KENYA WATER INSTITUTE

ORGANIZATION STRUCTURE, GRADING AND STAFF ESTABLISHMENT

MAY 2018
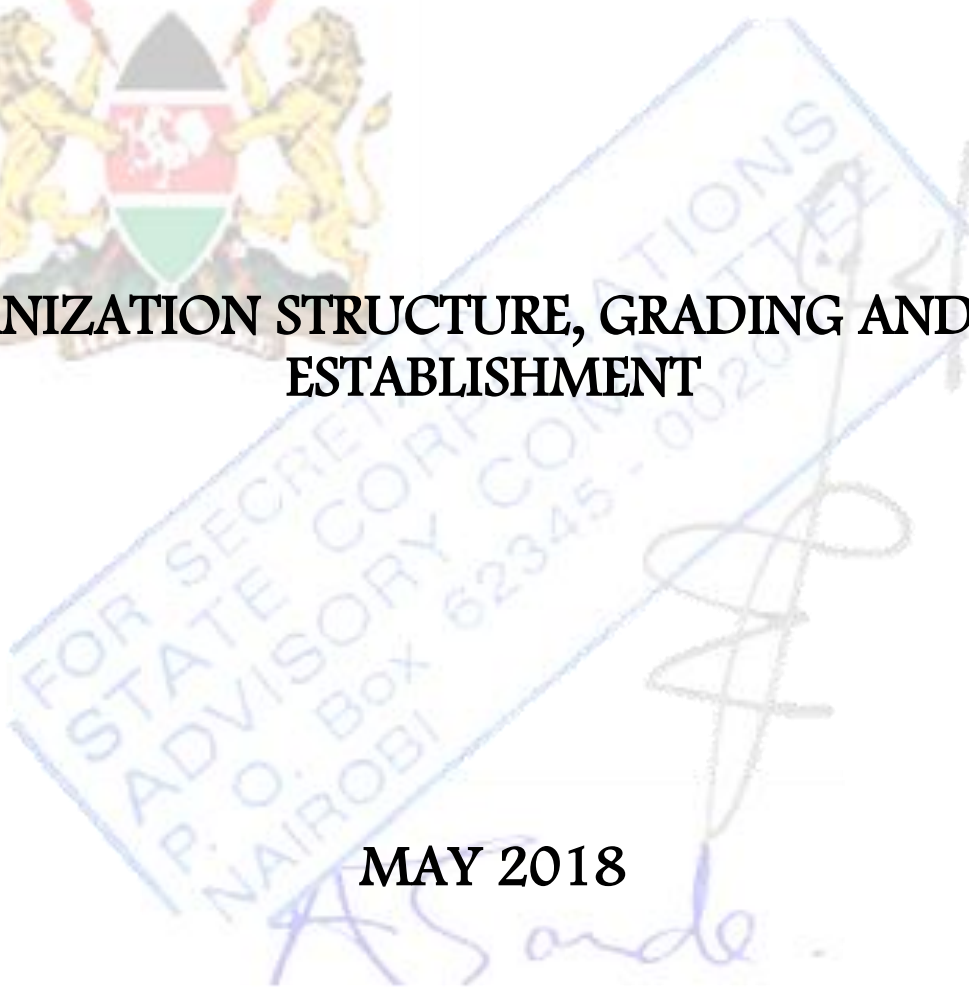
TABLE OF CONTENTS

LIST OF TABLES

1.0   ORGANIZATION STRUCTURE AND STAFFING

1.1   BACKGROUND

KEWI as established by the KEWI Act 2001 is mandated to offer training, administer examinations offer research and consultancy services in the wider water sector.

KEWI has earned the recognition of being a leading institution in producing high caliber human capital for the water sector in the region. Our vision is "To be a World class Centre of Excellence in Training, Research and Consultancy in the Water and related Sectors". To achieve this KEWI, with the support from the Government and development partners has invested in capacity building of her staff both locally and internationally.

Being a Semi Autonomous Government Agency, KEWI is funded by the Government of Kenya and is also required to generate its income to meet own expenditure. We thank the Government for its continued support. In order to reduce over reliance on the exchequer, the Institute generates revenue through, offering training and consultancy services at a fee. Some of these consultancy services offered include; Hydro-geological Surveys, Water and Analysis, Environmental Impact Assessments and Audits and Capacity Building and short courses. We also wish to thank KEWI's stakeholders who are many and varied and have contributed to the Institute's well being in many ways.

The Act also mandates the institute to provide a forum for effective collaboration between the public and private sectors and other interested parties for the development of the water and sanitation sectors. The institute will continue to engage and work closely with all interested and likeminded institutions and organizations. In this regard, KEWI invites all to come and partner with us in our areas of mandate.

1.2   FUNCTIONS OF KENYA WATER INSTITUTE

The Kenya water Institute (KEWI) is established pursuant to the Kenya Water Institute Act, No. 11 of 2001.The mandate of KEWI as outlined in the Kenya Water Institute Act, No. 11 of 2001 is:

1) To provide directly or in collaboration with other institutions of higher learning, services in human resource development, consultancy, research and development in the water sector on a commercial basis to the public sector, state corporations, local authorities, the private sector and all other persons (local or foreign) who may request for such services from the institute;
2) To provide training programmes, seminars and workshops and produce publications aimed at maintaining standards in the water sector;
3) To provide a forum for effective collaboration between the public and private sectors and other interested parties for the development of the water sector; and
4) To conduct examinations and award diplomas, certificates and other awards to successful candidates.

1.3 KENYA WATER INSTITUTE'S APPROVED GRADING STRUCTURE

The Institute's grading structure ranges from KW 1 for Director/Chief Executive Officer to KW 10 for Office Assistant which is the lowest grade. Entry into the Corporations grading structure will be determined by requisite basic academic and professional qualifications, and experience for appointment to the various grades/levels as indicated in the table below:

Table 1: Approved KEWI Grading Structure

FUNCTIONAL AREA	HEAD/ DESIGNATION	GRADE KW	EQUIVALENT CIVIL SERVICE GRADE FOR PURPOSES OF ALLOWANCES ONLY	QUALIFICATIONS
EXECUTIVE	Director/Chief Executive Officer	1	U	- Bachelors Degree - Masters Degree - PhD - Professional qualification and membership where applicable - Leadership course lasting not less than four (4) weeks (cumulative). - At least Fifteen (15) years' work experience - At least 10 Years' relevant experience in management - Evidence of publication in referred journals - Computer Literacy - Fulfill the requirements of Chapter 6 of the Constitution
DIVISION	Deputy Director	2	S	- Bachelor's degree - Master's Degree - Professional qualification and membership to professional body where applicable - Leadership course lasting not less four (4) weeks (cumulative). - At least twelve (12)

