APPROVED MACRO STRUCTURE FOR THE MINISTRY OF EDUCATION AND SPORTS

Permanent Secretary
U1SE
(1)

Directorate of Higher, Technical and Vocational Education and Training
- Higher Educ. & Training
- Teacher & Instruct Educ. and Training
- Technical & Vocational Educ. and Training

Directorate of Basic and Secondary Education
- Pre-Primary and Primary
- Secondary Education
- Private Schools

Directorate of Education Standards
- Basic Education Inspection
- Sec.Education Inspection
- Primary Teacher & Instructor Inspection
- Technical & Vocational Inspection

APPENDIX A

- Instructional Materials
- Construction Unit
- Procurement Unit
- Internal Audit

- Special Needs Education
- Guidance & Counseling
- Educ Planning & Policy Analysis
- Physical Education & Sports
- Finance & Admin.
APPROVED MACRO STRUCTURE FOR THE DEPARTMENT FINANCE AND ADMINISTRATION

Under Secretary U1SE (1)

AC/Human Resources Management

AC/ Finance & Accounts

AC/ Communication & Information Management

Principle Assistant Secretary (Office Administration)
APPROVED STRUCTURE FOR OFFICE ADMINISTRATION

Principal Asst Secretary (PAS) U2 L (1)

Sen Asst. Secretary (SAS) - U3L (4)

Assistant Secretary (AS) – U4L (1)

Senior Transport Officer - U3L (1)

Transport Officer U4L (1)

Senior Princ. Stores Assist. - U4L (1)

Princ. Stores Assistant U5L (1)

Sen Office Supervisor U5 L (1)

Office Supervisor U6L (1)

Stores Assistant U7U (1)

Princ. Office Supervisor U4 L (1)

Senior Telephone Operator – U5L (1)

APPENDIX AII

ADMINISTRATIVE SUPPORT STAFF

Princ. Personal Secretary U2 L 1
Sen. Personal Secretary U3 L 4
Personal Secretary U4 L 1
Steno Secretary U5 L 1
Office Typist U7 U 1
Office Attendant U8 U 3
Drivers U8 U 4
Askaris U8 L 2
APPENDIX AIII

APPROVED STRUCTURE FOR HUMAN RESOURCES MANAGEMENT DIVISION

Asst. Commissioner/Personnel (/Human Resources Management) U1E (1)

Principal Personnel Officer U2L (1)

Sen Personnel Officer U3L (3)

Personnel Officer U4L (3)

Administration Support Staff

Stenographer Secretary U5L 1
Office Typist U7 U 1
Driver U8U 1
Office Attendant U8U 1
APPENDIX AIV

APPROVED STRUCTURE FOR FINANCE AND ACCOUNTS

AC /Finance and Accounts U1E (1)

Principal Accountant U2 U (1)

Senior Accountant (Cash and Salaries) U3U (1)

Senior Accounts Assistant U5U (3)

Accountant Assistant U7U (3)

Sen Account (Book Keeping and Examination) U3U (1)

Accountant U4U (3)

Sen Accounts Assistant U5 U (3)

Administrative Support Staff

Stenographer Secretary U6L 1
Office Typist U7U 2
Driver U8 U 2
Office Attendant U8 U 1

Accounts Assistant U7U (3)
APPROVED STRUCTURE FOR COMMUNICATION AND INFORMATION MANAGEMENT DIVISION

Asst. Com / Communication and Information management
U1 E (1)

Principle Records Officer
(Registry)
U2 L (1)

Senior Records Officer
U3 L (1)

Records Officer
U4 L (2)

Assistant Records Officer
U5 U (2)

Records Assistant
U7 U (2)

Administrative Support Staff
Stenographer Secretary
U5 L 1
Pool Steno. Secretary
U6 L 1
Office Attendant
U8 U 1

Senior Systems Admin.
U3 U (1)

Systems Administrator
U4 U (1)

Communications Officer
U4 L (1)

Librarian
U4 L (1)

Producer
(ERTV)
U4 L (1)

Information Scientist
U4 L (1)

Principle Inform. Scientist
(Resource Centre)
U2 U (1)

Senior Comm. Officer
U3 L (1)

Senior Inform. Scientist
U3 U (1)

Asst. Com / Communication and Information management
U1 E (1)

APPENDIX AV
APPROVED STRUCTURE FOR EDUCATION PLANNING AND POLICY ANALYSIS DEPARTMENT

Commissioner / Education Planning & Policy Analysis
U1 SF (1)

AC/Budget & Strat. Planning U1EU (1)

Princ Economist (Strat Plan. & Proj. Formulation) U2U (1)

Sen Economist U3 U (2)

Economist U4 U (2)

AC/ Policy Analysis U1EL (1)

Princ Economist (Budgeting) U2U (1)

Sen Finance Officer U3U (2)

