer.

**5.22.2 Medical Illustrator Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

By appointment of a candidate who has a diploma in Fine Arts or Graphic Design with a bias in Medical Illustration Technology. He or She must be knowledgeable in computer graphics and with not less than three (3) years' experience in similar field.

**(ii) In-Service**

By promotion of Medical Illustrator II who has scored "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Researches the various working methods and systems of medical illustration applied within the unit.
2. Researches the techniques for the mechanical reproduction of medical drawings and photographs (reproduction photography).
3. Prepares visual aids for teaching publication and research.
4. Uses computer to design and reproduce artworks for teaching research and publication.
5. Designs independently and relatively artworks demanding high degree of technical skills.
6. To execute any other duties as may be assigned by the one's reporting officer.

**5.22.3 Senior Medical Illustrator Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

By appointment of a candidate who has a diploma in Fine Arts or Graphic Design coupled with a minimum four (4) years as professional experience as a practicing artist, including evidence of printed artworks. He or She must possess knowledgeable in computer graphics.

**(ii) In-Service**

By promotion of Medical Illustrator I who has scored "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Illustrates hand-outs for medical students.
2. Prepares medical drawings from specimen/photographs taken from theatre sessions, dissertation.
3. Prepares graphic charts, maps and illustrations by using computer techniques.
4. Execute any other duties as may be assigned by the one's reporting officer.

**5.22.4 Senior Medical illustrator Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

By appointment of a suitable candidate who has a degree in Fine Arts or Graphic Design coupled with a minimum five (5) years of professional experience as a practicing artist, including evidence of printed artworks. He or She must possess knowledgeable in computer graphics.

**(ii) In-Service**

By promotion of Senior Medical Illustrator II who has scored "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Illustrates hand-outs for medical students.
2. Prepares medical drawings from specimen/photographs taken from theatre sessions, dissertation.
3. Prepares graphic charts, maps and illustrations by using computer techniques.
4. Performs any other duties as may be required by the head.

**5.22.5 Principal Medical I Illustrator Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

By appointment of a suitable candidate who has a degree in Fine Arts or Graphic Design coupled with a minimum seven (7) years in similar field of professional experience as a practicing artist, including evidence of printed artworks. He or She must possess knowledgeable in computer graphics.

**(ii) In-Service**

By promotion of Senior Medical Illustrator I who has scored "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Illustrates hand-outs for medical students.

2. Prepares medical drawings from specimen/photographs taken from theatre sessions, dissertation.
3. Prepares drawings or visual aids from medical photographs and other sources.
4. Prepares graphic charts, maps and illustrations by using computer techniques.
5. Performs any other duties as may be assigned by the one's reporting officer.

#### **5.22.6 Principal Medical Illustrator Grade I**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of fine art/Graphic Design degree coupled with practical experience in medical illustration technology of not less than nine (9) years.

###### **(ii) In-Service**

By promotion of Principal Medical Illustrator II who has scored "B" grade in performance appraisal after serving in that position for at least four (4) years.

##### **b) Duties and responsibilities**

1. Designs book covers leaflets, book jackets and brochures.
2. Prepares layouts for books, and other complex typographic layouts.
3. Be responsible for the purchase of graphic material.
4. Performs any other duties as may be assigned by one's reporting officer.

### **5.23 SCHEMES OF SERVICE FOR MARKETING, LINKAGES AND PUBLIC RELATIONS OFFICERS**

#### **a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Marketing, Linkages and Public Relations Officer Grade II	HKSS 9
Marketing, Linkages and Public Relations Officer Grade I	HKSS 10
Senior Marketing, Linkages and Public Relations Officer Grade II	HKSS 11
Senior Marketing, Linkages and Public Relations Officer Grade I	HKSS 12
Principal Marketing, Linkages and Public Relations Officer Grade II	HKSS 13
Principal Marketing, Linkages and Public Relations Officer Grade I	HKSS 14

#### **b) Method of Entry and advancement**

##### **5.23.1 Marketing, Linkages and Public Relations Officer Grade II**

###### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of University Bachelor degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication.

###### **(ii) In-Service**

N/A

**b) Duties and responsibilities**

1. Assists in manning exhibitions stand (e.g. Trade Fairs, Open day exhibitions).
2. Assists in facilitating conferences, seminars, ceremonies, etc.
3. Assists in the production of mass media programmes.
4. Maintains photographic records.
5. Performs any other duties as may be assigned by one's reporting officer.

**5.23.2 Marketing, Linkages and Public Relations Officer Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of University Bachelor degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication with at least three (3) years of relevant working experience in similar position.

**(ii) In-Service**

By promotion of Marketing, Linkages and Public Relations Officer II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four years.

**b) Duties and responsibilities**

1. Assists in the routine public relations activities such as the compiling features for the University Newsletter.
2. Carries out of photographic assignments and handling of advertisements.
3. Reports public comments and concerns about the University to one's superiors.
4. Assists in the liaising with mass media on press matters.
5. Assists in organising official functions, tours and protocol.
6. Assists in marketing of the University products.
7. Organizes Alumni events.
8. Performs any other related duties as may be assigned by the one's reporting officer.

**5.23.3 Senior Marketing, Linkages and Public Relations Officer Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of University Bachelor degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication with at least four (4) years of relevant working experience in similar position.

**(ii) In-Service**

By promotion of Marketing, Linkages and Public Relations Officer I who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four years.

**b) Duties and responsibilities**

1. Collects and sub-edits materials for radio programmes and the University newsletter.
2. Arranges radio talk shows/interviews for University officials.
3. Edits press materials collected and sub-edited by Public Relation Officers.
4. Analyses public criticisms, complaints.
5. Produces and distributes calendars, greeting cards and posters.
6. Participates in handling protocol and travel arrangements for the University dignitaries.
7. Performs any other duties as may be assigned by one's reporting officer.

#### **5.23.4 Senior Marketing, Linkages and Public Relations Officer Grade I**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of University Master degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication with at least five (5) years of relevant working experience in similar position.

###### **(ii) In-Service**

By promotion of Senior Marketing, Linkages and Public Relations Officer II who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four years and has obtained a Master's degree or postgraduate in similar field.

##### **b) Duties and responsibilities**

1. Participates in preparing the Public Relation's budget.
2. Prepares different reports of the Unit.
3. Predicts events basing on the analysis of situations in the University.
4. Performs any other related duties that may be assigned by the one's reporting officer.

#### **5.23.5 Principal Marketing, Linkages and Public Relations Officer Grade II**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of University Master degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication with at least seven (7) years of relevant working experience in similar position.

###### **(ii) In-Service**

By promotion of Senior Marketing, Linkages and Public Relations Officer I who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a Master's degree or postgraduate in similar field.

##### **b) Duties and responsibilities**

1. Analyses public complaints, criticism and enquiries with a view to improve and promoting the University Public image by suggesting to Management on the appropriate remedial action.
2. Plans and edits the University public relations publications.
3. Undertakes advertising activities in the press.
4. Organises University/College participation in trade fair and similar events.
5. Supervises and trains junior staff.
6. Performs any other duties as may be assigned by one's reporting officer.