				• years' work experience • At least six (6) Years' experience in management • Evidence of publication in refereed journals • Training of Trainers Certificate • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
DEPARTMENT	Manager/ Registrar/ Senior Principal Lecturer	3	R	• Bachelors Degree • Masters Degree. • Professional qualification and membership where applicable • Management course lasting not less four (4) weeks. • At least ten (10) years' work experience • Evidence of publication in refereed journals • Demonstrated proficiency in teaching and Research or At least Four (4) Years' experience in a Management role • Training of Trainers Certificate • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
SECTION	Principal Lecturer Principal Officer	4	P	• Bachelor's Degree • Master's Degree • At least Eight (8) years' work experience • Demonstrated proficiency in teaching and Research OR attended a Management course lasting not less four (4) weeks. • Training of Trainers Certificate

				• Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
UNIT	Senior Lecturer Senior Officer	5	M	• Bachelor's Degree • Master's Degree is an added advantage. • Four years of relevant work experience. • Supervisory course lasting not less two (2) weeks. • Computer Literacy • Training of Trainers Certificate • Fulfill the requirements of Chapter 6 of the Constitution
	Principal Instructor/ Technologist	5	M	• Diploma • Eight years' Relevant experience • Evidence of publication of practical manual(s) • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
OPERATIONS	Lecturer/Officer	6	L	• Bachelors' degree • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
	Senior Instructor/Technologist	6	L	• HND with two years' experience **OR** • Diploma • Four years' experience • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
	Instructor/ Technologist Senior Technicians	7	K	• KCSE C- or equivalent • A professional Diploma • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution **OR** • KCSE D+ or equivalent

				• A technical professional certificate • Four years Relevant experience • Fulfill the requirements of Chapter 6 of the Constitution
	Senior Assistant officer	7	K	• HND with two years' experience **OR** • KCSE C- or equivalent • A professional Diploma • Four years Relevant experience • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
	Assistant officer	8	J	• KCSE C- or equivalent • A professional Diploma • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution **OR** • KCSE D+ or equivalent • A professional certificate • Four years Relevant experience • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
	Technicians	8	J	• KCSE D+ or equivalent • A technical/ professional certificate • Fulfill the requirements of Chapter 6 of the Constitution
	Senior Office Assistant	9	H	• KCSE D plain or Equivalent • 4 years Relevant Experience **OR** • KCSE D plain or equivalent

				• A professional certificate • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution
	Office Assistant	10	G	• KCSE D plain or Equivalent • Computer Literacy • Fulfill the requirements of Chapter 6 of the Constitution

2.0   KENYA WATER INSTITUTE (KEWI) ORGANIZATIONAL STRUCTURES

2.1   ORGANIZATIONAL STRUCTURE

The Organizational Structure has been developed with an aim to achieve the following;

  i. To maximize the efficiency and success of the Organization;
 ii. Facilitate working relationships with various sections of the Organization; and
iii. Retain order and command whilst promoting flexibility and creativity.

2.2   KENYA WATER INSTITUTE STRUCTURE

The Management of KEWI is vested in the Council who provides policy and oversight while the day to day operations are delegated to the Secretary/CEO. KEWI is organized in three (3) Divisions and three (3) stand-alone Departments namely as indicated below;

  i. Academic Affairs Division;
 ii. Research, Consultancy & Technical Services Division;
iii. Corporate Services Division;
 iv. Corporation Secretary and Legal Services Department;
  v. Supply Chain Management Department; and
 vi. Internal Audit Department.

2.3   KEWI APPROVED ORGANIZATION STRUCTURE

KEWI Organization Structure is as indicated in Figure: 1 below:-

FIGURE 1: Kenya Water Institute Organization Structure
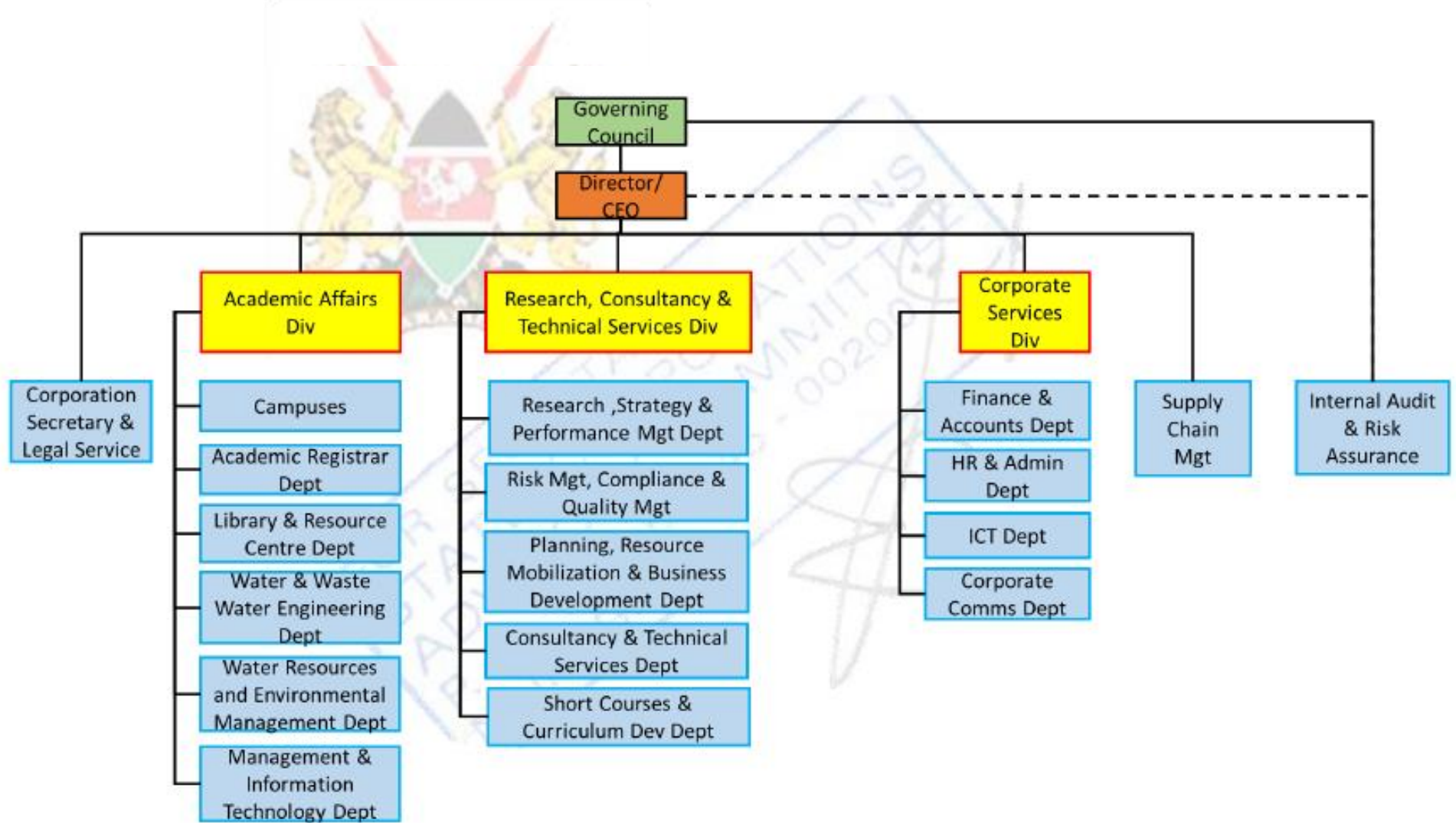
3.0   FUNCTIONAL STAFFING FOR KENYA WATER INSTITUTE