Finance Officer U4U (2)

Princ. Policy Analyst U2L (1)

Sen. Policy Analyst U3L (1)

/ Policy Analyst U4L (1)

AC/Monitoring & Evaluation U1EU (1)

Princ Planner M & E U2U (1)

Sen Planner M & E U3U (1)

Planner M & E U4 U (2)

Administrative Support Staff

Personal Secretary U4L 1
Steno Secretary U5L 2
Driver U8U 2
Office Attendant U8U 1

Principal Statistician U2 (1)
Senior Statistician U3 (1)
Statistician U4U (1)
Asst Statistical Officer - U5U (2)
APPROVED STRUCTURE FOR SPECIAL NEEDS EDUCATION DEPARTMENT

Commissioner / Inclusive & Special Education
U1SE (1)

AC/Inclusive Education
U1E (1)

Principal Educ. Officer
U2 L (1)

Senior Educ. Officer
U3L (1)

Education Officer
U4L (1)

AC/Special Education
U1E (1)

Principal Educ Officer
U2 L (1)

Senior Education Officer
U3L (1)

Education Officer
U4L (1)

Administrative Support Staff

Personal Secretary  U4L  1
Driver                 U8U  1
Office Attendant       U8U  1
APPROVED STRUCTURE FOR GUIDANCE AND COUNSELING DEPARTMENT

Commissioner / Guidance & Counseling
U1E (1)

Ass. Commissioner / (Guidance & Counseling)
U1E (1)

Principal Educ Officer (Guidance Services)
U2 L (1)

Sen Education Officer
U3 L (1)

Education Officer
U4L (1)

Principal Educ Officer (Counselling Services)
U2 L (1)

Senior Educ Officer
U3 L (1)

Education Officer
U4 L (1)

Ass. Commissioner (Educ. Social Work)
U1E (1)

Principal Educ. Social Worker – U2 L (1)

Senior Educ. Social Worker - U3 L (1)

Education Social Worker - U4 L (1)

Administrative Support Staff
Personal Secretary  U4L  1
Driver              U8U  1
Office Attendant   U8U  1
APPROVED STRUCTURE FOR PHYSICAL EDUCATION AND SPORTS DEPARTMENT

Commissioner/
Physical Educ, & Sports
U1SE (1)

Assistant Commissioner
U1E (1)

Princ. Education Officer
U2L (1)

Senior Education Officer
U3L (1)

Education Officer
U4L (1)

Administrative Support Staff
- Personal Secretary U4L 1
- Driver U8U 1
- Office Attendant U8U 1
APPROVED STRUCTURE FOR THE PROCUREMENT UNIT

- Asst. Commissioner
  Procurement
  U1E (1)

- Princ. Procurement Officer
  U2 U (1)

- Sen Procurement Officer
  U3U (2)

- Procurement Officer
  U4 U (2)

- Asst Procurement Officer
  U5L (1)
APPROVED STRUCTURE FOR THE INSTRUCTIONAL MATERIALS UNIT

Assistant Commissioner (Instruction Materials Unit)  
U1E  (1)

Principal Education Officer.  
U2L  (1)

Senior Educ. Officer  
M & T  
U3L  (1)

Education Officer  
U4L  (1)

Administrative Support Staff  
Steno Secretary  
U5L  1
Office Attendant  
U8 U  1
Driver  
U8U  1

Senior Educ. Officer Technical  
U3L  (1)

Education Officer  
U4L  (1)
APPROVED STRUCTURE FOR THE CONSTRUCTION UNIT

AC/Construction Unit
U1 E (1)

Princ Civil Engineer
U2U (1)

Sen Civil Engineer (New Construction) - U3U (1)

Civil Engineer/ Sen. Asst. Engineering Off. U4U (1)

Asst Engineering Officer / Sen. Eng. Assistant-U5L (4)

Architectural Assistant/ Draughtsman U5L (2)

Electrical Engineering U4U (1)

Quantity Surveyor U5L (1)

Civil Engineering/ Sen Asst Eng. Off. (Rehabilitation) U4U (2)

Asst Engineering Officer / Sen. Eng. Assistant-U5L (3)

Administrative Support Staff
Stenographer Secretary U5L 1
Office Attendant U8U 1

Driver U8U 1
APPROVED STRUCTURE FOR INTERNAL AUDIT UNIT

- Asst. Commissioner/ Internal Auditor U1E (1)
- Principal Internal Auditor U2 (1)
- Senior Internal Auditor U3 (3)
- Internal Auditor U4 (6)
APPROVED STRUCTURE FOR THE OFFICE OF THE DIRECTOR OF HIGHER, TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

Director/ Higher, Technical and Vocational Education
U1SE (1)