#### **5.23.6 Principal Marketing, Linkages and Public Relations Officer Grade I**

##### **a) Entry Mode**

###### **(i) Direct Entry Qualifications**

Holder of Master degree in Journalism, Mass Communication, Public Relations, Social Sciences with a major in communication plus nine (9) years of relevant working experience in similar position.

**(ii) In-Service**

By interviewing the Principal Public Relations Officer II who has shown potential to shoulder higher responsibilities, has scored an average of "B" grade in performance appraisal after serving in that position for at least four (4) years and has obtained a Master's degree or postgraduate in similar field.

**b) Duties and responsibilities**

1. Prepare speeches for top University executives for University functions.
2. Arrange with media the Joint Media programmes.
3. Handles the media such as responding to enquires, facilitate coverage of important events to the media, arrange interviews with journalists prepare and distribute news release.
4. Keeps an eye on public opinion about the University and reports public criticisms and complains to the superiors.
5. Edits and arranges the production of the University Newsletter.
6. Liaises with printers to ensure timely production of public relations materials.
7. Organises conferences, seminars, ceremonies, etc. for the University.
8. Arranges for radio/TV interviews for the University officials.
9. Organises special events such as exhibitions, Career day, Open day, visits etc.
10. Reports public concerns and comments to the Vice Chancellor.
11. Prepares and disseminates relevant information about the University to the public.
12. Performs any other duties as may be assigned by one's reporting officer.

**5.24 SCHEMES OF SERVICE FOR JANITORS**

**a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Janitor II	HKSS 8
Janitor I	HKSS 9
Senior Janitor II	HKSS 10
Senior Janitor I	HKSS 11
Principal Janitor II	HKSS 12
Principal Janitor I	HKSS 13

**b) Method of entry and advancement**

**5.24.1 Janitor II**

**(a) Entry Mode**

**(i) Direct Entry**

Holder of Diploma in Adult Education, Social Works, Home Economics or equivalent qualification from a recognized and reputable institution.

**(ii) In-Service Structure**

Not applicable

**(b) Duties**

1. Assists in supervising hall attendants.
2. Assists in enforcing students' rules and regulations.
3. Assists in keeping and maintaining proper residence records.
4. Assists in ensuring security in and around halls of residence.
5. Assists in administration of halls of residence affairs.

### **5.24.2 Janitor I**

#### **(a) Entry Mode**

##### **(i) Direct Entry**

Holder of Diploma in Adult Education, Social Works, Home Economics or equivalent qualification from a recognized and reputable institution with three (3) years relevant working experience in similar position.

##### **(ii) In-Service Structure**

By promotion of Janitor II who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

#### **(b) Duties**

1. In charge of all rooms, stores and common rooms in a hall of residence.
2. Enforces students' rules and regulations.
3. Assists in answering questions from students, delegates and other visitors who may require certain information.
4. Performs any other duties as may be assigned by one's reporting officer.

### **5.24.3 Senior Janitor II**

#### **(a) Entry Mode**

##### **(i) Direct Entry**

Holder of Diploma in Adult Education, Social works, Home Economics or equivalent qualification from a recognized and reputable institution with four (4) years relevant working experience in similar position.

##### **(ii) In-Service Structure**

By promotion of Janitor I who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

#### **(b) Duties**

1. Reports to Estates Manager all items that need maintenance for the entire halls of residence, offices and compound.
2. Orders facilities needed for executing duties in the hall of residence.
3. Keeps records of the stores in halls of residence.
4. Supervises all the staff who under him/her.
5. Performs any other duties as may be assigned by one's reporting officer

### **5.24.4 Senior Janitor I**

#### **(a) Entry Mode**

##### **(i) Direct Entry/New Appointment**

Holder of Diploma in Adult Education, Social works, Home Economics or equivalent qualification from a recognized and reputable institution with five (5) years relevant working experience in similar position.

##### **(ii) In-Service Structure**

By promotion of Senior Janitor II who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

#### **(b) Duties**

1. Supervises hall attendants and cleaners.

2. Enforces students' rules and regulations.
3. Keeps and maintains proper residence records.
4. Administers security in and around halls of residence.
5. Assists in administration of halls of residence
6. Performs any other duties as may be assigned by one's reporting officer

#### **5.24.5 Principal Janitor II**

##### **(a) Entry Mode**

###### **(i) Direct Entry**

Holder of Diploma in Adult Education, Social works, Home Economics or equivalent qualification from a recognized and reputable institution with seven (7) years relevant working experience in similar position.

###### **(ii) In-Service Structure**

By promotion of Senior Janitor I who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four years.

##### **(b) Duties**

1. Handles problems of accommodation, catering, health, and recreation in respect of students in Halls of Residence.
2. Coordinates administrative matters pertaining to Halls of Residence.
3. Ensures that University By-Laws and regulations guiding the students' life in Halls of Residence are being observed.
4. Takes necessary action where such By-Laws and regulations are violated.
5. Performs any other duties as may be assigned by one's reporting officer.

#### **5.24.6 Principal Janitor I**

##### **(a) Entry Mode**

###### **(i) Direct Entry**

Holder of Diploma in Adult Education, Social works, Home Economics or equivalent qualification from a recognised and reputable institution with seven (7) years relevant working experience in similar position.

###### **(ii) In-Service Structure**

By promotion of Principal Janitor II who has scored at least "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

##### **(b) Duties**

1. In-charge of all stores in the halls of residence.
2. Supervises all Janitors in the halls of residence.
3. Maintains good working relations between students and all staff in the halls of residence.
4. Ensures that proper conduct and ethics of residence are maintained by the halls staff and students.
5. Ensures cleanliness of halls of residence, rooms and grounds.

6. Ensures that students are given provisions as may be determined from time to time.
7. Supervises the students' welfare in their halls of residence.
8. Ensures that the rehabilitation/maintenance of halls of residence is done accordingly.
9. Performs any other duties as may be assigned by one's reporting officer.

## 5.25 SCHEMES OF SERVICE FOR COUNSELLORS (STUDENT DEVELOPMENT AND COUNSELLING SERVICES)

### a) Posts and Salary Scales

Post	Salary Scale
Counsellor II	HKSS 8
Counsellor I	HKSS 9
Senior Counsellor II	HKSS 10
Senior Counsellor I	HKSS 11
Principal Counsellor II	HKSS 12
Principal Counsellor I	HKSS 13

### b) Method of entry and advancement

#### 5.25.1 Counsellor II

##### (c) Entry Mode

##### (iii) Direct Entry

Holder of a Bachelor Degree in Counselling, Educational Psychology, Social Work or in any relevant from a recognized and reputable Institution.

##### (iv) In Service Structure

Not applicable

##### (d) Duties

1. Participates in the orientation week to assist new students to acclimatise and settle in.
2. Coordinates Schools, Institutes and Colleges to conduct career guidance and counselling
3. Conducts Students gender Sensitization
4. Coordinates academic counselling to students in collaboration with academic advisors
5. Performs any other related duties as may be assigned by one's reporting officer.

