



REPUBLIC OF KENYA

CAREER GUIDELINE

FOR

**AGRICULTURAL TRAINERS
KENYA SCHOOL OF AGRICULTURE (KSA)**

**APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE STATE DEPARTMENT FOR PUBLIC SERVICE AND
HUMAN CAPITAL DEVELOPMENT**

FEBRUARY, 2026

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DRAFT

LIST OF ABBREVIATIONS

CSG	Civil Service Grade
KSA	Kenya School of Agriculture
MDAs	Ministries/Departments/Agencies
PSC	Public Service Commission
SRC	Salaries and Remuneration Commission

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DEFINITION OF TERMS

Terms	Definition
Administrator	A Public Officer responsible for the administration and management of a Career Guideline.
Authorized Officer	A Public Officer to whom the Public Service Commission (PSC) has delegated the human resource management function in a Ministry, State Department or Agency.
Cadre	A group of employees who possess similar and related skills trained for a particular purpose or profession.
Career Development	The planned effort to link individual's career requirements with the organization's workforce requirements.
Career Management	The provision of opportunities for employees to develop their abilities and careers in order to ensure that the organization has the flow of talent it needs and to satisfy its own aspirations.
Commission	Refers to the Public Service Commission of Kenya.
Common Establishment	Refers to grades within a band/structure in which the duties and responsibilities are similar. Officers in grades forming a common establishment advance to the next higher grade with their posts and without requirement for additional posts. Common establishment will only be considered for the first two grades at entry-level.
Competence	Is the ability of an individual to perform an assigned task effectively and successfully.
Grading Structure	A logically designed framework within which an organization can determine where a group of jobs that are broadly comparable should be placed in sequence, bands, defined pay levels or scope for career and pay progression.
Job Description	Is a broad written statement of what a specific job entails. It includes purpose, duties, responsibilities, scope, and reporting relationship of the job.
Job Specification	Is a statement of qualifications, skills, knowledge and competencies required to perform a specific job.

Terms	Definition
Knowledge	Refers to theoretical and practical understanding of a subject acquired through education or experience required to competently perform a specific job.
Performance Appraisal	Is the systematic evaluation of the performance of an employee for a set period. It also helps to identify and address any gaps and training needs of an employee for improved performance, growth and development.
Skills	Are practical and technical abilities required to do a job.
Training and Development	The continuous process of improving skills, gaining knowledge, clarifying concepts and changing attitude through structured and planned education by which the productivity and performance of the employees can be enhanced.

FOREWORD

This Career Guideline has been developed to guide the career path for Agricultural Trainers in the State Department for Agriculture. It will guide the recruitment, placement, retention, development, training and promotion of Officers to ensure that they meet the set standards.

Through the Guideline, potential employees and existing Agricultural Trainers in the State Department will know well in advance what they require to join the cadre and progress in their career.

Implementation of this Career Guideline is expected to improve staff motivation and retention. It will also enable the design of targeted training programmes that address skills and competency gaps identified from the performance of Agricultural Trainers.

It is my sincere hope and expectation that all Agricultural Trainers will read the Guideline to clearly understand their career paths and take personal initiative to effectively manage them.

Signed By: _____

**CABINET SECRETARY
MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT**

PREFACE

The Career Guideline provides for the policies and procedures that standardize Agricultural Trainers professional development. It is aligned to the approved seventeen (17) tier Grading Structure by the Salaries and Remuneration Commission (SRC).

The Guideline outlines job descriptions and job specifications including work experience, academic and professional qualifications required for each job and also sets out the minimum entry requirements into the Agricultural Trainers cadre in the State Department for Agriculture. The deliverable expected of each job grade has also been clearly set out. This is expected to facilitate setting of performance targets, accurate measurement of performance and also facilitate alignment of individual with organizational goals.

Ultimately, the implementation of the Career Guideline is expected to improve the management of Agricultural Trainers by strengthening linkage between career management, recruitment and selection, skills/competencies-based deployment, reward/sanctions management, training and development and succession management in the State Department.