3.1 DIRECTOR/CHIEF EXECUTIVE OFFICER

a) Rationale

The office of the Director exists to provide leadership and direction, in the organization, administration and management of the Institute. The office is responsible to the Council for the day to day operations of the institute's affairs.

b) Functions

The functions of the Office of the Director/CEO are to:

i.   Provide technical advice to the council;
ii.   Secretary to the council;
iii.   Chair the institutes academic board;
iv.   Oversee KEWI'S operations to ensure efficiency, quality, service and cost effective management of resources;
v.   Coordinate the implementation of the KEWI'S strategic plans and realization of its mandate and objectives;
vi.   Provide leadership to senior management and staff;
vii.   Oversee the preparation and implementation of the performance appraisal systems and performance contracts of all departments;
viii.   Ensure prudent management of resources and assets of KEWI;
ix.   Promote institutional accountability;
x.   Ensure governing council's decisions are implemented and reported on time;
xi.   Serve as a link between the governing council and members of staff;
xii.   Ensure development and implementation of effective financial management policies and systems;
xiii.   Sign all government and donor grant agreements and contracts and related documentation on behalf of the institute in accordance with relevant statutory requirements;
xiv.   Coordinate identification and source for favourable development partners;
xv.   Ensure submission and follow-up of funding proposals;
xvi.   Ensure annual financial audit is conducted and recommendations addressed;
xvii.   Convene and chair management team meetings;
xviii. Ensure development and implementation of effective human resource management and administrative policies and systems;
xix.   Ensure development and implementation of effective risk and quality management policies and systems of the institute;

xx. Provide regular, thorough and prompt communication to the council on key technical, financial and administrative matters; and

xxi. Responsible for stakeholder management and the enhancement of the corporate image of the institute.

c) Staff establishment

In order to execute the above functions the office of the Director/ CEO will be staffed as follows:

Table 2: Establishment of the Office of the Director/CEO

S/No.	Designation	Job Grade KW	Approved establishment
1.	Director/Chief Executive Officer	1	1
2.	Personal Assistant	*	*
3.	Assistant Office Administrator/ Senior	8/7	1
4.	Driver/Senior	9/8	1
5.	Office Assistant/Senior	10/9	1
	TOTAL		4

*The personal Assistant will be picked by the Director from among the institutes existing staff.

3.2 CORPORATION SECRETARY AND LEGAL SERVICES DEPARTMENT

a) Rationale

This Department will be responsible for coordinating the agenda and taking minutes of Governing Council meetings and providing legal guidance to the institute.

b) Functions

The functions of the Office of the Corporation Secretary and Legal Service Department are to:

i. Provide guidance to the Council on their duties and responsibilities and on matters of governance;

ii. Assist the Council in carrying out; Council induction and training, Updating the Council and Committee charters, Preparation of Council work plans, Council evaluation, Governance audit, Implementation of the code of conduct and Ethics;

iii. Ensure the timely preparation and circulation of Council and Committee papers;

iv. Take and keep committee minutes;

v. Maintain and update the register of conflicts of interest;
vi. Ensure that Council members are aware of all relevant laws affecting the organization;
vii. Ensure that annual returns are promptly filed with the relevant authorities;
viii. Except in exceptional circumstances, ensure that Council and Committee papers are circulated in advance of any meeting;
ix. Coordinate litigations for the Institute;
x. Provide guidance on governance and adherence to statutory obligations;
xi. Prepare all contracts;
xii. Custodian of all contracts;
xiii. Custodian of the Fund seal;
xiv. Advise on the fixing of common seal outside registration;
xv. Provide legal guidance on contractual and statutory obligations binding to the Organization and legal duties for the Institute; and
xvi. Maintenance of Institute's asset registers.

c) Staff establishment

In order to execute the above functions the department will be staffed as follows:

Table 3: Establishment of Corporation Secretary and Legal Service Department

S/NO	Designation	Job Grade KW	Approved establishment
1.	Corporation Secretary and Manager Legal Services	3	1
3.	Principal Legal Officer	5	1
	TOTAL		2

3.3 ACADEMIC AFFAIRS DIVISION

a) Rationale

The division is responsible for conducting training as per Kenya water Institute Act No. 11 of 2001 section 4(I) (b) and also conduct examinations, and award certificates as per the same Act. Section 4(I) (d) and (e).

b) Functions

The functions of the Division are to:

i. Develop and implement academic training programs;
ii. Undertake research and publication in water resources and environmental thematic areas;

iii. Undertake curriculum development and review;
iv. Coordinate library management services;
v. coordinate students admissions, registration and record keeping;
vi. Issue certificates to students who have graduated;
vii. Coordinate examinations and certification;
viii. Undertake guidance and counseling for students;
ix. Handle students disciplinary cases;
x. Handle students attachment and follow up; and
xi. Coordinate students' welfare and co-curricular activities.

c) Staff Establishment

In order to execute the above functions the Office of the Deputy Director, Academic Affairs will be staffed as follows:

Table 4: Establishment of Office of the Deputy Director Academic Affairs

S/NO	Designation	Job Grade KW	Approved Establishment
1.	Deputy Director Academic Affairs	2	1
2.	Office Administrator/ Senior	8/7	1
	TOTAL		2

3.3.1 ACADEMIC REGISTRAR DEPARTMENT

a) Rationale

The Academic Registrar Department is Responsible for coordination and control of student's registration, examination and student welfare services in the Institute.

b) Functions

The functions of the department are to:

i. Ensure the integrity, accuracy and security of all academic records of current and former students;
ii. Facilitate effective student registration;
iii. Establish and maintain secure student data files;
iv. Maintain up-to-date course schedules, catalogues and examination schedules;
v. Manage efficient use of classrooms;
vi. Supervise and maintain effective certification systems;

vii. Supervise the processes of credits transfer, graduation and certification;
viii. Counseling and advice students, and staff on academic matters;
ix. enforce policies and regulations on training;
x. Oversee effective use of the institutes sickbay;
xi. Coordinate the social, recreational and welfare programs; and
xii. Formulate and enforce code of conduct for students.