#### 5.25.2 Counsellor I

##### (c) Entry Mode

##### (iii) Direct Entry

Holder of a Bachelor Degree in Counselling, Educational Psychology, Social Work and any relevant field from a recognized and reputable Institution and relevant working experience of at least three (3) years in a recognized and reputable experience.

##### (iv) In Service Structure

By promotion of counsellor II who has scored "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

##### (d) Duties

1. Participates in the orientation week to assist new students to acclimatise and settle in.
2. Coordinates Schools, Institutes and Colleges to conduct career guidance and counselling.
3. Conducts gender sensitization among students.
4. Coordinates academic counselling to students in collaboration with academic advisors.
5. Performs any other related duties as may be assigned by one's reporting officer.

### **5.25.3 Senior Counsellor II**

#### **(c) Entry Mode**

##### **(iii) Direct Entry**

Holder of a Master Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work, Clinical Psychology and any relevant field from a recognized and reputable Institution and relevant working experience of at least four (4) years in a recognized and reputable Institution.

##### **(iv) In-Service Structure**

By promotion of Counsellor I who has scored average "B" performance in OPRAS after serving in that position for a minimum of four (4) years.

#### **(d) Duties and responsibilities**

- (i) Raises individual self-esteem, self-confident, self- realization and self-actualisation for themselves and others through training
- (ii) Performs orientation week for all 1st year students
- (iii) Sensitises and coordinates Schools, Institutes and Colleges to conduct career guidance and counselling
- (iv) Conducts Students gender Sensitisation
- (v) Coordinates academic counselling to students in collaboration with academic advisors
- (vi) Performs any other related duties as may be assigned by one's reporting officer.

### **5.25.4 Senior Counsellor I**

#### **(c) Entry Mode**

##### **(iii) Direct Entry**

Holder of a Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work, Clinical Psychology and any relevant field from a recognized and reputable Institution and relevant working experience of at least five (5) years in a recognized and reputable Institution.

##### **(iv) In-Service Structure**

By promotion of senior counsellor II who has scored average performance (Score of 3.6 to 1) in OPRAS after serving in that position for a minimum of four (4) years.

**(d) Duties and responsibilities**

- (i) Raises individual self-esteem, self-concept, self-realisation and self-actualisation for themselves and others through training
- (ii) Performs orientation week for all 1st year students
- (iii) Sensitizes and coordinates Schools, Institutes and Colleges to conduct career guidance and counselling
- (iv) Conducts Students gender Sensitisation
- (v) Coordinates academic counselling to students in collaboration with academic advisors
- (vi) Performs any other related duties as may be assigned by one's reporting officer.

**5.25.5 Principal Counsellor II**

**(c) Entry Mode**

**(iii) Direct Entry**

Holder of Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work or Clinical Psychology from a recognized and reputable Institution or equivalent qualifications with at least seven (7) years relevant working experience in a reputable Institution.

**(iv) In-Service Structure**

By promotion of Senior Counsellor I who has scored "B" average performance in OPRAS after serving in that position for a minimum of four (4) years.

**(d) Duties**

- (i) Raises individual self-esteem, self-concept, self-realisation and self-actualisation for themselves and others through training
- (ii) Performs orientation week for all 1st year students
- (iii) Sensitizes and coordinates Schools, Institutes and Colleges to conduct career guidance and counselling
- (iv) Conducts Students gender Sensitisation
- (v) Coordinates academic counselling to students in collaboration with academic advisors
- (vi) Supervises junior staff under his/her jurisdiction
- (vii) Performs any other related duties as may be assigned by one's reporting officer.

**5.25.6 Principal Counsellor I**

**(c) Entry Mode**

**(iii) Direct Entry**

Holder of Master's Degree in Counselling, Applied Social Psychology, Educational Psychology, Social Work or Clinical Psychology from a recognized and reputable Institution or equivalent qualifications with at least nine (9) years relevant working experience in a reputable Institution.

**(iv) In-Service Structure**

By promotion of Principal Counsellor II who has scored average "B" performance in OPRAS after serving in that position for a minimum of four (4) years.

**(d) Duties**

- (i) Raises individual self-esteem, self-concept, self- realisation and self-actualization for themselves and others through training
- (ii) Performs orientation week for all 1st year students
- (iii) Sensitises and coordinates Schools, Institutes and Colleges to conduct career guidance and counselling
- (iv) Conducts Students gender Sensitisation
- (v) Coordinates academic counselling to students in collaboration with academic advisors
- (vi) Supervises junior staff under his/he jurisdiction
- (vii) Advises the Dean of students on counselling related matters
- (viii) Advises the Dean of students on University counselling policies, procedures and regulations
- (ix) Performs any other related duties as may be assigned by one's reporting officer.

**5.26 SCHEMES OF SERVICE FOR RECORDS MANAGEMENT ASSISTANTS**

***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Records Management Assistant Grade II	HKSS 1
Records Management Assistant Grade I	HKSS 2
Senior Records Management Assistant	HKSS 3
Principal Records Management Assistant	HKSS 4

***b) Method of entry and advancement***

**5.26.1 Records Management Assistant Grade II**

**a) Mode of Entry**

i) Direct Entry Qualifications

Holder of form VI Examination Certificate with Records Management Certificate provided by Tanzania Public service College or any other recognized institution.

i) **In-Service**

N/A

**b) Duties and responsibilities**

1. Opens new files and index cards as directed by supervisor.
2. Searches for files and documents needed by users.
3. Files correspondence and other documents into the appropriate files.
4. Maintains an up to date register of office files.
5. Copies and attaches correspondences to relevant files as required.
6. Reviews pending correspondences and listing files required for filing.
7. Ensures that received documents are properly managed.
8. Process, scan and index records.
9. Ensure access to records with permission to authorized personnel.
10. Make available of all records for viewing and processing for the concerned personnel.
11. Coordinate with other departments in maintaining and managing records, reports and documents.
12. Performs any other duties as assigned by relevant authority.

### **5.26.2 Records Management Assistant I**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Diploma in Records Management provided from Tanzania Public Service College or any other recognized institution; computer skills and working experience of not less than three (3) years.

ii) **In-Service**

By promotion of Records Management Assistant II, with working experience of not less than four years. Must also have attained a "B" grade performance evaluation since last promotion.

**b) Duties and responsibilities**

1. As for Records Management Assistant II
2. Receives correspondences and files sent by dispatch book.
3. Classifies and boxes documents for office uses.
4. Classifies and reconciles records to suit the need of users.
5. Monitors the movement of received documents.
6. Classifies and interprets received documents for office uses.
7. Sorts out going correspondence in accordance with instructions or established means of dispatch.
8. Dispatches outgoing mails (e.g. to post office) in time.
9. Assembles flimsy copies and files ready for monthly circulation to listed officers.
10. Perform any clerical duties as assigned by relevant authority.