I do wish to thank the State Department for Public Service and Human Capital Development, officers from the State Department for Agriculture and various stakeholders who worked tirelessly in the development of this Career Guideline.

Signed By: _____

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR AGRICULTURE**

SECTION I: GENERAL PROVISIONS

1.1 INTRODUCTION

This Section provides the general provisions that form the basic foundation for the development of this Career Guideline.

1.2 AIMS AND OBJECTIVES

- (i) To provide for a well- defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent Trainers at the Kenya School of Agriculture;
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their jobs;
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of professional qualifications, knowledge of the job, experience, competence, merit and ability as reflected in work performance and results; and
- (iv) To ensure appropriate career planning and succession management.

1.3 ADMINISTRATION AND TRAINING SCOPE OF THE CAREER GUIDELINE

(a) Responsibility for Administration

The Career Guideline will be administered by the Authorized Officer responsible for the agricultural training function in conjunction with the Public Service Commission.

In administering the Guideline, the Authorized Officer will ensure that the provisions of the Guideline are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Guideline, the Authorized Officer will ensure that appropriate coaching, induction, mentorship, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specializations and experience required for both efficient and effective performance of their duties and advancement within the Career Guideline. The

officers should also be encouraged to undertake training privately for self-development. In all matters of training, however, the Authorized Officer administering the Guideline will consult with the Public Service Commission.

1.4 THE AGRICULTURAL TRAINING FUNCTION

The Agricultural Training Function entails:

- (i) Develop, implement and review agricultural training policies and programmes;
- (ii) Offer short skills-based training in agricultural value chains and related fields;
- (iii) Provide Competency Based Training in Agriculture at Certificate and Diploma Levels;
- (iv) Develop, implement and review of agricultural training curriculum;
- (v) Development of training plans and strategies in line with national agricultural policies;
- (vi) Offer incubation and agribusiness development services;
- (vii) Offer professional courses in Agriculture and other related areas for training with up-skilling of personnel;
- (viii) Conduct outreach, adaptive research and consultancy services in agricultural value chains and related fields;
- (ix) Carry out demonstrative value chains technology, trials and dissemination;
- (x) Coordinate on-farm adaptive technology development and dissemination;
- (xi) Advance industrial and technological development in collaboration with industries and other organizations;
- (xii) Promote corporate social responsibility by offering technical and professional services to the communities;
- (xiii) Promote welfare of students and staff; and
- (xiv) Assure quality and relevance in programmes of training.

1.5 GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Career Guideline establishes five (5) grades of Instructors and seven (7) grades of Lecturers who will be designated and graded as follows:-

INSTRUCTORS**APPENDIX 'A'**

New Designation	CSG
Instructor III	12
Instructor II	11
Instructor I	10
Senior Instructor	9
Principal Instructor	8

LECTURERS**APPENDIX 'B'**

New Designation	CSG
Lecturer II	10
Lecturer I	9
Senior Lecturer	8
Principal Lecturer	7
Senior Principal Lecturer/ Deputy Director	6
Director, Kenya School of Agriculture	5

(b) Conversion to the New Grading Structure

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

INSTRUCTORS**APPENDIX 'A'**

Present Designation	Job Group	New Designation	CSG
Instructor III	'H'	Instructor III	12
Instructor II	'J'	Instructor II	11
Instructor I	'K'	Instructor I	10
Senior Instructor	'L'	Senior Instructor	9
Chief Instructor	'M'	Principal Instructor	8
Principal Instructor	'N'		

LECTURERS**APPENDIX 'B'**

Present Designation	Job Group	New Designation	CSG
Lecturer II	'K'	Lecturer II	10
Lecturer I	'L'	Lecturer I	9
Senior Lecturer	'M'	Senior Lecturer	8
Principal Lecturer	'N'	Principal Lecturer	7
Senior Principal Lecturer/Deputy Principal	'P'	Senior Principal Lecturer/ Deputy Director, Kenya School of Agriculture	6
Principal/Senior Deputy Principal	'Q'		
Senior Principal	'R'	Director, Kenya School of Agriculture	5

Note: The grades of Instructor III/II, CSG 12/11 for diploma holders and the grades of Lecturer II/I, CSG 10/9 for degree holders will form common establishment for the purpose of this Career Guideline.