The following sections and unit will be under this department:

i. Examinations Section; and
ii. Students Welfare Section.

c) Staff Establishment

To execute the above functions the the Students Registration Services Department will be staffed as follows:

Table 5: Staff establishment for the Academic Registrar Department

S/No.	Job Title	Job Grade KW	Approved Establishment	Remarks
1.	Senior Principal Registrar	3	1	To head the Division
2.	Principal Registrar (Student Welfare)	4	1	To be in charge of students welfare, admissions, internships and placements
3.	Principal Registrar (Examinations)	4	1	To be in charge of examinations
4.	Registrar/Senior	6/5	9	To assist in coordination of exams, students affairs and placement.
	TOTAL		12	

3.3.2 LIBRARY AND RESOURCE CENTRE DEPARTMENT

a) Rationale

The Library and Resource Centre department will be responsible for offering prudent management of the libraries and Resource Centre services in the Institute.

b) Functions

The functions of the department are to:

  i.   Classify, index, code and catalogue books and other learning materials;
  ii. Keep, maintain, compile and provide library data;
  iii. Requisition for new books, journals, periodicals/publications and other materials needed in the library;
  iv. Subscribe to local and international journals including online journals;
  v.   Avail library materials to users; and
  vi. Maintain inventory of books, learning resources and other materials in the institute.

c) Staff Establishment

To execute the above functions the Library and Resource Centre Services department will be staffed as follows:

Table 6: Staff Establishment for the Library Resource Centre Department

S/No.	Designation	Job Grade KW	Approved Establishment	Remarks
1.	Principal Librarian	4	1	To head the department
2.	Librarian/Senior	6/5	3	To be deployed at the main campus library
3	Library Assistant/Senior	8/7	3	To be deployed at the three satellite campus libraries
	TOTAL		7	

3.3.3 WATER AND WASTE WATER ENGINEERING DEPARTMENT

a) Rationale

The Water and Waste Water Engineering Department is responsible for Coordination and control of teaching and learning in all Engineering related subjects in the Institute.

b) Functions

The functions of the department are to:

  i.   Develop and implement training programs in water engineering;
  ii. Undertake curriculum development and review;

iii. Undertake training needs assessment for engineering courses;
iv. Handle students attachment and follow up; and
v. Design courses and instructional materials for engineering courses.

c) Staff Establishment.

In order to execute the above functions the Department will be staffed as follows:

Table 7: Staff Establishment for the Water and Waste Water Engineering Department

S/NO	Job Title	Job Grade KW	Approved Establishment	Remarks
1.	Senior Principal Lecturer	3	1	To head a Department
2.	Lecturer/ Senior/ Principal	6/5/4	40	To be deployed in the four campuses
3.	Principal Technologist(Instructor)	5	1	To be in charge of workshops and laboratories in the four campuses
4.	Technologist(Instructor)/Senior	7/6	6	To be deployed to manage the workshops and laboratories in the four campuses
5.	Technician/Senior	8/7	7	To be deployed in the workshops and laboratories in the four campuses
	TOTAL		55	

3.3.4 WATER RESOURCES AND ENVIRONMENTAL MANAGEMENT DEPARTMENT

a) Rationale

Water and Resources Management Department is responsible for coordination and control of teaching and learning in all water resources management related subjects in the Institute.

b) Functions

The functions of the department are to:

i.   Develop and implement training programs in Water Resources and Environmental Management related subjects;

ii.   Undertake research and publication in water resources and environmental Management thematic areas;

iii. Develop and reviewing curriculum on Water Resources Management content;

iv.   Undertake training needs assessment in water resources and environmental thematic areas;

v.   Handle students attachment and follow up; and

vi.   Design courses and instructional materials for water resources and environmental management courses.

c) Staff Establishment.

In order to execute the above functions the Department will be staffed as follows:

Table 8: Staffing Levels for Water Resources and Environmental Management Department

S/No.	Designation	Job Grade KW	Approved establishment	Remarks
1.	Senior Principal Lecturer	3	1	To head the Department
2.	Lecturer/ Senior/ Principal	6/5/4	25	To be deployed in the four campuses
3.	Principal Technologist(Instructor)	5	2	To be in charge of workshops and laboratories in the four campuses
4.	Technologist(Instructor)/Senior	7/6	10	To be deployed to manage the workshops and laboratories in the four campuses
5.	Technician/Senior	8/7	12	To be deployed in the workshops and laboratories in the four campuses
	TOTAL		50	

3.3.5 MANAGEMENT AND INFORMATION TECHNOLOGY DEPARTMENT

a) Rationale

Management and Information Technology Department is responsible for coordination and control of teaching and learning in all information technology and management related subjects in the Institute.

b) Functions

The functions of the department are to:

i. Develop and implement training programs in information technology and Management related subjects;
ii. Undertake research and publication in information technology and Management thematic areas;
iii. Develop and reviewing curriculum on information technology and Management content;
iv. Undertake training needs assessment in information technology and Management thematic areas;
v. Handle students attachment and follow up; and
vi. Design courses and instructional materials for information technology and Management courses.

c) Staff Establishment.

In order to execute the above functions the Department will be staffed as follows:

Table 8: Staffing Levels for Management and Information Technology Department

S/No.	Designation	Job Grade KW	Approved establishment	Remarks
1.	Senior Principal Lecturer	3	1	To head the Department
2.	Lecturer/ Senior/ Principal	6/5/4	10	To be deployed in the four campuses
3.	Information Technologist/Senior	8/7	5	To be deployed in the computer laboratories in the four campuses
	TOTAL		16	

Note

KEWI has the following laboratories:-

- Analytical Laboratories (Physical-chemical and Biological) -2
- Research Water Quality laboratories -1
- Hydraulic laboratory –1
- Geology laboratory – 1
- There are six workshops namely: Pipe, mechanical, electrical, timber/Carpentry, construction/concrete, welding and Mechanical Production Unit (MPU) general.

3.3.6 CAMPUSES

a) Rationale

The campuses are responsible for undertaking training, conduct examination, offer research &consultancy and carry out the Finance and administration functions in their respective locations. Currently the institute has the following four (4) campuses:

  i.   Nairobi;
  ii.   Chiakariga
  iii. kitui ; and
  iv.   Kisumu.

b) Functions

The functions of the campuses are to:

  i.   Implement training programs;
  ii.   Undertake research and publication in area of specialization;
  iii. Participate in curriculum development and review;
  iv.   Undertake consultancy services on water sector;
  v.   Undertake training needs assessment in area of specialization;
  vi.   handle students attachment and follow-up;
  vii. Participate in development of courses and preparation of instructional materials in area of specialization; and
  viii. Collaborate with development partners; and Oversee student welfare.

c) Staff Establishment

In order to execute the above functions the Campuses will be staffed as follows:

Table 9: Establishment for the campuses (Chiakariga, Kitui, Kisumu)

Note: The establishment for the campuses is included in the three divisional establishments and thus should not be considered as a separate/additional establishment except for the posts of Senior Principal Lecturer (Campus Principal).

