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# *Maseno University Partnerships, Research and Innovations Division Job Description Manual*

April 2017



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# *Table of Contents*

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1. Introduction	3
Organisational Overview	3
Management Board Structure	<b>Error! Bookmark not defined.</b>
2. Partnership, Research and Innovations	4
2.1 Deputy Vice Chancellor - Partnerships, Research and Innovations	5
2.2 Registrar-Partnership, Research and Innovation	10
2.1 Research Assistant	14
Final Signoffs	17
Fair play for pay	18

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# 1. Introduction

## **Organisational Overview**

Maseno University, the "only university in the world that sits on the equator," was founded in 1991 and it is located in Maseno town along the Kisumu-Busia road, about 25 km from Kisumu city and 400 km West of Nairobi.

The history of the University's began with the merger of Maseno Government Training Institute with the Siriba Teachers Training College in 1990 to form Maseno University as a constituent college of Moi University. The Act of Parliament in 1991 made Maseno University an accredited institution of higher learning in Kenya and later, in 2001, it became a full-fledged university. Maseno University was one of the first universities to establish the role of Emeritus professor when Professor B.A. Ogot was appointed as the first Emeritus professor at Maseno University. The "Maseno" University's name is was crafted by the first English Christian Missionaries to settle in the region from the name of a tree called "Oseno" or "Oluseno" in local dialects.

As a full-fledged university, Maseno University began operations with two campuses namely the College campus, and the Siriba campus. Today, it has five campuses, a testament to its growth and evolution and they include; the College Campus, Siriba Campus, Kisumu City Campus, Homa Bay Campus and the eCampus (the first of its kind in Kenya, a virtual ground that runs adaptable online projects both for on-grounds understudies and in addition off-grounds understudies selected for different Maseno University programs)

The university has three divisions which include Administration, Finance and Development, Academic and Students' Affairs, and Partnership, Research and Innovations. Each of these divisions is headed by a Deputy Vice Chancellor and they are structured differently based on their size and number its functions.

The functions under the Academic and Students' Affairs Division of the university are structured into schools, faculties, institutes, centers, departments and directorates. The Administrations, Finance Development Division functions are structured into department, directorates, sections and units. The Partnership, Research and Innovations Division is structured into Directorates.

The university offers undergraduate and post-graduate program at the following faculties, schools and Institute:

1. Faculty of Arts and Social Sciences
2. Faculty of Education
3. Faculty of Science
4. School of Public Health
5. School of Environment and Earth Sciences
6. School of Development and Strategic Studies
7. School of Graduate Studies
8. School of Business and Economics
9. School of Medicine
10. School of Agriculture and Food Security
11. School of Mathematics and Actuarial Science
12. School of Computing and Informatics
13. School of Planning and Architecture
14. Institute of Gender Studies

Currently, the university has 51 Departments all distributed in the 13 different schools and faculties named above.

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## ***2. Partnership, Research and Innovations***

## **2.1 Deputy Vice Chancellor - Partnerships, Research and Innovations**

<b>1. Background Information</b>			
<b>Job Title:</b> Deputy Vice Chancellor – Partnerships, Research and Innovations	<b>Job Level:</b> MSU/PPI002	<b>Current Grade:</b> 17	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>Faculty/School:</b> N/A	
<b>Division:</b> Partnership, Research and Innovations		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Vice Chancellor			
<b>Direct Reports:</b> a) Registrar- Research b) Director- Research, Publications, and Innovations c) Director- Linkages, Outreach and Consultancies d) Coordinator- Business Incubation Centre. e) Coordinator- Science, Technology and Innovation f) Coordinator- Education for Sustainable Development.		<b>Indirect Reports:</b> Deputy Registrar-Research	
<b>2. Purpose of the Job:</b>			
This job exists to provide leadership in Partnerships, Research and Innovations through overseeing the development of Memoranda of Understanding, and implementation of research, innovation, intellectual property rights, linkages, partnerships and outreach policies. This facilitates the attraction of research funding, dissemination of research findings in workshops, conferences and in publications, establishment of linkages locally and internationally and promotion of service delivery to the community.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
a) Formulate policies and strategies for the Partnerships, Research and Innovations Division of the University, including Research policy, Consultancy policy, Innovation policy, Intellectual Property Rights policy, among others to guide in the implementation and actualization of partnership, research and innovation programmes. b) Coordinate the development of research grants and research proposals for resource mobilisation for the university. c) Coordinate exhibition activities such as Agricultural Show of Kenya (ASK) show, Commission for University Education (CUE) exhibitions, NACOSTI Science week to show case research innovations of the university. d) Supervise Centres and Departments that comprise of Partnerships, Research and Innovations to ensure fulfilment of their mandate in line with the university policies. e) Coordinate management of university Intellectual Property to safeguard innovation made by University and to prevent plagiarism. f) Coordinate promotion of rights, culture, ethical behaviour, national value and national interest among the			