(c) Serving Officers

Serving Officers will adopt the new designations and grading structure provided in the Career Guideline though they may not be in possession of the requisite minimum qualifications and/or experience for appointment to the grade. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and experience required for the grade.

1.6 PROVISION OF POSTS

A Career Guideline does not constitute authority for creation of posts. Any additional posts required under the new grading structure provided in the Career Guideline must be included in the State Department's establishment proposals for consideration and approval by the Public Service Commission.

1.7 ENTRY INTO THE CAREER GUIDELINE

(a) Direct Appointment

Direct appointments will be made in the grade of Instructor III, CSG 12 and Lecturer II, CSG 10. In exceptional cases, however, direct appointments may be made beyond these grades by the Public Service Commission on the recommendation of the Authorized Officer responsible for agricultural training function provided the candidate is in possession of the minimum qualification(s) and experience required for appointment to the grade.

(b) Incremental Credit(s)

Incremental credit(s) for experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

1.8 ADVANCEMENT WITHIN THE CAREER GUIDELINE

The Career Guideline sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements which entitle an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:

- (i) Existence of a vacancy in the authorized establishment;
- (ii) Merit and ability as reflected in work performance and results; and
- (iii) Approval of the Public Service Commission.

1.9 RECOGNIZED QUALIFICATIONS

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

- (i) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise

Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution.

- (ii) Bachelor's Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution.
- (iii) Masters' Degree in any of the following disciplines:- Agriculture, Crop Production, Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agriculture Information and Communication Management, Floriculture, Hydroponics , Agricultural Economics, Agribusiness Management ,Agricultural Education and Extension, Horticulture, Agricultural and Applied Economics, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Dry land Agro Pastoral Systems, Dry land and Integrated Land Management Systems, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Agricultural Process Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Agriculture and Rural Development, Food Science and Technology/Post Harvest Technology, Agro-Bio Resource Science and Technology, Agricultural Marketing, Entrepreneurship, Agro-Processing, Food Nutrition and Dietetics, Agricultural Extension, Applied Development Studies or equivalent qualification from a recognized institution.
- (iv) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution.
- (v) Certificate in Instructor Training lasts not less than three (3) months from a recognized institution.
- (vi) Training of Trainers Course lasting not less than two (2) weeks from a recognized institution.

- (vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Leadership Course lasting not less than Four (4) weeks from a recognized institution.
- (x) Membership to a relevant professional body where applicable and in good standing.
- (xi) Proficiency in computer applications.
- (xii) Any other qualifications as may be approved by the Public Service Commission.

1.10 IMPLEMENTATION OF THE CAREER GUIDELINE

The Career Guideline will become operational with effect from the date of approval by the Public Service Commission and shall supersede any existing Career Guideline. On implementation, all serving officers will automatically become members of this Career Guideline.

SECTION TWO: JOB DESCRIPTION AND JOB SPECIFICATIONS

INSTRUCTORS

APPENDIX 'A'

I. INSTRUCTOR III, CSG 12

(a) Job Description

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and responsibilities will entail:-

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Training, instructing and undertaking training demonstrations;
- (iii) Conducting practicals in specific subject of specialization;
- (iv) Setting and marking continuous assessment tests and examinations;
- (v) Ensuring proper use and safe custody of training equipment and demonstration materials;
- (vi) Maintaining trainee progress records; and
- (vii) Conducting extra-curricular activities.