### **5.26.3 Senior Records Management Assistant**

**a) Entry Mode**

i) **Direct Entry Qualifications**

Diploma in Records Management provided by Tanzania Public Service College or any other recognized institution with computer knowledge and working experience of not less than four (4) years.

ii) **In-Service**

By promotion from Records Management Assistant I with good working performance of at least grade "B" scores in performance appraisal and at least four (4) years working experience from the last promotion.

b) **Duties and responsibilities**

1. Sorts outgoing correspondence in accordance with instructions or established dispatch methods.
2. Maintains a register of files sent out to or received from various officers.
3. Makes timely dispatching of outgoing mails (e.g. to post office).
4. Prepares flimsy copies and files ready for monthly circulation to listed officers.
5. Supervises duties assigned to junior records management assistants.
6. Arranges office accommodation and is responsible for acquisition and supply of office equipment and Stationery.
7. Prepares staff list for various office uses.
8. Assists Senior Human Resources and Administrative Officers in maintaining consolidated personnel records.
9. Maintains register for new appointments, resignations, dismissals, terminations, and deaths.
10. Instructs junior staffs on proper execution of their duties.
11. Performs any other duties as assigned by relevant authority.

#### **5.26.4 Principal Records Management Assistant**

a) **Entry Mode**

i) **Direct Entry Qualification**

Ordinary Diploma in Records Management obtained from Tanzania Public Service College or any other recognized institution with working experience of not less than nine (9) years and computer knowledge.

ii) **In-Service**

By promotion of records management assistant with at least a minimum of four (4) years satisfactory service. Must also have an average of "B" performance evaluation since last promotion.

b) **Duties and responsibilities**

As for senior records management assistant with added supervisory and administrative duties i.e.

1. Oversee the management of electronic and/or paper-based information.
2. Identifies the most appropriate records management resources.
3. Designs and develop filing systems, business classification schemes and undertake records surveys.
4. Sets up and review documenting records systems.
5. Provides consultancy and training services on the management of University records and its units
6. Oversees record management policy of the University
7. Oversees the switch from paper to electronic record-keeping.

8. Overall supervisor of Records Management Officers and Assistants..
9. Deals with enquiries and requests for information from both internal and external clients.
10. Any other relevant duties as may be assigned from time to time by relevant authority.

## **5.27 SCHEMES OF SERVICE FOR ARTISANS**

### ***a) Posts and Salary Scales***

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Artisan Grade II	HKSS 5
Artisan Grade I	HKSS 6
Senior Artisan II	HKSS 7
Senior Artisan I	HKSS 8
Principal Artisan II	HKSS 9
Principal Artisan I	HKSS 10

### ***b) Method of entry and advancement***

#### **5.27.1 Artisan Grade II**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field plus ICT skills;  
OR holder of Form IV/VI Certificate with Trade Test II in the relevant field.

##### **(ii) In-Service Structure**

N/A

##### **b) Duties and responsibilities**

1. Performs specified craft jobs under supervision.
2. Performs routine technical cleaning of the work environment.
3. Takes care of tools and equipment.
4. Assists in operational repairs of machinery and buildings.
5. Assists in fitting and turning.
6. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.27.2 Artisan Grade I**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field and working experience of at least three (3) years in a similar position.

##### **(ii) In-Service**

By promotion of Artisan II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years. Those with Trade Test III must have obtained Trade test II.

##### **b) Duties and responsibilities**

1. Carries out specified technical jobs, which require high skill/craftsmanship with moderate supervision.
2. Repairs and does maintenance of facilities.
3. Performs any other duties as may be assigned by the one's reporting officer.

### **5.27.3 Senior Artisan II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field and working experience of at least four (4) years in a similar position.

##### **(ii) In-Service**

By promotion of Artisan I who has scored a minimum of B grade in performance appraisal after serving in that position for at least four (4) years and has obtained Trade Test I in relevant field.

#### **b) Duties and responsibilities**

1. Performs with minimum supervision large technical jobs requiring high level of skills/craftsmanship.
2. Maintains, overhauls and installs simple equipment.
3. Assists the manager in planning and supervising of routine (Functional) roles.
4. Performs any other duties as may be assigned by one's reporting officer.

### **5.27.4 Senior Artisan I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field and working experience of at least five (5) years in a similar position.

##### **(ii) In-Service**

By promotion of Senior Artisan II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Supervises and co-ordinates activities of Artisans as may be directed by Senior Technical Staff.
2. Conducts on the job training for junior artisans.
3. Performs any other duties as may be assigned by one's reporting officer.

### **5.27.5 Principal Artisan II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field and working experience of at least seven (7) years in a similar position.

##### **(ii) In-Service**

By promotion of Senior Artisan I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four years.

#### **b) Duties and responsibilities**

1. Supervises and co-ordinates activities of Artisans.
2. Conducts on the job training of junior Artisans.
3. Participates in report writing.
4. Plans and supervises routine works.
5. Handles operational repairs of machinery, facilities, buildings and infrastructure.
6. Performs any other related duties as may be assigned by one's reporting officer.

#### **5.27.6 Principal Artisan I**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV/VI Certificate with Trade Test Grade I in the relevant field and working experience of at least nine (9) years in a similar position.

##### **(ii) In-Service**

By promotion of Principal Artisan II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

##### **b) Duties and responsibilities**

1. Supervises and co-ordinates activities of Artisans.
2. Conducts on the job training of junior Artisans.
3. Participates in report writing.
4. Plans and supervises routine works.
5. Carries out operational repairs of machinery, facilities, buildings and infrastructures.
6. Performs any other related duties as may be assigned by one's reporting officer.

### **5.28 SCHEMES OF SERVICE FOR LABORATORY ASSISTANTS**

#### **a) Posts and Salary Scales**

<b>Post</b>	<b>Salary Scale</b>
Laboratory Assistant Grade II	HKSS 5
Laboratory Assistant Grade I	HKSS 6
Senior Laboratory Assistant Grade II	HKSS 7
Senior Laboratory Assistant Grade I	HKSS 8
Principal Laboratory Assistant Grade II	HKSS 19
Principal Laboratory Assistant Grade I	HKSS 10

#### ***b) Method of entry and advancement***

##### **5.28.1 Laboratory Assistant Grade II**

##### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects in Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field.

##### **(ii) In-Service Structure**

N/A

##### **b) Duties and responsibilities**

1. Performs specified laboratory jobs under close supervision.
2. Performs general cleaning of laboratory glassware.

3. Takes care of instruments and equipment in the laboratory.
4. Performs any other duties as may be assigned by one's reporting officer.

### **5.28.2 Laboratory Assistant Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects plus a two-year Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field plus three (3) years relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of Laboratory Assistant II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Performs specified laboratory jobs, which require high skills under minimum supervision.
2. Helps in setting of practical classes under guidance of a qualified technician.
3. Performs any other duties as may be assigned by one's reporting officer.

### **5.28.3 Senior Laboratory Assistant Grade II**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects plus a two-year Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field. Plus four (4) years relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of Laboratory Assistant I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Performs specified laboratory jobs which require high skills under minimum supervision.
2. Participates in preparation of practical classes and performs consultancy activities in collaboration with a qualified technician.
3. Performs maintenance and service work on simple laboratory equipment.
4. Performs any other duties as may be directed by one's reporting officer.