<p>students and faculty in research.</p> <p>g) Coordinate industrial linkages and partnerships both locally and internationally to facilitate collaborative research, joint student supervision, attachment and internship.</p>
<p><b>Operational Responsibilities:</b></p> <p>a) Receive all research, publications and consultancy reports for review and checking for viability within and without the university.</p> <p>b) Develop proposal for research agencies for the university to guide various schools, and departments in areas of research priority and actualisation of research activities.</p> <p>c) Develop proposals to actualise benefits on collaboration, partnership, agreement, innovation and protocols.</p> <p>d) Develop university research proposals in line with the National Research Policy and the National Research Fund to facilitate research funding.</p> <p>e) Review Scientific Research Ethics, Protocol, Code of Conduct to ensure originality of research proposals and research papers and prevent plagiarism within and without the university</p> <p>f) Build relationships with industries through local, national and international research networks to leverage research outcomes and opportunities.</p> <p>g) Coordinate conferences, publication of papers in refereed journals to facilitate dissemination of research findings and innovations.</p> <p>h) Provide research grants/funds to academic staff and postgraduate students; provide time out for academic staff to carry out research, and to ensure that the university research performance is proactive, dynamic and innovative in terms of quality, commercialised products and service in areas of strength and priority.</p> <p>i) Actualise memorandum of understanding to facilitate staff and student exchange programmes, to enhance staff development especially at postgraduate level, and to enhance teaching and research both locally and internationally.</p> <p>j) Support community development services by overseeing programmes such as community health services, best farming practices among others to enhance good coexistence with the community and for empowering the community.</p> <p>k) Facilitate public-private partnership to assist the university acquire facilities such as hostels for students.</p>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>a) Prepare budget for the Division</p> <p>b) Provide input into the budget for the university.</p> <p>c) Authorise through approving expenditure in the division.</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<p>a) Computer</p> <p>b) Printer/photocopier</p> <p>c) Office furniture</p>
<p><b><i>Nature of decision making</i></b></p>
<p>a) Operational Decisions.</p> <p>b) Analytical Decisions.</p> <p>c) Financial Decisions.</p> <p>d) Strategic Decisions.</p>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>Earned Doctor of Philosophy Degree be an Associate Professor.</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>N/A</p>
<p><b><i>Minimum level of knowledge that would be regularly applied to the job</i></b></p>
<p>a) High level expertise in, and detailed understanding of, a number of different functional areas across the institution.</p>

- b) Computer literacy.
- c) Budgeting skills.
- d) Knowledge of relevant legislation (Universities Act, 2012; Public Finance Management Act).

**Typical soft skills that would be regularly applied to the job (Attributes)**

- a) Leadership skills.
- b) Communication skills.
- c) Interpersonal skills.
- d) Organisational skills.
- e) Ability to work under pressure.
- f) Negotiation skills.
- g) Team building.
- h) Problem solving.
- i) Conflict management.
- j) Supervisory skills.

**Other requirements e.g. regulatory/statutory/institutional would the job holder be required to comply with for appointment to this role**

- a) A minimum of 48 publication points as a Senior Lecturer of which 32 points should be from refereed journals.
- b) Published research findings.
- c) Research on academic area of focus.
- d) Certificate of good conduct.
- e) Higher Education Loans Board clearance certificate.
- f) Credit Reference Bureau clearance.
- g) Ethics and Anti-Corruption Commission clearance.
- h) Chapter six of constitution of Kenya 2010.
- i) Commission for University Education clearance.