(b) Job Specifications

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

- (i) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

II. INSTRUCTOR II, CSG 11

(c) Job Description

Duties and responsibilities will entail: -

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Training, instructing and undertaking training demonstrations;
- (iii) Conducting practicals in specific subject of specialization;
- (iv) Setting and marking continuous assessment tests and examinations;
- (v) Ensuring proper use and safe custody of training equipment and demonstration materials;
- (vi) Maintaining trainee progress records;
- (vii) Conducting extra-curricular activities; and
- (viii) Supervising students on industrial and internship attachments.

(b) Job Specifications

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

- (i) At least Three (3) years' relevant work experience at the grade of Instructor III or in a comparable position;
- (ii) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Certificate in Instructor Training lasting not less than three (3) months from a recognized institution;

OR

Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;

- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

III. INSTRUCTOR I, CSG 10

(a) Job Description

Duties and responsibilities will entail: -

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Training, instructing and undertaking training demonstrations;
- (iii) Conducting practicals in specific subject of specialization;
- (iv) Compiling demonstration reports;
- (v) Setting and marking continuous assessment tests and examinations;
- (vi) Ensuring proper use and safe custody of training equipment and demonstration materials;
- (vii) Maintaining trainee progress records;
- (viii) Conducting extra-curricular activities;
- (ix) Supervising students on industrial and internship attachments; and
- (x) Guiding and counseling trainees.

(d) Job Specifications

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

- (i) Cumulative service period of Six (6) years' relevant work experience, three (3) of which should have been at the grade of Instructor II or in a comparable position;
- (ii) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering , Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Certificate in Instructor Training lasting not less than three (3) months from a recognized institution;
OR
Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

IV. SENIOR INSTRUCTOR, CSG 9

(a) Job Description

Duties and responsibilities will entail: -

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Training, instructing and undertaking training demonstrations;
- (iii) Conducting practicals in specific subject of specialization;
- (iv) Compiling demonstration reports;
- (v) Setting and marking continuous assessment tests and examinations;
- (vi) Ensuring proper use and safe custody of training equipment and demonstration materials;
- (vii) Requisitioning of training materials and equipment;
- (viii) Maintaining trainee progress records;
- (ix) Conducting extra-curricular activities;
- (x) Supervising students on industrial and internship attachments;
- (xi) Organizing educational trips; and
- (xii) Guiding and counseling trainees.

(b) Job Specifications

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

- (i) Cumulative service period of Nine (9) years' relevant work experience, three (3) of which should have been at the grade of Instructor I or in a comparable position;
 - (ii) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering , Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution;
 - (iii) Certificate in Instructor Training lasting not less than three (3) months from a recognized institution;
- OR**
- (iv) Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
 - (v) Proficiency in computer applications; and
 - (vi) Shown merit and ability as reflected in work performance and results.

V. PRINCIPAL INSTRUCTOR, CSG 8

(a) Job Description

Duties and responsibilities will entail:-

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Developing training timetables and schedules;
- (iii) Training, instructing and undertaking training demonstrations;
- (iv) Conducting practicals in specific subject of specialization;
- (v) Compiling demonstration reports;
- (vi) Setting and marking continuous assessment tests and examinations;
- (vii) Ensuring proper use and safe custody of training equipment and demonstration materials;
- (viii) Budgeting and requisitioning of training materials and equipment;
- (ix) Ensuring safe custody of trainees progress records;
- (x) Organizing extra-curricular activities;
- (xi) Supervising students on industrial and internship attachments;
- (xii) Organizing educational trips;
- (xiii) Ensuring proper utilization of training and learning resources;
- (xiv) Initiating on-farm research activities on emerging agricultural technologies; and
- (xv) Guiding and counseling trainees.