S/No.	Designation	Job Grade KW	Approved Establishment per campus	Remarks
1.	Senior Principal Lecturer (Campus Principal)	3	1	To Head the Campus
2.	Lecturer/Senior/Principal	6/5/4	15	To head several courses/departments
3.	Registrar/Senior	6/5	2	To handle students welfare and exams and curriculum matters
4.	Human Resource and Administrative Assistant/Senior	8/7	1	To head human resource and Administrative function at the campus
5.	Records Management Assistant/Senior	8/7	1	Maintain records at Campus level
6.	Accountant/Senior	6/5	1	To head the accounts function in the campus
7.	Technologist(Instructor)/Senior	7/6	1	To manage the laboratory/workshop
8.	Technician/Senior	8/7	1	To assist in the laboratory/workshop
9.	Artisan	9/8	1	To assist in maintenance activities
10.	Library Assistant/Senior	8/7	1	To provide library services in the campus
11.	Information Technologist/Senior	8/7	1	To be in charge of ICT in the campus
12.	Office Administrators/Senior	8/7	1	To be deployed in the office of the Campus Principal
13.	Room Steward/Senior	9/8	2	To undertake housekeeping function
14.	Cook/Senior	9/8	2	To prepare food in the kitchen and ensure they

S/No.	Designation	Job Grade KW	Approved Establishment per campus	Remarks
				work in shifts.
15.	Grounds man	10/9	2	To maintain cleanliness in the kitchen
16.	Waiter/Senior	9/8	2	To Serve food in the restaurant
17.	Driver/Senior	9/8	2	To undertake driving duties in the pool
18.	Laundry Steward/Senior	10/9	1	To provide laundry services in the campus
19.	Nursing Officer/Senior	8/7	1	To take care of ill students
20.	Supply Chain Supply Assistant/Senior	8/7	2	To be in charge of stores
21.	Office Assistant/Senior	10/9	2	To carry out messangerial duties
	TOTAL		43	Establishment per campus
	Grand total for the campuses		43 x 3 = 129	The total staff establishment for the three (3) campuses of Chiakariga, Kitui and Kisumu.

3.4 RESEARCH, CONSULTANCY AND TECHNICAL SERVICES DIVISION

a) Rationale

The Research, Consultancy and Technical Services Division is to provide leadership and coordination in the development and implementation of the Institute's research, consultancy, Monitoring &Evaluation systems and frameworks, risk management guidelines, technical and advisory services, resource mobilization and marketing policies, strategies and programs.

b) Functions

The functions of the Division are to:

i. Coordinate and carry out relevant research;
ii. Produce research publications;
iii. Carry out applied water research, outreach and consultancy services;
iv. Document, domesticate, develop, disseminate appropriate water technologies;
v. Organize water related conferences, seminars and workshops;
vi. Collaborate, and develop networks with other relevant agencies locally and internationally
vii. Coordinate implementation of the institutes corporate strategy;
viii. Coordinating change management of the institute;
ix. Advocacy and outreach of the institute;
x. Network and collaborating with other organizations
xi. Assessing annually the adequacy and effectiveness of the institutes process and risk management;
xii. Reporting significant issues related to the process of controlling activities of the institute and its affiliates including potential improvements to those processes and provide information concerning such issues through resolution;
xiii. Periodically advising management on internal controls, operational efficiency and risk management;
xiv. Develop, implement and review resource mobilization and marketing policies, strategies and programs; and
xv. Coordinate curriculum review and development.

c) Staff Establishment

In order to execute the above functions the Division will be staffed as follows:

Table 5: Establishment of the Office of Deputy Director Research, Consultancy & Technical Services Division

S/No	Designation	Job Grade KW	Approved establishment
1.	Deputy Director Research, Consultancy and Technical Services	2	1
2.	Office Administrator /Senior	8/7	1
	TOTAL		**2**

The Research, Consultancy & Technical Services Divisionis organized into the following Departments:-

i. Research ,Strategy and Performance Management;

ii.   Risk, Compliance and Quality Management;
iii. Planning, Resource Mobilization and Business Development;
iv.   Consultancy and Technical Services; and
v.   Short Courses and Curriculum Development.

3.4.1 RESEARCH, STRATEGY AND PERFORMANCE MANAGEMENT DEPARTMENT

a) Rationale

The Research, Strategy & Performance Management Department is to provide and coordinate the development and implementation of the Institute's strategic plan, carry out relevant research and performance management programs.

b) Functions

The functions of the Department are to:

i.   Initiate development of policies related to research, Strategy and performance management programs;
ii.   Coordinate the activities of the Institute's Research, Strategy and performance management function;
iii. Ensure sound management of the Institute's research, Strategy and performance management programs;
iv.   Develop new research programs;
v.   Develop operational plans for achieving the Institute's research objectives;
vi.   Ensure implementation and fulfillment of the research standards of the Institute;
vii. develop performance contract documents for the institute; and
viii. Undertake and publish research and outreach programmes to help KEWI improve its business performance, create value and maximize growth.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:

Table 6: Research, Strategy and Performance Management Department

S/No	Designation	Job Grade KW	Approved establishment
1.	Senior Principal Research, Strategy & Performance Management Officer	3	1
2.	Principal Research, Strategy & Performance Management Officer	4	1

3.	Research, Strategy & Performance Management Officer/Senior	6/5	2
	TOTAL		4

3.4.2 RISK, COMPLIANCE AND QUALITY MANAGEMENT DEPARTMENT

a) Rationale

The Risk Management, Compliance and Quality Management Department is responsible for assessing the adequacy and effectiveness of the Institute's processes and risk management and periodically advising management on internal controls, operational efficiency, risk management and oversee implementation of M&E systems and frameworks.

b) Functions

The functions of the Department are to:

i. Carry out risk assessment
ii. Assist in development of risk management guidelines;
iii. Oversee implementation of M&E systems and frameworks;
iv. Design monitoring and evaluation tools
v. Develop quality standards and monitor the quality of KEWI operations;
vi. Ensure analysis of monitoring data and dissemination of reports; and
vii. Produce periodic progress reports on a timely basis.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:

Table 7: Risk Management, Compliance and Quality Management Department

S/No.	Designation	Job Grade KW	Approved establishment
1.	Senior Principal Risk Management, Compliance and Quality Officer	3	1
2.	Principal Risk Management, Compliance and Quality Officer	4	1
3.	Risk Management, Compliance & Quality Officer /Senior	6/5	1
	TOTAL		3

3.4.3 PLANNING, RESOURCE MOBILIZATION AND BUSINESS DEVELOPMENT DEPARTMENT

a) **Rationale**

The Planning, Resource Mobilization and Business Development Department is responsible for initiating the development and ensuring implementation of policies, strategies related to the institutes planning resource mobilization and business development programs.

b) **Functions**

The functions of the Department are to:

i. Mobilize resources to finance the programs of KEWI;
ii. Identify and map out potential areas of resource mobilization;
iii. Develop and coordinate proposals for funding;
iv. Provide water related consultancy services; and
v. Identify and shortlist consultants and contractors as well as managing them.

c) **Staff Establishment**

In order to execute the above functions the Department will be staffed as follows:

Table 8: Establishment for Planning, Resource Mobilization and Business Development Department

S/No	Designation	Job Grade KW	Approved establishment
1.	Senior Principal Planning, Resource Mobilization, and Business Development Officer	3	1
2.	Principal Planning, Resource Mobilization, and Business Development Officer	4	1
3.	Planning, Resource Mobilization, and Business Development Officer /Senior	6/5	1
	TOTAL		3

3.4.4 CONSULTANCY AND TECHNICAL SERVICES DEPARTMENT

a) **Rationale**

The Consultancy and Technical Services Department is responsible for provition of consultancy in water related services.