**6. Relevant Experience Required:**

**Minimum number of months or years of experience the jobholder is required to have to be appointed to the position**

At least 10 years working experience in senior management, five (5) of which should have served at the level of Dean/Director of School/Campus or Principal.

**7. Problem Solving:**

Problems are broad and complex, involving more than one area of the institution. Solutions will often be arrived at through the stewardship of a project team, involve significant financial risk and require "board" approval.

**8. Communication:**

**Communication/information the job holder needs to understand in order to perform the job:**

- a) Basic verbal instructions or requests.
- b) Detailed verbal instructions or requests.
- c) Simple written instructions or requests.
- d) Detailed written procedures.
- e) Detailed technical and/or functional instructions or queries.
- f) Basic e-mail, fax or mail correspondence.
- g) Detailed e-mail, fax or mail correspondence.
- h) Written Government policy documents affecting the job holder's area of responsibility.
- i) Current legislation affecting the job holder's area of responsibility.
- j) Articles and research products affecting the job holder's area of responsibility.
- k) Complex research findings published in scientific journals.
- l) Factual reports on aspects of the institution such as policy guidelines.
- m) High level proposals on the institution's strategic direction.

**Communication/information the job holder needs to carry out in order to perform the job:**

- a) Routine communication in connection with instructions, requests or normal work tasks.
- b) Routine communication with employees of the institution or clients.
- c) Communication around escalated or difficult queries with internal or external customers or clients.
- d) Communication requiring a high level of diplomacy and sensitivity.
- e) Explanation of complex services or concepts to employees of the institution or clients.
- f) Simple verbal instructions to other employees within the institution.
- g) Detailed verbal or written instructions or requests to employees of the institution or contractors.
- h) Basic e-mail, fax or mail correspondence.
- i) Detailed e-mail, fax or mail correspondence.
- j) Drafting of factual reports, presentations, procedure or policy documents or training material.
- k) Drafting of scientific or highly specialised articles for publication in the job holder's area of expertise.
- l) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.
- m) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.
- n) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution.

**9. Influence:**

**Job holders' influence over subordinates and colleagues:**

- a) Allocation of work to Director- Research, Publications, and Innovations, Director- Linkages, Outreach and Consultancies, Registrar- Research, Coordinator- Business Incubation Centre, Coordinator- Science, Technology and Innovation, and Coordinator- Education for Sustainable Development.
- b) Supervises Director- Research, Publications, and Innovations, Director- Linkages, Outreach and Consultancies, Registrar- Research, Coordinator- Business Incubation Centre, Coordinator- Science, Technology and Innovation, and Coordinator- Education for Sustainable Development.
- c) Leads 15 staff through the Director- Research, Publications, and Innovations, Director- Linkages, Outreach and Consultancies, Registrar- Research, Coordinator- Business Incubation Centre, Coordinator- Science, Technology and Innovation, and Coordinator- Education for Sustainable Development.

**Job holder influence practices, policies or strategy. This is influence derived from structural authority**

Influences or changes broad practices or policies affecting other areas of the institution.

**Job holders' influence over people outside the directorate but within the institution and people outside the institution**

- a) Convey Information inside the unit/section/department/ division/institution.
- b) Convey Information outside the unit/section/department/ division/institution.
- c) Convey Information at Senior Management level.
- d) Persuasion outside the unit/section/department/ division/institution.
- e) Persuasion at Senior Management level.
- f) Negotiation outside the unit/section/department/ division/institution.

**10. Other responsibilities assigned outside of the core responsibilities of the job:**

Member of:

- a) The Management Board.
- b) University Senate Committee.
- c) Deans Committee, Graduation Committee.
- d) Performance Contracting Committee.
- e) Project Implementation Committee.
- f) Budget Implementation Committee.
- g) Appointment Committee (Grade 1-13).

Chairperson for:

- a) The Division Committee (Division of Partnerships, Research and Innovations)



- b) The Research Committee.
- c) The Shows and Exhibitions Committee.