(b) Job Specifications

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

- (i) Cumulative service period of Twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Instructor or in a comparable position;
- (ii) Diploma in any of the following disciplines:- Agriculture, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry Land Agriculture, Bio Technology, Animal Science/Animal Production/Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering , Farm Power and Machinery Engineering, Agriculture Engineering, Sustainable Agriculture, Agri-Enterprise Development, Food Science and Technology, Agro-processing, Agricultural Extension or equivalent qualification from a recognized institution;

- (iii) Certificate in Instructor Training lasting not less than three (3) months from a recognized institution;

OR

- Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

LECTURERS

APPENDIX 'B'

I. LECTURER II, CSG 10

(a) Job Description

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and responsibilities will entail: -

- (i) Collecting and collating data for the development of agricultural training policies and programmes;
- (ii) Preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (iii) Setting and marking continuous assessment tests and examinations;
- (iv) Compiling trainees' performance records in areas of specialization;
- (v) Supervising demonstrations and practical exercises in areas of specialization;
- (vi) Supervising trainees on attachment and internship programmes; and
- (vii) Conducting extra-curricular activities.

(b) Job Specifications

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

- (i) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management,

Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution; and

(ii) Proficiency in computer applications.

II. LECTURER I, CSG 9

(a) Job Description

Duties and responsibilities will entail: -

- (i) Compiling and analyzing data for the development of agricultural training policies and programmes;
- (ii) Preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (iii) Setting and marking continuous assessment tests and examinations;
- (iv) Preparing course materials;
- (v) Collecting research data in areas of specialization;
- (vi) Compiling trainees' performance records in areas of specialization;
- (vii) Supervising demonstrations and practical exercises in areas of specialization;
- (viii) Supervising trainees on attachment and internship programmes;
- (ix) Conducting extra-curricular activities; and
- (x) Guiding and counseling trainees.

(b) Job Specifications

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

- (i) Cumulative service period of Three (3) years' relevant work experience at the grade of Lecturer II or in a comparable position;
- (ii) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and

Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution;

- (iii) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution;

OR

Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;

- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

III. SENIOR LECTURER, CSG 8

(a) Job Description

Duties and responsibilities will entail:-

- (i) Implementing agricultural training policies and programmes;
- (ii) Preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (iii) Setting and marking continuous assessment tests and examinations;
- (iv) Preparing course materials;
- (v) Implementing training plans and strategies in line with national agricultural policies;
- (vi) Facilitating agribusiness incubation;
- (vii) Identifying areas for training curriculum development and review;
- (viii) Organizing on-farm adaptive technology;
- (ix) Collecting and analyzing research data in areas of specialization;
- (x) Compiling trainees' performance records in areas of specialization;
- (xi) Organizing demonstrations and practical exercises in areas of specialization;
- (xii) Supervising trainees on attachment and internship programmes;
- (xiii) Conducting extra-curricular activities; and
- (xiv) Guiding and counseling trainees.

(b) Job Specifications

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

- (i) Cumulative service period of Six (6) years' cumulative relevant work experience, three (3) of which should have been at the grade of Lecturer I or in a comparable position;
- (ii) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution;
OR
Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body where applicable and in good standing;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

IV. **PRINCIPAL LECTURER, CSG 7**

(a) Job Description

An officer at this level may be deployed as a Lecturer or as a Farm Manager in any of the campuses.

❖ Lecturer

Duties and responsibilities will entail:-

- (i) Developing, implementing and reviewing agricultural training policies and programmes;
- (ii) Preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (iii) Developing, implementing and reviewing agricultural training curriculum in collaboration with relevant stakeholders;

- (iv) Developing training plans and strategies in line with national agricultural policies;
- (v) Organizing agribusiness incubation and innovation;
- (vi) Coordinating setting, moderation, administration and marking of continuous assessment tests and examinations;
- (vii) Developing course materials;
- (viii) Supervising demonstrations and practical exercises in areas of specialization;
- (ix) Organizing seminars, workshops and symposia;
- (x) Conducting outreach/farmer open days, adaptive research and consultancy services in areas of specialization;
- (xi) Coordinating adoption of industrial and technological development in collaboration with industries and other organizations;
- (xii) Undertaking quality assurance in training programmes;
- (xiii) Supervising trainees on attachment and internship programmes;
- (xiv) Ensuring safe custody of training materials and equipment;
- (xv) Managing trainees' performance records;
- (xvi) Organizing extra-curricular activities;
- (xvii) Guiding and counseling trainees; and
- (xviii) Mentoring and coaching staff.