b) Functions

The functions of the Department are to:

i. Provide technical and objective advice on expressions of interest and proposals from clients for consultancy services for improved utilization of resources and business performance;

ii. Undertake business-based consultancy in water related services to include but not limited to hydro geological surveys, environmental impact assessments, borehole drilling services, water quality analyses, water treatment;

iii. Provide technical evaluation on emerging water technologies, provide cost benefit analyses related to the new technologies, or upgrading existing technology and performing tests to ensure technology works for the intended purpose; and

iv. Ensure that technical reports and documentation meet government regulations, standards of relevant professional bodies to accomplish a wide variety of functional and technical objectives.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:

Table 9: Establishment for Consultancy and Technical Services Department

S/No	Designation	Job Grade KW	Approved establishment
1.	Senior Principal Consultancy and Technical Services Officer	3	1
2.	Principal Consultancy & Technical Services Officer	4	1
4.	Consultancy & Technical Services Officer/ Senior	6/5	2
5.	Technician (water drilling, water treatment and related works)/Senior	8/7	6
	TOTAL		10

3.4.5 SHORT COURSES AND CURRICULUM DEVELOPMENT DEPARTMENT

a) Rationale

The short courses and curriculum and development Department is responsible for planning, developing, coordinating and implementing short courses and curriculum and development programs at the institute.

b) Functions

The functions of the Department are to:-

i. carry out surveillance on water sector dynamics and undertake training needs assessment for short courses and develop curriculum for regular courses aimed at developing capacity that provides a cost effective and sustainable service;
ii. promote continuing professional development and upgrade skills and knowledge of personnel in the water sector;
iii. develop regular and short courses that are reliable, valid, acceptable, cost effective, purposeful, contributing towards continuing education and filling the gaps realized; and
iv. promote uptake of emerging technologies and innovations through capacity building of professionals in the water sector.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:

Table 10: Establishment for Short Courses and Curriculum Development Department

S/No	Designation	Job Grade KW	Approved Establishment
1.	Senior Principal Lecturer, Curriculum Development	3	1
2.	Lecturer, Curriculum Development/Senior /Principal	6/5/4	1
	TOTAL		**2**

3.5 CORPORATE SERVICES DIVISION

a) Rationale

The Corporate Services Division is responsible for providing leadership and coordination of Finance and Accounts, Human Resource Management and Development, Administration, Information and Communications Technology and Corporate Communications Departments.

b) Functions

The functions of the Division are to:-

i. Coordinate Finance, Human Resource and Administration, Information and Communication Technology activities in the Institute;
ii. Initiate the development of policies, plans and strategies in the functional areas of Finance, HR and Administration, Corporate Communications and Information and Communication Technology services;
iii. Foster a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the institute;
iv. Ensure financial prudence and discipline for Financial Accounting, Planning, budgeting and budgetary controls in compliance with the set legal guidelines;
v. Oversee planning, directing and executing all human resources strategies, policies and plans;
vi. Ensure effective implementation and compliance with all legislative requirements relating to corporate services;
vii. Coordinate the institute's Management Information Systems and security;
viii. Coordinate technology infrastructure in line with the institute's goals and changing technologies;
ix. Provide technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters;
x. Ensure conducive work environment in the institute;
xi. Physical security; and
xii. Coordinate Development, review and implement communications strategy to support the Institute's objectives;
xiii. Oversee Development and implement corporate communications plans to enhance the visibility of the Institute;
xiv. Manage the corporate image of the Institute;
xv. Coordinate branding activities ;
xvi. Media management (Electronic, print and social); and
xvii. Coordinate the Institute's public functions and corporate events.

c) Staff Establishment

In order to execute the above functions the Division will be staffed as follows:

Table 11: Establishment of the Office of Deputy Director Corporate Services

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Deputy Director Corporate Services	2	1
2.	Assistant Office Administrator/Senior	8/7	1
	TOTAL		2

The Corporate Services division will be organized into the following Departments:

i.   Finance and Accounts Department;
ii. Human Resource Management and Administration Department
iii. Information Communication Technology Department; and
iv. Corporate Communications Department.

3.5.1 FINANCE AND ACCOUNTS DEPARTMENT

a) Rationale

The department is responsible for ensuring prudent management of financial resources and the reporting thereof within the existing legal framework.

b) Functions

The functions of the Department are to:-

i.   Implement financial regulations ,policies, strategies and plans;
ii.   Effective and efficient use of financial resources;
iii. Coordinate preparation of budget proposals and cash flow projections;
iv.   Budgetary and cost control;
v.   Revenue and treasury management and reporting
vi.   Maintenance of books of accounts and other financial records;
vii. Budget implementation, monitoring and review;
viii. Develop and implement internal financial controls;
ix.   Prepare the financial reports and submit to relevant institutions;
x.   Maintain accurate and complete financial records of the institute's and regularly review the financial system; and
xi.   Ensure compliance with applicable financial statutory obligation and government circulars.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:

Table 12: Establishment of Finance and Accounts Department

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Manager, Finance and Accounts	3	1
2.	Principal Finance officer/Accountant	4	2
3.	Finance Officer/Accountant/Senior	6/5	4
4.	Accounts Assistant/Senior	8/7	6
	TOTAL		13

3.5.2 HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION DEPARTMENT

a) Rationale

The Department is responsible for ensuring the Institute has Human Resource Capacity that is adequately developed to enable it deliver on the overall mandate of the Institute.

b) Functions

The functions of the Department are to:

i. Implement Human Resource and Development policies, strategies and plans;
ii. Coordinate human resource training and development programmes;
iii. Implement the Institute's strategic objectives on Human Resources and Development;
iv. Develop, review and coordinate implementation of performance management system;
v. Initiate the development and implement compensation and benefits schemes;
vi. Implement human resource management rules and regulations and compliance with labour laws;
vii. Develop and maintain human resource management information system;
viii. Ensure compliance with Human Resource and Administration statutory and regulatory requirements;
ix. Manage payroll;
x. Provide Secretariat to the Committee responsible for Human Resource Management
xi. Promote cordial employee relations, values and work ethics in the Institute and
xii. Develop and manage staff welfare schemes such as Group Personal Life and accident, medical or insurance schemes.
xiii. Coordinate the day-to-day administrative activities of the Institute;
xiv. Establish and maintain a catalogue of all Institute s Assets and Properties.
xv. Prepare and implement a maintenance schedule of all Assets in liaison with other departments and in consideration of the manufacturer's manual.
xvi. Manage, Prepare schedule for assets (buildings, furniture, fittings, etc)
xvii. Identify unserviceable and obsolete assets for disposal

xviii.   Coordinate and oversee the implementation of the recommendations of work environment surveys so as to improve the work conditions of Institute.

xix.   Fleet management

xx.   Management of Office Space

xxi.   Management of outsourced administrative services ; and

xxii.   Ensure effective management of the Institutes records.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows:-

Table 13: Establishment of Human Resource Management and Administration Department

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Manager Human Resource Management and Administration	3	1
2.	Principal Human Resource and Administration Officer	4	2
3.	Human Resource and Administration Officer/Senior	6/5	2
5.	Maintenance Officer	7	1
6.	Human Resource and Administrative Assistant/Senior	8/7	3
7.	Security Assistant/Senior	8/7	1
8.	Enrolled Nurse/Senior	8/7	4
9.	Records Management Officer/ Senior	6/5	1
10.	Records Management Assistant/ Senior	8/7	4
11.	Office Administrator /Senior	8/7	9
13.	Transport Officer	7	1
12.	Driver/Senior	9/8	11
13.	Office Assistant/Senior	10/9	10
14.	Grounds men	10/9	8
15.	Artisan/Senior	9/8	5
	TOTAL		62