**11. Working Conditions:**

***Working Environment***

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

***Job Hazards***

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## **2.2 Registrar-Partnership, Research and Innovation**

<b>1. Background Information</b>			
<b>Job Title:</b> Registrar – Partnership, Research and Innovations	<b>Job Level:</b> MSU/PRI/Reg003	<b>Current Grade:</b> 15	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Partnership, Research and Innovation		<b>Department/Unit:</b> N/A	
<b>Reports to:</b> Deputy Vice Chancellor - Partnership, Research and Innovations			
<b>Direct Reports:</b> Deputy Registrar		<b>Indirect Reports:</b> Research Assistant	
<b>2. Purpose of the Job:</b>			
This position is responsible for supervision and management of all administrative and operational functions of the Office of Registrar- Partnership, Research and Innovations to ensure smooth running of activities pertaining to partnership, research and innovations in the university.			
<b>3. Main Responsibilities of the Job:</b>			
<b>Research and Scholarship Responsibilities:</b>			
N/A			
<b>Teaching and Learning Responsibilities:</b>			
N/A			
<b>Community Service and Outreach Responsibilities:</b>			
N/A			
<b>Managerial Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Recommend regular review of policies and regulations that govern partnerships, research and innovation matters to ensure continuous improvement of research and innovation within the university.</li> <li>b) Participate in the annual preparation of the divisional budget for incorporation into the final university budget to guide in allocation of funds for the division.</li> <li>c) Prepare quarterly divisional reports on the performance of various departments under the division and the performance contracting to aid in senior management decision making for the betterment of the divisional operations.</li> <li>d) Participate in the annual preparation of work plans for all divisional staff members to ensure proper placement of staff and organization of various tasks towards achievement of divisional goals and objectives.</li> <li>e) Participate in approval of the annual staff leave roster to ensure the division is adequately staffed at all times for effective service delivery in the university.</li> <li>f) Coordinate research, extension and outreach programmes hence ensure skills and technology transfer to the industry and society.</li> <li>g) Promote management and collaboration in extension linkages, programmes and activities to joint research activities within and without the university.</li> <li>h) Coordinate publication of research findings in the journals to enhance dissemination of knowledge and research findings.</li> <li>i) Ensure staff performance evaluation within the division is carried out on an annual basis to ensure proper monitoring of staff productivity and offer meaningful feedback for enhanced productivity.</li> </ul>			

<p><b>Operational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>a) Coordinate regular extension and outreach programmes to ensure the effectiveness of the same in benefiting target groups within the society.</li> <li>b) Establish linkage and networks with the community to empower the community and enhance positive image of the university in the community.</li> <li>c) Assist in development of research proposals by reviewing of research publications, and academic journals to facilitate research activities and attract funds to the university.</li> <li>d) Design outreach programmes which target the achievement of University Mission and Vision to facilitate transfer of technology and practices to the community.</li> <li>e) Review the outreach programmes to identify areas of improvement and enhance achievement of their intended outcome.</li> <li>f) Liaising with external agencies for purpose of mobilising financial support from development partners of the university.</li> <li>g) Organise for local exhibition fora by inviting proposals from the potential participants to show case the new innovations and knowledge.</li> <li>h) Create fora for purposes of linking the external stakeholders and the University.</li> </ul>
<p><b>4. Job Dimensions:</b></p>
<p><b><i>Financial Responsibilities</i></b></p>
<p>Develop and consolidate the departmental budget.</p>
<p><b><i>Responsibility for physical assets</i></b></p>
<ul style="list-style-type: none"> <li>a) Computer and accessories.</li> <li>b) File cabinets.</li> <li>c) Office furniture.</li> </ul>
<p><b><i>Nature of decision making</i></b></p>
<ul style="list-style-type: none"> <li>a) Strategic decisions.</li> <li>b) Financial decisions.</li> <li>c) Analytical decisions.</li> <li>d) Operational decisions.</li> </ul>
<p><b>5. Qualifications Knowledge and Skills:</b></p>
<p><b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b></p>
<p>Earned Doctor of Philosophy Degree in a relevant field from a recognised institution.</p>
<p><b><i>Minimum level of professional qualification required to perform effectively in the role</i></b></p>
<p>Registration with the respective regulatory or professional body where applicable.</p>
<p><b><i>Minimum level of knowledge that would be regularly applied to the job</i></b></p>
<ul style="list-style-type: none"> <li>a) High level expertise in, and detailed understanding of a number of different specialist areas within a function.</li> <li>b) Computer literacy.</li> <li>c) Budgeting skills.</li> <li>d) Knowledge of relevant legislation.</li> <li>e) Knowledge of professional standards.</li> </ul>
<p><b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b></p>