### **5.28.4 Senior Laboratory Assistant Grade I**

#### **a) Entry Mode**

##### **(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects plus a two-year Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field plus five (5) years relevant working experience in similar position.

##### **(ii) In-Service**

By promotion of Senior Laboratory Assistant II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least three (3) years.

**b) Duties and responsibilities**

1. Performs independently, laboratory jobs requiring high level of skills and techniques.
2. Performs maintenance and service work on relatively sophisticated laboratory equipment.
3. Assists in guiding and supervision of junior staff in their jobs.
4. Performs any other duties as may be directed by one's reporting officer.

**5.28.5 Principal Laboratory Assistant Grade II**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects plus a two-year Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field. Plus seven (7) years relevant working experience in similar position.

**(ii) In-Service**

By promotion of Senior Laboratory Assistant I who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four years.

**b) Duties and responsibilities**

1. Assists the Principal Laboratory Assistant I in carrying out specific laboratory work requiring high degree of understanding and skills.
2. Assists the Principal Laboratory Assistant I in supervising and conducting on the job training for junior laboratory assistants.
3. Performs any other duties as may be directed by one's reporting officer.

**5.28.6 Principal Laboratory Assistant Grade I**

**a) Entry Mode**

**(i) Direct Entry Qualifications**

Holder of Form IV Certificate with relevant Science subjects plus a two-year Medical Laboratory Assistants Certificate/Trade Test I in the appropriate field plus nine (9) years relevant working experience in similar position.

**(ii) In-Service**

By promotion of Principal Laboratory Assistant II who has scored a minimum of "B" grade in performance appraisal after serving in that position for at least four (4) years.

**b) Duties and responsibilities**

1. Assists in carrying out specific laboratory work.
2. Assists in supervising and conducting on-the-job training for junior staff.
3. Assists in maintenance, servicing and repair of laboratory equipment and facilities.
4. Performs any other related duties as may be assigned by one's reporting officer.

**5.29 SCHEMES OF SERVICE FOR TECHNICIANS**

**a) Posts and Salary Scales**

<b>POST</b>	<b>SALARY SCALE</b>
Technician II	HKSS 5
Technician I	HKSS 6

Senior Technician II	HKSS 7
Senior Technician I	HKSS 8
Principal Technician II	HKSS 19
Principal Technician I	HKSS 10

***b) Method of entry and advancement***

**5.29.1 Technician II**

**a) Entry Mode**

**i) Direct Entry Qualifications**

Holder of Technician Certificate (NTA level 5 or equivalent) in relevant field from the institution recognised by National Council for Technical Education (NACTE).

**ii) In service**

N/A

**b) Duties and responsibilities**

1. Perform plumbing/electrical works including installation and fixing broken units.
2. Ensure the electrical and plumbing systems are operating properly.
3. To identify and report on areas that need rehabilitation including the quantity of material required for repair work.
4. Identify likely defects that might cause damage in electric or plumbing systems.
5. Ensure maintenance of electrical and plumbing systems at office, staff and hostel buildings.
6. Any other duties as assigned by his/he senior officers/supervisors.

**5.29.2 Technician I**

**a) Entry Mode**

**i) Direct Entry Qualifications**

By recruitment of the holders of Ordinary Diploma (NTA level 6 or its equivalent) in the field from any recognized institution plus three years' experience.

**ii) In-Service**

By promotion of holders of technicians II who have completed an Ordinary Diploma (NTA Level 6 or its equivalent) after serving for 4 years with good performance scores at Technician II.

**b) Duties and responsibilities**

1. Carry out all duties and responsibilities as for Technician II
2. Assess and advice on the quality of work done by junior technicians or hired technicians (if any).
3. Follow up during implementation of construction project so as to ensure value for money paid.
4. Assist in designing of drawings of various structures.
5. Any other duties as assigned by his/her senior officers/supervisors

### **5.29.3 Senior Technician II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

By recruitment of holders of Ordinary Diploma (NTA level 6 or its equivalent) and working experience of not less than 4 years.

##### **ii) In-Service**

By promotion on merit of electrical/plumbing Technicians who has completed at least four (4) years satisfactory service in that grade with an average of grade "B" in annual performance evaluation since last promotion.

#### **b) Duties and responsibilities**

1. Carry out minor repair works.
2. Estimate cost of material for minor projects and installations.
3. Supervise the duties allocated to junior technicians.
4. Ensure proper operation and maintenance of systems.
5. Detect dangerous defects in systems prior to their occurrence.
6. Prepare technical proposal for minor works.
7. Inspect and assess the quality of repair work.
8. Supervise labourers.
9. Any other duties as may be assigned from time to time by his/her senior officers/supervisors

### **5.29.4 Senior Technician I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

By recruitment of holders of one of the above direct entry qualifications and working experience of not less than five (5) years.

##### **ii) In-Service**

By promotion on merit of Technicians who has completed at least five (5) years satisfactory service in that grade with an average grade of "B" in annual performance evaluation since last promotion.

#### **b) Duties and responsibilities**

As technician grade I above and the following added responsibilities:

1. Prepare estimates of material needed for maintenance and repair works.
2. Prepare the action plan for implementation of duties related to electrical and plumbing activities.
3. Supervise junior technicians.
4. Any other duties as may be assigned from time to time by his/her senior officers/supervisors.

### **5.29.5 Principal Technician II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

By recruitment of holders of one of the above direct entry qualifications and working experience of not less than seven (7) years.

##### **ii) In-Service**

By promotion on merit of electrical/plumbing Technicians who has completed at least four (4) years satisfactory service in that grade with an average grade of 'B' in annual performance evaluation since last promotion.

#### **b) Duties and responsibilities**

1. Prepare simple designs.
2. Coordinate all duties assigned to junior technicians.
3. Ensure proper implementation of duties related to maintenance and repair of systems as per established standards.
4. Prepare and advice top management on proper general maintenance and repair programme.
5. Coordinate maintenance projects and advise management on necessary changes that might improve the work done.
6. Prepare project implementation report and advice to management on quarterly basis.
7. Prepare completion of work certificate and advise management properly before making payments.
8. Any other duties as may be assigned from time to time by his/her senior officers/supervisors.

### **5.29.6 Principal Technician I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

Holder of Full Technician Certificate (FTC), Ordinary Diploma in Technical studies I & II or any other relevant Diploma from the recognized institution Plus nine (9) years of relevant working

##### **ii) In-Service**

By promotion of Principal Technician II who has scored a minimum of 'B' grade in performance appraisal after serving in that position for at least four (4) years.

#### **b) Duties and responsibilities**

1. Liaise with academic and administrative staff on matters pertaining to smooth operation of students' practical, research and consultancy activities in the respective area.
2. Prepare simple designs.
3. Coordinate all duties assigned to junior technicians.
4. Ensure proper implementation of duties related to maintenance and repair of systems as per established standards.