3.5.3 INFORMATION COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT

a) Rationale

The department will be responsible for promoting the use of ICT in delivery of services towards realization of the Institute's mandate.

b) Functions

The functions of the Department are to:

i. Formulate and implement ICT policies, procedures and systems;
ii. Plan, Design, Implement and align ICT strategies for effective management of services at all levels;
iii. Oversee the Institute's intranet and internet issues;
iv. Advise management on institutionalization of effective ICT governance structures;
v. Provide specifications and standards in the procurement of ICT software and equipment;
vi. Plan, develop, review and implement ICT business disaster recovery strategy;
vii. Ensure compliance with established Information Communication Technology standards, procedures and regulations;
viii. Update the Institute's website; and
ix. Provide technical support services to computer users as well as train them to acquire skills needed to implement computer based information systems.

c) Staff Establishment

In order to execute the above functions the Department will be staffed as follows: -

Table 14: Establishment of Information Communication Technology Department

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Principal ICT Officer	4	1
2.	ICT Officer/Senior	6/5	2
3.	Information Technologist/Senior	8/7	3
	TOTAL		6

3.5.4 CORPORATE COMMUNICATIONS DEPARTMENT

a) Rationale

The department is responsible for establishing the Institute's visibility and manages branding.

b) **Functions**

The Department will be responsible for carrying out of the following functions:

i. Develop, review and implement communications strategy to support the institute's objectives;
ii. Develop and implement corporate communications plans to enhance the visibility of the institute;
iii. Manage the corporate image of the institute;
iv. Coordinate branding activities
v. Media management (electronic, print and social)
vi. Coordinate the institute's public functions and corporate events;
vii. Facilitate the development of information, education, communication (iec) materials; and
viii. Develop appropriate public communications strategies;
ix. Develop public education materials;
x. Manage linkages and collaborations with other stakeholders and organize protocol for media events affecting KEWI;
xi. Advise KEWI, on appropriate corporate communication policies and strategies;
xii. Provide interface between KEWI and other stakeholders;
xiii. Initiate and develop corporate public relations programmes;
xiv. Maintain a positive corporate image as per the current trends;
xv. Coordinate and prepare official speeches;
xvi. Coordinate the preparation and publication of KEWI newsletter and materials;
xvii. Outreach and advocacy of KEWI programmes;
xviii. Develop and implement KEWI'S service delivery charters; and
xix. Update KEWI's website regularly.
xx. Oversee implementation of the Institute's corporate social responsibility.

c) **Staff Establishment**

In order to execute the above functions the Department will be staffed as follows:-

Table 15: Staff Establishment for Corporate Communications Department

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Principal Corporate Communications Officer	4	1
2.	Corporate Communications Officer/Senior	6/5	1
	TOTAL		2

3.5.5 HOSPITALITY AND CATERING SERVICES SECTION

a) **Rationale**

The section will be responsible for overseeing catering and housekeeping services at KEWI.

b) **Functions**

The functions of hospitality section are to;

i.   Organize, plan, budget, coordinate and manage housekeeping/catering services;

ii.   Management of housekeeping and catering services of the institute;

iii.   Oversee banqueting services at KEWI;

iv.   Review menus;

v.   Plan for customer accommodation;

vi.   Maintain and clean the Institute's hostel and resource centre buildings and equipment;

vii.   Ensure compliance by all housekeeping/catering staff with their occupational objectives, safety, environmental and infection control;

viii.   Keep proper records of food and hostel inventory;

ix.   Account for revenue generated in the catering and banqueting sections;

x.   Maintain proper records and movement of other sundries;

xi.   Ensure the general welfare of students in hostels;

xii.   Manage food and beverage provision for functions and events;

xiii.   Plan menus in consultation;

xiv.   Ensure health and safety regulations are strictly observed;

xv.   Budget and establish financial targets and forecasts;

xvi.   Monitor the quality of the product (food/beverages) and service provided;

xvii.   Ensure compliance with all fire, licensing and employment regulations; and

xviii.   Serve meals and beverages to event attendees.

c) **Staff Establishment**

In order to execute the above functions the Department will be staffed as follows:-

Table 16: Establishment of the Hospitality and Catering Section

S/No.	Designation	Job Grade KW	Approved Establishment
1.	Hospitality Officer/Senior	6/5	1
2.	Housekeeper	7	1
3.	Cateress /Caterer	7	1
4.	Cook /Senior	9/8	12
5.	Waiter /Senior	9/8	10
6.	Room Steward/Senior	10/9	10
7.	Laundry Steward/Senior	10/9	6
	TOTAL		41

3.6   INTERNAL AUDIT AND RISK ASSURANCE DEPARTMENT

a) Rationale

The Internal Audit and Risk Assurance Department is responsible for providing assurance on the Councils internal control system, Risk Management framework and governance structure.

b) Functions

The functions of this department are to:
  i. Provide secretarial services to the audit committee;
 ii. Plan and review audit services;
iii. Supervise the preparation of audit programmes;
 iv. Issue audit report queries and observations;
  v. Conduct scheduled and ad hoc audits;
 vi. Facilitate storage and retrieval of audit reports;
vii. Check, review, and evaluate the financial management systems;
viii. Advise on methods and procedures of proper and effective audit management and control systems; and
 ix. Advise on use of and implementation of modern technology for effective audit management and control.

c) Staff Establishment

In order to execute the above functions the department will be staffed as follows:

Table 17: Establishment of the Internal Audit and Risk Assurance Department

S/No	Designation	Job Grade KW	Approved establishment
1.	Manager, Internal Audit and Risk Assurance	3	1
2.	Principal Internal Auditor	4	1
3.	Internal Auditor /Senior	6/5	1
	TOTAL		**3**

3.7 SUPPLY CHAIN MANAGEMENT SECTION

a) Rationale

The Section will be responsible for the procurement of goods and services, inventory management and disposal of assets of the Institute as guided by Public Procurement and Asset Disposal act 2015.

b) Functions

The functions of the Section are to:

i. Provide advisory /professional opinion on procurement matters to the accounting officer (director/CEO) to ensure compliance with public procurement and asset disposal act 2015 ;
ii. Provide secretarial services to procurement and asset disposal committees which may be constituted by director/CEO;
iii. Develop, implement, review and monitor the standard operating procedures and ensure that they conform to the public procurement and asset disposal act and regulations;
iv. Coordinate, prepare and execute the institute's annual procurement plan;
v. Implement and enforce regulations and policies on supplies management;
vi. Prepare tender and quotations documents;
vii. Conduct board of survey meetings for disposal of stores;
viii. Undertake tender negotiations;
ix. Manage stores of the institute(receive and issue goods);
x. Carry out market research and advise the management appropriately;
xi. Monitor contract management;
xii. Develop and implement stock control measures;
xiii. Prepare periodic reports and submit to public procurement oversight authority(PPOA);and
xiv. Prepare asset disposal plans and coordinate disposal of unserviceable obsolete assets.