Technical and Vocational Education and Training

Higher Education and Training

Teacher and Instructor Education and Training

Support Staff
Personal Secretary  U4L  1
Office Attendant   U8U  1
Driver           U8U  1
APPROVED STRUCTURE FOR HIGHER EDUCATION AND TRAINING DEPARTMENT

Commissioner
(Higher Education)
U1SF  (1)

AC/ Admissions & S/ships - U1E (1)
Princ. Education Officer
U2 L  (2)
Senior Education Officer - U3 L  (2)

AC/ Health Training
U1E (1)
Principal Education Officer – U2 (1)
Senior Education Officer – U3 (1)

AC/ Technical Training and Business Education
U1E (1)
Principal Education Officer – U2 (1)
Senior Education Officer – U3 (1)

AC/Universities & Polytechnic s- U1E (1)
Princ. Education Officer - U2 L  (1)
Senior Education Office - U3 L  (2)

Administrative Support Staff
Personal Secretary  U4L  1
Steno Secretary   U5L  1
Office Typist     U7U  1
Office Attendant  U8U  1
Driver            U8U  1
APPROVED STRUCTURE FOR TEACHER AND TUTOR/INSTRUCTOR EDUCATION AND TRAINING DEPARTMENT

Commissioner/Teacher & Instructor Education
U1E (1)

AC/Pre and Primary Teacher Education
U1E (1)

Princ Education Off. U2L (1)

Sen Education Off. U3L (1)

Education Officer U4L (1)

AC/Instructor/Tutor Education U1E (1)

Princ Education Off. (Tech. Instructors) U2L (1)

Sen Education Off. U3L (1)

Education Officer U4L (1)

AC/Secondary Teacher Education U1E (1)

Princ Education Officer (Tech. Instructors) U2L (1)

Sen Education Officer U3L (1)

Education Officer U4L (1)

Administrative Support Staff
- Personal Secretary U4L 1
- Stenographer Secretary U5L 1
- Office Typist U7U 1
- Office Attendant U8U 1
- Driver U8U 2
APPROVED STRUCTURE FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING DEPARTMENT

Commissioner/Technical and Vocational Education U1SE (1)

Asst. Commissioner (Technical & Business Education & Training) U1E (1)

Princ. Education Officer (Technical Education) U2L (1)

Sen Education Officer U3L (2)

Education Officer U4L (2)

Asst. Commissioner (Health Education & Training) U1E (1)

Princ. Education Officer (Business Education) U2L (1)

Sen Education Officer U3L (2)

Education Officer U4L (1)

Administrative Support Staff
- Personal Secretary U4L 1
- Stenographer Secretary U5L 2
- Office Attendant U8U 1
- Driver U8U 1
APPROVED STRUCTURE FOR THE OFFICE OF THE DIRECTOR OF BASIC AND SECONDARY EDUCATION

Directorate of Basic and Secondary Education
U1SE (1)

Pre-Primary and Primary Education

Private Schools

Secondary Education

Support Staff
Personal Secretary    U4L     1
Office Attendant      U8U     1
Driver               U8U     1
APPROVED STRUCTURE FOR SECONDARY EDUCATION DEPARTMENT

Commissioner / Sec. Educ.  
U1SE (1)

Assistant Commissioner (Gov’t Aided Schools)  
U1E (1)

- Princ Educ. Officer (USE- Schools)  
  U2L (1)
- Sen Educ. Officer  
  U3L (1)
- Education Officer  
  U4L (1)

Assistant Commissioner (private Schools)  
U1E (1)

- Princ Educ. Officer (Non-USE Schools)  
  U2L (1)
- Sen Educ. Officer  
  U3L (1)
- Education Officer  
  U4L (1)

Assistant Commissioner (Pure Private)  
U1E (1)

- Princ Educ. Officer (USE Ptnr-ship Sch)  
  U2L (1)
- Sen Educ. Officer  
  U3L (1)
- Education Officer  
  U4L (1)

Administrative Support Staff

- Personal Secretary  
  U4L 1
- Office Typist  
  U7U 1
- Driver  
  U8U 1
- Office Attendant  
  U8U 1
APPENDIX AXX

APPROVED STRUCTURE FOR PRIVATE SCHOOLS DEPARTMENT

Commissioner/  
U1SE  (1)

Assistant Commissioner/  
(Policy and Regulation)  
U1E  (1)

Princ Education Officer  
U2L  (1)

Sen Education Officer  
U3L  (2)

Education Officer  
U4L  (2)

Assistant Commissioner  
/(Monitoring & Support  
Supervision) - U1E  (1)

Princ. Education Officer  
U2L  (1)

Senior Education Officer  
U3L  (1)

Education Officer  
U4L  (1)

Administrative Support Staff
- Personal Secretary  
U4L  1
- Steno Secretary  
U5U  1
- Driver  
U8U  1
- Office Attendant  
U8U  1
APPENDIX AXXI