5. Prepare and advice top management on proper general maintenance and repair program.
6. Coordinate maintenance projects and advise management on necessary changes that might improve the work done.
7. Prepare project implementation report and advice to management on quarterly basis.
8. Prepare completion of work certificate and advise management properly before making payments.
9. Liaise with procurement office for the acquisition and control of technical materials.
10. Advise on practical, research and consultancy related to the respective laboratory.
11. Plan and implement activities in the technical Unit/University.
12. Ensure and institute safety procedures in the University.
13. Any other duties as may be assigned by the Vice Chancellor from time to time.

### **5.30 SCHEMES OF SERVICE FOR DRIVERS**

#### ***a) Posts and Salary Scales***

<b>Post</b>	<b>Salary Scale</b>
Driver Grade II	HKSS 3
Driver Grade I	HKSS 4
Senior Driver	HKSS 5
Principal Diver	HKSS 6

#### ***b) Method of Entry and advancement***

### **5.30.1 Driver II**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

The candidate must be not less than 25 years old and has successfully completed Form IV Secondary Education with passes in Swahili and English, a valid Class C Driving License, possession of Trade Test II Certificate from recognized institute.

##### **ii) In-Service**

N/A

#### **b) Duties and responsibilities**

1. Drives University vehicles safely.
2. Maintains and keeps up-to-date log-books.
3. Ensures that valid documents are obtained prior to commencing any journey
4. Ensure safety of passenger (s) during driving
5. Ensures safe-keeping of the vehicle and its tools
6. Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport officer
7. Maintains disciplined behaviour, smartness and proper conduct in rendering services.
8. Maintains cleanliness of the vehicle and tools
9. Adheres to vehicle Maintenance Schedules
10. Reports promptly any defects or problems detected in the vehicle.
11. Undertakes minor repairs when necessary.
12. Performs messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents

13. Checks validity of insurance, TLB, Plying fees etc. and reports the same to the Transport Officer for necessary action.
14. Performs any other related duties as may be assigned by one's reporting officer.

### **5.30.2 Driver Grade I**

#### **a) Entry Mode**

##### **i) Direct Entry Qualifications**

The candidate must be not less than 25 with form IV certificate and credit passes in Swahili and English. Must have a valid Class C Driving License and Advanced Drivers Certificate Grade II from any recognized institution and working experience of not less than three years without causing an accident.

##### **ii) In-Service**

By promotion of Driver II who has successfully completed a minimum of four (4) years in that grade. Must also have an average of "B" performance evaluation since last grade.

#### **b) Duties and responsibilities**

1. Supervises his/her junior drivers
  2. Drives University vehicles safely.
  3. Maintains and keeps up-to-date log-books.
  4. Ensures that valid documents are obtained prior to commencing any journey
  5. Ensure safety of passenger (s) during driving
  6. Ensures safe-keeping of the vehicle and its tools
  7. Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport officer
  8. Maintains disciplined behaviour, smartness and proper conduct in rendering services.
  9. Maintains cleanliness of the vehicle and tools
  10. Adheres to vehicle Maintenance Schedules
  11. Reports promptly any defects or problems detected in the vehicle.
  12. Undertakes minor repairs when necessary.
  13. Performs messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents
  14. Checks validity of insurance, TLB, Plying fees etc. and reports the same to the Transport Officer for necessary action.
15. Performs any other related duties as may be assigned by one's reporting officer.

### **5.30.3 Senior Driver**

#### **a) Entry Mode**

##### **i) Direct entry Qualifications**

The candidate must be not less than 25 years of age with form IV certificate and credit passes in Swahili and English. Must have a valid Class C Driving License and Advanced Drivers Certificate Grade II from any recognized institution and working experience of not less than five years without causing an accident.

##### **ii) In-service**

By promotion of Driver I who has successfully completed the advance drivers course grade I. Must also have an average of 'B' performance evaluation since last grade, and working experience of four years in that grade.

c) **Duties and responsibilities**

1. Drives University vehicles for Directors and Deans
2. Maintains and keeps up-to-date log-books.
3. Ensures that valid documents are obtained prior to commencing any journey
4. Ensures safe-keeping of the vehicle and its tools.
5. Maintains disciplined behaviour, smartness and proper conduct in rendering services.
6. Maintains cleanliness of the vehicle and tools.
7. Adheres to Maintenance Schedules
8. Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport officer
9. Undertakes minor repairs when necessary.
10. Drives passenger buses and any other institutional vehicles.
11. Keeps record of movement of vehicles.
12. Diagnoses more complicated problems in the vehicle needing repair.
13. Advises on vehicle maintenance schedules.
14. Verifies repairs undertaken on vehicles.
15. Performs messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents
16. Checks validity of insurance, TLB, Plying fees, etc and reports the same to the Transport Officer for necessary action.
17. Performs any other related duties as may be assigned by one's reporting officer.

**5.30.5 Principal Diver**

a) **Entry Mode**

i) **Direct Entry Qualifications**

The candidate must be not less than 25 with form IV certificate and credit passes in Swahili and English. Must have a valid Class C Driving License and Advanced Drivers Certificate Grade II from any recognized institution and working experience of not less than nine (9) years without causing an accident.

ii) **In-service**

By promotion of Senior Driver I who has successfully completed the advance drivers course grade I. Must also have an average of "B" performance evaluation since last grade, and working experience of four (4) years in that grade.

b) **Duties and responsibilities**

1. Drives University vehicles for Executive Officers;
2. Maintains and keeps up-to-date log-books;
3. Ensures that valid documents are obtained prior to commencing any journey;
4. Ensure safety of passenger (s) during driving
5. Ensures safe-keeping of the vehicle and its tools;
6. Keeps motor vehicle in good running conditions and reports immediately faults and defects to Principal Administrative
7. officer;
8. Maintains disciplined behaviour, smartness and proper conduct in rendering services;
9. Maintains cleanliness of the vehicle and tools;
10. Reports promptly any defects or problems detected in the vehicle;
11. Undertakes minor repairs when necessary;
12. Drives passenger buses and any other institutional vehicles;
13. Keeps record of movement of vehicles;
14. Diagnoses more complicated problems in the vehicle needing repair;

15. Performs messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents;
16. Assists the Principal Administrative Officer in:
  - overseeing periodic service maintenance motor vehicles;
  - arranging oral and practical interviews for drivers;
  - checking logbooks and making sure fuel consumption corresponds with mileage;
  - following up on registration for new institutional vehicles;
  - following up on insurance of vehicles;
  - Keeping record of fuel consumption.
17. Reports on motor vehicle faults and supervise motor vehicle service and repair;
18. Performs any other related duties as may be assigned by one's reporting officer.