❖ **Farm Manager**

Duties and responsibilities will entail:-

- (i) Developing, implementing and reviewing agricultural training policies and programmes;
- (ii) Developing, implementing and reviewing farm business plans;
- (iii) Establishing and managing farm enterprises;
- (iv) Coordinating preparation and maintenance of farm records;
- (v) Coordinating preparation and implementation of farm budget;
- (vi) Liaising with stakeholders in on-farm technology development and transfer;
- (vii) Ensuring safe custody of farm tools and equipment;
- (viii) Guiding students in management of training demonstration plots;
- (ix) Compiling periodic reports on farm activities;
- (x) Guiding and counseling trainees; and
- (xi) Mentoring and coaching staff.

(b) Job Specifications

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

- (i) Cumulative service period of Nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Lecturer or in a comparable position;
- (ii) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and

- Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Masters' Degree in any of the following disciplines:- Agriculture, Crop Production ,Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agriculture Information and Communication Management, Floriculture, Hydroponics , Agricultural Economics, Agribusiness Management ,Agricultural Education and Extension, Horticulture, Agricultural and Applied Economics, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Dry land Agro Pastoral Systems, Dry land and Integrated Land Management Systems, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Agricultural Process Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Agriculture and Rural Development, Food Science and Technology/Post Harvest Technology, Agro-Bio Resource Science and Technology, Agricultural Marketing, Entrepreneurship, Agro-Processing, Food Nutrition and Dietetics, Agricultural Extension, Applied Development Studies or equivalent qualification from a recognized institution;
- (iv) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution;
- OR**
- Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Membership to a relevant professional body where applicable and in good standing;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

V. SENIOR PRINCIPAL LECTURER/ DEPUTY DIRECTOR, KENYA SCHOOL OF AGRICULTURE, CSG 6

(a) Job Description

An officer at this level may be deployed as a Lecturer or as a Deputy Director, Administration/Academics in any of the campuses.

❖ **Senior Principal Lecturer**

Duties and responsibilities will entail: -

- (i) Coordinating the development, implementation and review of agricultural training policies and programmes
- (ii) Preparing schemes of work, lesson plans, and lesson notes, lecturing and demonstrating in the area of specialization;
- (iii) Coordinating setting, moderation, administration and marking of continuous assessment tests and examinations;
- (iv) Spearheading the preparation and implementation of seminars, workshops and symposia;
- (v) Coordinating development, implementation and review of agricultural training curriculum in collaboration with relevant stakeholders;
- (vi) Coordinating development training plans and strategies in line with national agricultural policies;
- (vii) Organizing agribusiness incubation and innovation;
- (viii) Validating course materials;
- (ix) Organizing outreach/farmer open days, adaptive research and consultancy services in areas of specialization;
- (x) Benchmarking on best practice on industrial technologies and innovations;
- (xi) Coordinating quality assurance of training programmes;
- (xii) Coordinating supervision of trainees on attachment and internship programmes;
- (xiii) Ensuring safe use and custody of training materials and equipment;
- (xiv) Managing trainees' performance records;
- (xv) Coordinating extra-curricular activities;
- (xvi) Guiding and counseling trainees; and
- (xvii) Mentoring and coaching staff.