APPROVED STRUCTURE FOR BASIC EDUCATION DEPARTMENT

Commissioner/ PPE
U1SE (1)

AC/Primary Education
U1E (1)

AC/Pre-Primary
(Early Childhood & Pre Primary) - U1E (1)

Princ Education Officer
U2L (1)

Sen Education Officer
U3L (1)

Education Officer
U4L (1)

Administrative Support Staff

- Personal Secretary U4L 1
- Office Typist U7U 1
- Driver U8U 1
- Office Attendant U8U 1

Princ Education Officer
U2L (1)

Sen Education Officer
U3L (2)

Education Officer
U4L (2)
APPROVED STRUCTURE FOR THE DIRECTORATE OF EDUCATION STANDARDS
(HEAD OFFICE)

Director / Education Standards - U1SE (1)

Commissioner (Primary T’cher Educ. Standards) - U1SE (1)
Princ. Education Inspector U2 L. (1)

Commissioner/ (Sec. Educ. Standards) - U1SE (1)
Princ. Education Inspector U2 L. (1)

Commissioner/ (Pre. and Primary Educ Standards) - U1SE (1)
Princ. Education Inspector U2 L. (1)

Commissioner/ (TVET Standards) - U1SE (1)
Princ. Education Inspector U2 L. (1)

Systems Administrator U4 U (1)

Administrative Support Staff
Personal Secretary U4L 5
Office Attendant U8U 1
Driver U8U 5
APPROVED STRUCTURE FOR THE REGIONAL OFFICE OF THE EDUCATION STANDARDS DIRECTORATE

Assistant Commissioner Educational Standards U1E (1)

Senior Education Inspectors U3L (12)

Administrative Support Staff
Stenographer Secretary U5L 1
Office Attendant U8U 1
Driver U8U 2

NB. I) Senior Education Inspectors are for Subject and Specialized fields

Subjects / Fields
- Science 1 - Math & Computer 1
- Social Sciences 1 - English & Literature 1
- Special Needs 1 - Career Guidance 1
- P E & Sports 1 - MDD 1
- Languages 1 - Art & Design 1
- BTVET 1 - PPE 1

II) There are 4 Regional Offices
APPROVED MACRO STRUCTURE FOR THE DIRECTORATE OF INDUSTRIAL TRAINING

Vocational Qualifications Council

Director U1 SE

Sector Advisory Committee

Department of Qualification Standards

Department of Assessment and Certification

PS/ MoET&S

Administrative Support Division
RECOMMENDED STRUCTURE FOR THE OFFICE OF THE DIRECTOR

Director / DIT
U1SE (1)

- Deputy Director
  - Assessment and Certification

- Deputy Director
  - Occupational Standards

Principal Asst. Secretary
(Administration Support)

- Internal Auditor
  U4U (1)

- Procurement Officer
  U4U (1)

- Public Relations Off.
  U4L (1)

Support Staff
- Personal Secretary U4L 1
- Driver U8U 1
- Office Attendant U8U 1
RECOMMENDED STRUCTURE FOR ASSESSMENT AND CERTIFICATION DEPARTMENT

Deputy Director
(Assessment & Certification)
U1SF. (1)

Principal Qualifications Off. (Assessment Instruments)
U2U (1)

Senior Qualifications Off.
U3U (1)

Principal Qualifications Off.
U4U (1)

Principal Qualifications Off.
U2U (1)

Senior Qualifications Off.
U3U (1)

Principal Qualifications Off.
U4U (2)

Administrative Support Staff
- Stenographer Secretary  U5L  1
- Driver  U8U  1
- Office Attendant  U8U  1
RECOMMENDED STRUCTURE FOR OCCUPATIONAL STANDARDS DEPARTMENT

Deputy Director (Occupational Standards)
U1SE (1)

Principal Qualifications Off. (Occupational Standards)
U2U (1)

Senior Qualifications Off.
U3U (1)

Principal Qualifications Off.
U4U (2)

Principal Qualifications Off. (Training Modules’ Dev’t & Industrial Liaison)
U2U (1)

Senior Qualifications Off.
U3U (1)

Administrative Support Staff
- Stenographer Secretary U5L 1
- Driver U8U 1
- Office Attendant U8U 1

Principal Qualifications Off.
U4U (1)
RECOMMENDED STRUCTURE FOR THE ADMINISTRATIVE SUPPORT DIVISION

Principal Assistant Secretary
U2L (1)

Administrative Officer
U4L (1)

Personnel Officer
U4L (1)

Accountant
U4U (1)

Asst. Records Officer
U5L (1)

Senior Stores Assistant
U6U (1)

Records Assistant
U7U (1)

Support Staff
- Office Typist: U7U 1
- Driver: U8U 1
- Office Attendant: U8U 1
- Askaris: U8L 2