**Annex 1: HKMU SALARY STRUCTURE**

<b>SALARY SCALE</b>	<b>YEAR</b>	<b>MONTHLY SALARY</b>	<b>ANNUAL INCREMENET</b>
HKSS 1	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 2	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 3	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 4	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 5	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 6	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 7	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 8	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 19	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 10	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 11	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 12	Year 1		
	Year 2		
	Year 3		

	Year 4		
HKSS 13	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 14	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 15	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 16	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 17	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 18	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 19	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 20	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 21	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 22	Year 1		
	Year 2		
	Year 3		
	Year 4		
HKSS 23	Year 1		
	Year 2		
	Year 3		
	Year 4		

**Annex 2: SUMMARY OF ALL SCHEMES IN HIERARCHICAL ORDER**

**1. SCHEMES OF SERVICES FOR MANAGEMENT MEMBERS/DUTY POSTS**

<b>Post</b>	<b>Salary Scale</b>
Vice Chancellor (VC)	HKSS 23
DVC- Academic (DVCAC)	HKSS 22
DVC-Planning, Finance and Administration(DVCPFA)	HKSS 22
Director-Consultancy and Continuing Education and Outreach	HKSS 20-21
Director-Postgraduate Studies, Research and Publications (DPSRP)	HKSS 20-21
Director-Undergraduate Diplomas and Certificate studies	HKSS 20-21
School Deans/Institute Directors	HKSS 20-21
Corporate Counsel (CC)	HKSS 19
Chief Internal Auditor	HKSS 19
Chief Librarian	HKSS 19
Bursar (UB)	HKSS 19
Dean of Students	HKSS 19
Chairpersons of Academic Departments	HKSS 19
ICT Manager	HKSS 18
Human Resource Management and Administration Manager (HRAM)	HKSS 18
Procurement Manager	HKSS 18
Planning and Resource Mobilisation Manager (PRMM)	HKSS 18
Estate Manager	HKSS 18
Marketing, Linkages and Public Relations Officer (MLPRO)	HKSS 18

## **2. SCHEMES OF SERVICE FOR ACADEMIC STAFF**

<b>Post</b>	<b>Salary Scale</b>
Tutorial Assistant/ Assistant Library Trainee	HKSS 16
Assistant Lecturer/ Assistant Librarian/ Assistant Research Fellow	HKSS 17
Lecturer/ Librarian/ Research Fellow	HKSS 18
Senior Lecturer/ Librarian/ Research Fellow	HKSS 19
Associate Professor/ Associate Research Professor/ Associate Library Professor	HKSS 20
Professor	HKSS 21

## **3. SCHEMES OF SERVICES FOR ADMINISTRATIVE AND SUPPORT STAFF**

### **3.1 SCHEME OF SERVICE FOR HUMAN RESOURCE MANAGEMENT OFFICERS**

<b>Posts</b>	<b>Salary Scale</b>
Human Resource Management Officer Grade II	HKSS 10
Human Resource Management Officer Grade I	HKSS 11
Senior Human Resource Management Officer Grade II	HKSS 12
Senior Human Resource Management Officer Grade I	HKSS 13
Principal Human Resource Management Officer Grade II	HKSS 14
Principal Human Resource Management Officer Grade I	HKSS 15

### **3.2 SCHEMES OF SERVICE FOR ESTATE OFFICERS**

<b>Post</b>	<b>Salary Scale</b>
Estate Officer Grade II	HKSS 10
Estate Officer Grade I	HKSS 11
Senior Estate Officer II	HKSS 12
Senior Estate Officer I	HKSS 13

Principal Estate Officer Grade II	HKSS 14
Principal Estate Officer Grade I	HKSS 15

### 3.3 SCHEMES OF SERVICE FOR HEALTH LABORATORY ENGINEERS/SCIENTISTS/SCIENTIFIC OFFICERS

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Health Laboratory Engineer/Scientist/Scientific Officer Grade II	HKSS 10
Health Laboratory Engineer/Scientist/Scientific Officer Grade I	HKSS 11
Senior Health Laboratory Engineer/Scientist/Scientific Officer II	HKSS 12
Senior Health Laboratory Engineer/Scientist/Scientific Officer I	HKSS 13
Principal Health Laboratory Engineer/Scientist/Scientific Officer II	HKSS 14
Principal Health Laboratory Engineer/Scientist/Scientific Officer I	HKSS 15

### 3.4 SCHEMES OF SERVICE FOR ENGINEERS

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Engineer Grade II	HKSS 10
Engineer Grade I	HKSS 11
Senior Engineer Grade II	HKSS 12
Senior Engineer Grade I	HKSS 13
Principal Engineer Grade II	HKSS 14
Principal Engineer Grade I	HKSS 15

### 3.5 SCHEMES OF SERVICE FOR SYSTEM ADMINISTRATORS

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Systems Administrator Grade II	HKSS 10
Systems Administrator Grade I	HKSS 11
Senior Systems Administrator Grade II	HKSS 12
Senior Systems Administrator Grade I	HKSS 13
Principal Systems Administrator Grade II	HKSS 14
Principal Systems Administrator Grade I	HKSS 15

### 3.6 SCHEMES OF SERVICE FOR COMPUTER PROGRAMMERS

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Computer Programmer II	HKSS 10
Computer Programmer I	HKSS 11
Senior Computer Programmer II	HKSS 12
Senior Computer Programmer I	HKSS 13
Principal Programmer II	HKSS 14
Principal Programmer I	HKSS 15

### 3.7 SCHEMES OF SERVICE FOR DATABASE OFFICERS

<b><i>Post</i></b>	<b><i>Salary Scale</i></b>
Database Officer II	HKSS 10
Database Officer I	HKSS 11

Senior Database Officer II	HKSS 12
Senior Database Officer I	HKSS 13
Principal Database Officer II	HKSS 14
Principal Database Officer I	HKSS 15

### 3.8 SCHEMES OF SERVICE FOR PLANNING OFFICERS

<b>Post</b>	<b>Salary Scale</b>
Planning Officer Grade II	HKSS 9
Planning Officer Grade I	HKSS 10
Senior Planning Officer Grade II	HKSS 11
Senior Planning Officer Grade I	HKSS 12
Principal Planning Officer Grade II	HKSS 13
Principal Planning Officer Grade I	HKSS 14

### 3.9 SCHEMES OF SERVICE FOR PROCUREMENT OFFICERS

<b>Post</b>	<b>Salary Scale</b>
Assistant Procurement Officer	HKSS 9
Procurement Officer	HKSS 10
Senior Procurement Officer II	HKSS 11
Senior Procurement Officer I	HKSS 12
Principal Procurement Officer II	HKSS 13
Principal Procurement Officer I	HKSS 14

### 3.10 SCHEMES OF SERVICE FOR ADMINISTRATIVE STAFF

<b>Post</b>	<b>Salary Scale</b>
Administrative Officer Grade II	HKSS 9
Administrative Officer Grade I	HKSS 10
Senior Administrative Officer Grade II	HKSS 11
Senior Administrative Officer Grade I	HKSS 12
Principal Administrative Officer Grade II	HKSS 13
Principal Administrative Officer Grade I	HKSS 14

### 3.11 SCHEMES OF SERVICE FOR INTERNAL AUDITORS

<b>Post</b>	<b>Salary Scale</b>
Internal Auditor Grade II	HKSS 9
Internal Auditor Grade I	HKSS 10
Senior Internal Auditor Grade II	HKSS 11
Senior Internal Auditor Grade I	HKSS 12
Principal Internal Auditor II	HKSS 13
Principal Internal Auditor I	HKSS 14