c) Staff establishment

To execute the above functions the section will be staffed as follows-

TABLE 18: ESTABLISHMENT OF THE SUPPLY CHAIN MANAGEMENT SECTION

S/No.	Designation	Job Grade KW	Approved establishment
1.	Principal Supply Chain Management Officer	4	1
2.	Supply Chain Management Officer/ Senior	6/5	2
3.	Supply Chain Management Assistant /Senior	8/7	8
	TOTAL		11

Table 19: Summary of KEWI Staff Establishment

S/NO	Designations	Job Grade KW	Approved Establishment
OFFICE OF THE DIRECTOR/CEO			
1.	Director/Chief Executive Officer	1	1
2.	Personal Assistant	*	*
3.	Assistant Office Administrator/ Senior	8/7	1
4.	Driver/Senior	9/8	1
5.	Office Assistant/Senior	10/9	1
	Sub-Total		4
Corporation and Legal Services Department			
1.	Manager Corporation and Legal Services	3	1
2.	Principal Legal Officer	4	1
	Sub-Total		2
Office of the Deputy Director Academic Affairs			
1.	Deputy Director Academic Affairs	2	1
2.	Office Administrator/ Senior	8/7	1
	Sub-Total		2
Students Registration Services Department			
1.	Senior Principal Registrar	3	1
2.	Principal Registrar (Examinations)	4	1
3.	Principal Registrar (Student Affairs , Admissions and Placements)	4	1
4.	Registrar/Senior	6/5	9
	Sub-Total		12
Library Information Services Department			
1.	Principal Librarian	4	1
2.	Librarian/Senior	6/5	3
3.	Library Assistant/Senior	8/7	3
	Sub-Total		7
Water and Waste Water Engineering Department			
1.	Senior Principal Lecturer	3	1
2.	Lecturer/ Senior/ Principal	6/5/4	40
3.	Principal Technologist(Instructor)	5	1
4.	Technologist(Instructor)/Senior	7/6	6
5.	Technician/Senior	8/7	7
	Sub-Total		55

Water Resources and Environmental Management Department			
1.	Senior Principal Lecturer	3	1
2.	Lecturer/ Senior/ Principal	6/5/4	25
3.	Principal Technologist(Instructor)	5	2
4.	Technologist(Instructor)/Senior	7/6	10
5.	Technician/Senior	8/7	12
	Sub-Total		50
Management and Information Technology Department			
1.	Senior Principal Lecturer	3	1
2.	Lecturer/ Senior/ Principal	6/5/4	10
3.	Information Technologist/Senior	8/7	5
	Sub-Total		16
Campuses			
1.	Senior Principal Lecturer(Campus Principal)	3	3
	Sub-Total		3
Office of Deputy Director Research, Consultancy and Technical Services Division			
1.	Deputy Director Research, Consultancy and Technical Services	2	1
2.	Office Administrator /Senior	8/7	1
	Sub-Total		2
Research, Strategy and Performance Management Department			
1.	Senior Principal Research, Strategy & Performance Management Officer	3	1
2.	Principal Research, Strategy & Performance Management Officer	4	1
3.	Research, Strategy & Performance Management Officer/Senior	6/5	2
	Sub-Total		4
Planning, Resource Mobilization and Business Development Department			
1.	Senior Principal Planning, Resource Mobilization, and Business Development Officer	3	1
2.	Principal Planning, Resource Mobilization, and Business	4	1

	Development Officer		
3.	Planning, Resource Mobilization, and Business Development Officer /Senior	6/5	1
	Sub-Total		3
Risk Management, Compliance and Quality Management Department			
1.	Senior Principal Risk Management, Compliance & Quality Officer	3	1
2.	Principal Risk Management, Compliance and Quality Officer	4	1
3.	Risk Management, Compliance & Quality Officer /Senior	6/5	1
	Sub-Total		3
Consultancy and Technical Services Department			
1.	Senior Principal Consultancy and Technical ServicesOfficer	3	1
2.	Principal Consultancy & Technical ServicesOfficer	4	1
3.	Consultancy & Technical ServicesOfficer/ Senior	6/5	2
4.	Technician(water drilling, water treatment and related works)/Senior	8/7	6
	Sub-Total		10
Short Courses and Curriculum Development Department			
1.	Senior Principal Lecturer, Curriculum Development	3	1
2.	Lecturer, Curriculum Development/Senior /Principal	6/5/4	1
	Sub-Total		2
Corporate Services Division			
1.	Deputy Director Corporate Services	2	1
2.	Assistant Office Administrator/Senior	8/7	1
	Sub-Total		2
Finance and Accounts Department			
1.	Manager, Finance and Accounts	3	1
2.	Principal Finance officer/Accountant	4	2
3.	Finance Officer/Accountant/Senior	6/5	4
4.	Accounts Assistant/Senior	8/7	6

	Sub-Total		13
Human Resource Management and Administration Department			
1.	Manager Human Resource Management and Administration	3	1
2.	Principal Human Resource and Administrative Officer	4	2
3.	Human Resource and Administrative Officer/Senior	6/5	2
4.	Maintenance Officer	7	1
5.	Human Resource and Administrative Assistant/Senior	8/7	3
6.	Security Officer/Senior	8/7	1
7.	Enrolled Nurse/Senior	8/7	4
	Records Management Officer/Senior	6/5	1
8.	Records Management Assistant/ Senior	8/7	4
9.	Office Administrator /Senior	8/7	9
	Transport Officer	7	1
10.	Driver/Senior	9/8	11
11.	Office Assistant/Senior	10/9	10
12.	Grounds men	10/9	8
13.	Artisan/Senior	9/8	5
	Sub-Total		**63**
Information Communication Technology (ICT) Department			
1.	Principal ICT Officer	4	1
2.	ICT Officer/Senior	6/5	2
3.	Information Technologist/Senior	8/7	3
	Sub-Total		**6**
Corporate Communications Department			
1.	Principal Corporate Communications Officer	4	1
2.	Corporate Communications Officer/Senior	6/5	1
	Sub-Total		**2**
Catering and Hospitality Section			
1.	Hospitality Officer	6	1

2.	Housekeeper	7	1
3.	Cateress /Caterer	7	1
4.	Cook /Senior	9/8	12
5.	Waiter /Senior	9/8	10
6.	Room Steward/Senior	10/9	10
7.	Laundry Steward/Senior	10/9	6
	Sub-Total		**41**
Internal Audit and Risk Assurance Department			
1.	Manager, Internal Audit and Risk Assurance	3	1
2.	Principal Internal Auditor	4	1
3.	Internal Auditor /Senior	6/5	1
	Sub-Total		**3**
Supply Chain Management Section			
1.	Principal Supply Chain Management Officer	4	1
2.	Supply Chain Management Officer/ Senior	6/5	2
3.	Supply Chain Management Assistant /Senior	8/7	8
	Sub-Total		**11**
	TOTAL		**314**