❖ **Deputy Director, Academics**

Duties and responsibilities will entail:-

- (i) Spearheading development, implementation, review, monitoring, and evaluation of training programmes;
- (ii) Coordinating the design implementation and review of curricula, syllabi and training programmes in liaison with relevant stakeholders;
- (iii) Spearheading development and implementation of training plans and strategies in line with national agricultural policies;
- (iv) Coordinating industrial community outreach programme;

- (v) Coordinating admission of students;
- (vi) Promoting liaison, collaboration and partnerships with relevant stakeholders on agricultural training;
- (vii) Coordinating setting, moderation and administration of examinations;
- (viii) Coordinating awarding of certificates;
- (ix) Promoting School's training programmes;
- (x) Promoting effective gender mainstreaming initiatives in Kenya School of Agriculture;
- (xi) Ensuring quality and relevance in training programmes;
- (xii) Promoting industrial and technological development in collaboration with industries and other organizations;
- (xiii) Guiding on research and consultancy activities;
- (xiv) Implementing relevant government policies on agricultural training
- (xv) Ensuring compliance with training rules and regulations;
- (xvi) Supporting liaison, collaboration and partnerships with relevant stakeholders on training matters;
- (xvii) Coordinating conferences, seminars and symposia;
- (xviii) Spearheading research and consultancy activities in relevant areas;
- (xix) Coordinating educational trips, visits and industrial attachments;
- (xx) Coordinating budgeting, acquisition, development, production and maintenance of agricultural value chain materials;
- (xxi) Ensuring compliance with national values and principles of good governance;
- (xxii) Ensuring compliance with legal, statutory and regulatory requirements;
- (xxiii) Fostering corporate culture that promotes ethical practices and good corporate citizenship; and
- (xxiv) Mentoring and coaching staff.

❖ Deputy Director, Administration

Duties and responsibilities will entail:-

- (i) Coordinating the development, implementation of administrative policies, procedures and guidelines;
- (ii) Managing students' governance;
- (iii) Ensuring the proper utilization and management of resources;
- (iv) Promoting student and staff welfare;
- (v) Maintaining and enforcing discipline of students and staff;
- (vi) Coordinating orientation and induction of new trainees;
- (vii) Fostering collaboration with other stakeholders in resource mobilization;
- (viii) Facilitating team building and continuous professional development;
- (ix) Overseeing preparation and implementation of the Schools' annual work plans and budgets;
- (x) Promoting effective gender mainstreaming initiatives in Kenya School of Agriculture;
- (xi) Coordinating students' accommodation, catering and health services;

- (xii) Promoting corporate social responsibility by offering technical and professional services to the communities;
- (xiii) Ensuring implementation of performance and financial management controls;
- (xiv) Coordinating co-curricular activities;
- (xv) Coordinating trainees' bursaries and other financial aid services;
- (xvi) Overseeing monitoring and evaluation of the schools' programmes and projects, setting performance targets and standards;
- (xvii) Coaching and mentoring students and staff;
- (xviii) Ensuring compliance with national values and principles of good governance;
- (xix) Ensuring compliance with legal, statutory and regulatory requirements; and
- (xx) Fostering corporate culture that promotes ethical practices and good corporate citizenship.

(b) Job Specifications

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

- (i) Cumulative service period of Twelve (12) years relevant work experience, three (3) of which should have been at the grade of Principal Lecturer or in a comparable position;
- (ii) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Masters' Degree in any of the following disciplines:- Agriculture, Crop Production ,Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agriculture Information and Communication Management, Floriculture, Hydroponics , Agricultural Economics, Agribusiness Management ,Agricultural Education and Extension, Horticulture, Agricultural and Applied Economics, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Dry land Agro Pastoral Systems, Dry land and Integrated Land Management Systems, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Agricultural Process Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management,

- Agriculture and Rural Development, Food Science and Technology/Post Harvest Technology, Agro-Bio Resource Science and Technology, Agricultural Marketing, Entrepreneurship, Agro-Processing, Food Nutrition and Dietetics, Agricultural Extension, Applied Development Studies or equivalent qualification from a recognized institution;
- (iv) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution.
- OR**
- Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Leadership Course lasting not less than Four (4) weeks from a recognized institution;
- (vi) Membership to a relevant professional body where applicable and in good standing;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated professional managerial and administrative capability as reflected in work performance and results.