### 3.12 SCHEMES OF SERVICE FOR LEGAL OFFICERS

<b>Post</b>	<b>Salary Scale</b>
Legal Officer Grade II	HKSS 9
Legal Officer Grade I	HKSS 10
Senior Legal Officer Grade II	HKSS 11
Senior Legal Officer Grade I	HKSS 12

Principal Legal Officer Grade II	HKSS 13
Principal Legal Officer Grade I	HKSS 14

### 3.13 SCHEMES OF SERVICE FOR MARKETING, LINKAGES AND PUBLIC RELATIONS OFFICERS

Post	Salary Scale
Marketing, Linkages and Public Relations Officer Grade II	HKSS 9
Marketing, Linkages and Public Relations Officer Grade I	HKSS 10
Senior Marketing, Linkages and Public Relations Officer Grade II	HKSS 11
Senior Marketing, Linkages and Public Relations Officer Grade I	HKSS 12
Principal Marketing, Linkages and Public Relations Officer Grade II	HKSS 13
Principal Marketing, Linkages and Public Relations Officer Grade I	HKSS 14

### 3.14 SCHEMES OF SERVICE FOR JANITORS

Post	Salary Scale
Janitor II	HKSS 8
Janitor I	HKSS 9
Senior Janitor II	HKSS 10
Senior Janitor I	HKSS 11
Principal Janitor II	HKSS 12
Principal Janitor I	HKSS 13

### 3.15 SCHEMES OF SERVICE FOR WELFARE OFFICERS

Post	Salary Scale
Welfare Officer Grade II	HKSS 8
Welfare Officer Grade I	HKSS 9
Senior Welfare Officer Grade II	HKSS 10
Senior Welfare Officer Grade I	HKSS 11
Principal Welfare Officer Grade II	HKSS 12
Principal Welfare Officer Grade I	HKSS 13

### 3.16 SCHEMES OF SERVICE FOR WARDENS

Post	Salary Scale
Hostel Warden II	HKSS 8
Hostel Warden I	HKSS 9
Senior Hostel Warden II	HKSS 10
Senior Hostel Warden I	HKSS 11
Principal Hostel Warden II	HKSS 12
Principal Hostel Warden I	HKSS 13

### 3.17 SCHEMES OF SERVICE FOR COUNSELLORS (STUDENT DEVELOPMENT AND COUNSELLING SERVICES)

Post	Salary Scale
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Counsellor II	HKSS 8
Counsellor I	HKSS 9
Senior Counsellor II	HKSS 10
Senior Counsellor I	HKSS 11
Principal Counsellor II	HKSS 12
Principal Counsellor I	HKSS 13

### 3.18 SCHEMES OF SERVICE FOR PROSECTORS

Post	Salary Scale
Prosecutor Grade II	HKSS 7
Prosecutor Grade I	HKSS 8
Senior Prosecutor Grade II	HKSS 9
Senior Prosecutor Grade I	HKSS 10
Principal Prosecutor Grade II	HKSS 11
Principal Prosecutor Grade I	HKSS 12

### 3.19 SCHEMES OF SERVICE FOR LIBRARIANS

POST	SALARY SCALE
Librarian Grade II	HKSS 7
Librarian Grade I	HKSS 8
Senior Librarian Grade II	HKSS 9
Senior Librarian Grade I	HKSS 10
Principal Librarian Grade II	HKSS 11
Principal Librarian Grade I	HKSS 12

### 3.20 SCHEMES OF SERVICE FOR MEDICAL ILLUSTRATORS

Post	Salary Scale
Medical Illustrator Grade II	HKSS 6
Medical Illustrator Grade I	HKSS 7
Senior Medical Illustrator Grade II	HKSS 8
Senior Medical illustrator Grade I	HKSS 9
Principal Medical I Illustrator Grade II	HKSS 10
Principal Medical Illustrator Grade I	HKSS 11

### 3.21 SCHEMES OF SERVICE FOR PROCUREMENT AND SUPPLIES/STORES TECHNICIANS

Post	Salary Scale
Procurement & Supplies Assistant II	HKSS 5
Procurement & Supplies Assistant I	HKSS 6
Senior Procurement & Supplies Assistant II	HKSS 7

Senior Procurement & Supplies Assistant I	HKSS 8
Principal Procurement & Supplies Assistant II	HKSS 9
Principal Procurement & Supplies Assistant I	HKSS 10

### 3.22 SCHEMES OF SERVICE FOR ACCOUNTS STAFF

<b>Post</b>	<b>Salary Scale</b>
Accounts Assistant II	HKSS 5
Accounts Assistant I	HKSS 6
Assistant Accountant II	HKSS 7
Assistant Accountant I	HKSS 8
Accountant Grade II	HKSS 9
Accountant Grade I	HKSS 10
Senior Accountant II	HKSS 11
Senior Accountant I	HKSS 12
Principal Accountant II	HKSS 13
Principal Accountant I	HKSS 14

### 3.23 SCHEMES OF SERVICE FOR ARTISANS

<b>Post</b>	<b>Salary Scale</b>
Artisan Grade II	HKSS 5
Artisan Grade I	HKSS 6
Senior Artisan II	HKSS 7
Senior Artisan I	HKSS 8
Principal Artisan II	HKSS 9
Principal Artisan I	HKSS 10

### 3.24 SCHEMES OF SERVICE FOR LABORATORY ASSISTANTS

<b>Post</b>	<b>Salary Scale</b>
Laboratory Assistant Grade II	HKSS 5
Laboratory Assistant Grade I	HKSS 6
Senior Laboratory Assistant Grade II	HKSS 7
Senior Laboratory Assistant Grade I	HKSS 8
Principal Laboratory Assistant Grade II	HKSS 19
Principal Laboratory Assistant Grade I	HKSS 10

### 3.25 SCHEMES OF SERVICE FOR TECHNICIANS

<b>POST</b>	<b>SALARY SCALE</b>
Technician II	HKSS 5
Technician I	HKSS 6
Senior Technician II	HKSS 7
Senior Technician I	HKSS 8
Principal Technician II	HKSS 19
Principal Technician I	HKSS 10

### 3.26 SCHEMES OF SERVICE FOR DRIVERS

<b>Post</b>	<b>Salary Scale</b>
Driver Grade II	HKSS 3
Driver Grade I	HKSS 4
Senior Driver	HKSS 5
Principal Diver	HKSS 6

### 3.27 SCHEMES OF SERVICE FOR RECORDS MANAGEMENT ASSISTANTS

<b>Post</b>	<b>Salary Scale</b>
Records Management Assistant Grade II	HKSS 1
Records Management Assistant Grade I	HKSS 2
Senior Records Management Assistant	HKSS 3
Principal Records Management Assistant	HKSS 4

*This scheme of service was approved by the Board of Kairuki Health and Education Network at its meeting held on 23<sup>rd</sup> April 2021. The scheme shall come into effect on 24<sup>th</sup> April 2021 and Management is responsible for its implementation and periodic review in accordance with University governance requirements.*



*Kokushubila Kairuki  
KHEN Chairperson*