VI. DIRECTOR, KENYA SCHOOL OF AGRICULTURE, CSG 5

(a) Job Description

Duties and responsibilities will entail:-

- (i) Overseeing the development, implementation and review of agricultural training policies and programmes;
- (ii) Providing strategic leadership and overseeing the administration and management of the School;
- (iii) Spearheading the development, implementation, monitoring and review of Kenya School of Agriculture's strategic plan and objectives;
- (iv) Fostering partnerships and collaborations with relevant stakeholders on agricultural training;
- (v) Spearheading development, implementation and review of agricultural training curriculum;
- (vi) Ensuring promotion of innovative initiatives in agricultural training and adaptive research;
- (vii) Overseeing the development, implementation and review of training plans and strategies in line with national agricultural policies;
- (viii) Facilitating on-farm adaptive technology development and dissemination;
- (ix) Facilitating agricultural based Training Needs Assessment, research and consultancy services at the School;

- (x) Coordinating monitoring and evaluation of the Schools' programmes and projects;
- (xi) Fostering collaboration with other stakeholders in resource mobilization;
- (xii) Promoting corporate social responsibility by offering technical and professional services to the communities;
- (xiii) Promoting effective gender mainstreaming initiatives in Kenya School of Agriculture;
- (xiv) Promoting welfare of students and staff;
- (xv) Spearheading preparation and implementation of the Schools' annual work plans, budget and performance contracts;
- (xvi) Overseeing proper utilization and management of resources;
- (xvii) Ensuring compliance with national values and principles of good governance;
- (xviii) Ensuring compliance with legal, statutory and regulatory requirements;
- (xix) Fostering corporate culture that promotes ethical practices and good corporate citizenship; and
- (xx) Managing and developing staff in the School.

(b) Job Specifications

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

- (i) Cumulative service period of Fifteen (15) years relevant work experience, three (3) of which should have been at the grade of Senior Principal Lecturer/Deputy Director or in a comparable position;
- (ii) Bachelors Degree in any of the following disciplines:- Agriculture, Crop Protection, Agricultural Education and Extension, Horticulture, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture, Farm Management, Agricultural Economics, Agribusiness Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structure and Process Engineering, Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Farm Power and, Food Science and Technology/Post Harvest Technology, Agro-processing, Food Nutrition and Dietetics, Agricultural Extension or equivalent qualification from a recognized institution;
- (iii) Masters' Degree in any of the following disciplines:- Agriculture, Crop Production ,Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agriculture Information and Communication Management, Floriculture, Hydroponics , Agricultural Economics, Agribusiness Management ,Agricultural Education and Extension, Horticulture, Agricultural and Applied Economics, Agriculture and Home Economics, Dry-Land Agriculture/ Resource Management, Dry land Agro Pastoral Systems, Dry land and Integrated Land Management Systems, Bio Technology, Animal Science/Animal Production/ Animal Health, Aquaculture,

Farm Management, Environmental Engineering, Bio Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Agricultural Process Engineering, Structure and Process Engineering, Farm Power and Machinery Engineering, Agriculture Engineering, Soil Environment and Land Use Management, Agriculture and Rural Development, Food Science and Technology/Post Harvest Technology, Agro-Bio Resource Science and Technology, Agricultural Marketing, Entrepreneurship, Agro-Processing, Food Nutrition and Dietetics, Agricultural Extension, Applied Development Studies or equivalent qualification from a recognized institution;

- (iv) Postgraduate Diploma in Education or Diploma in Technical Trainer Education lasting not less than one (1) year from a recognized institution.

OR

Training of Trainers Course lasting not less than two (2) weeks from a recognized institution.

- (v) Certificate in Leadership Course lasting not less than Four (4) weeks from a recognized institution.
- (vi) Membership to a relevant professional body where applicable and in good standing;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated managerial, administrative and professional competencies in work performance and results; and
- (ix) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of agricultural training function.