- a) Communication skills.
- b) Interpersonal skills.
- c) Team building.
- d) Problem solving.
- e) Supervisory skills.
- f) Negotiation skills.
- g) Leadership skills.
- h) Organisational skills.
- i) Conflict Management.
- j) Ability to work under pressure.

***Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role***

- a) Chapter six of the constitution.
- b) Certificate of good conduct.
- c) Tax compliance certificate.
- d) Credit Reference Bureau clearance.
- e) HELB clearance certificate.

**6. Relevant Experience Required:**

***Minimum number of months or years of experience the jobholder is required to have to be appointed to the position***

At least 12 years working experience as a researcher, lecturing five (5) of which was a Deputy Registrar in a university.

**7. Problem Solving:**

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

**8. Communication:**

***Communication/information the job holder needs to understand in order to perform the job:***

- a) Detailed written procedures.
- b) Detailed technical and/or functional instructions or queries.
- c) Detailed e-mail, fax or mail correspondence.
- d) Written Government policy documents affecting the job holder's area of responsibility.
- e) Current legislation affecting the job holder's area of responsibility.
- f) Articles and research products affecting the job holder's area of responsibility.
- g) Complex research findings published in scientific journals.
- h) Factual reports on aspects of the institution such as policy guidelines.
- i) In depth technical reports, proposals or project briefs affecting one or more departments.

***Communication/information the job holder needs to carry out in order to perform the job:***

<ul style="list-style-type: none"> <li>a) Routine communication in connection with instructions, requests or normal work tasks.</li> <li>b) Routine communication with employees of the institution or clients.</li> <li>c) Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>d) Detailed technical explanation of services or concepts to employees of the institution or clients.</li> <li>e) Explanation of complex services or concepts to employees of the institution or clients.</li> <li>f) Detailed e-mail, fax or mail correspondence.</li> <li>g) Drafting of internal or external newsletters, general articles or content for newspapers, journals, magazines or internet sites.</li> <li>h) Negotiation with customers/clients or suppliers over price, contracts or services.</li> <li>i) Negotiations with senior management of large external institutions, which will have a significant financial impact on the institution.</li> <li>j) Written proposals or presentations aimed at changing practices within or across the Departments or grant seeking to generate funds.</li> <li>k) Complex written proposals or presentations aimed at setting or changing strategy for a Department or large external institution.</li> <li>l) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution.</li> </ul>
<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Has a strong influence on the strategic direction of more than one department.
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
<ul style="list-style-type: none"> <li>a) Allocate work to six (6) subordinates.</li> <li>b) Supervise six (6) subordinates.</li> </ul>
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
<ul style="list-style-type: none"> <li>a) Convey information inside, outside and at senior management level</li> <li>b) Persuade inside, outside the department and at senior management level</li> <li>c) Negotiate outside the department and at senior management level</li> </ul>
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.

## 2.1 Research Assistant

1. Background Information			
<b>Job Title:</b> Research Assistant	<b>Job Level:</b> MSU/RPI/RA006	Current Grade: C/D	<b>No. of Posts:</b> 1
<b>Institution:</b> Maseno University		<b>School/Faculty:</b> N/A	
<b>Directorate/Division:</b> Research, Publications and Innovations		<b>Unit:</b>	
<b>Reports to:</b> Research Coordinator			
<b>Direct Reports:</b> N/A		<b>Indirect Reports:</b> N/A	
2. Purpose of the job:			
This position exists to perform the administrative and clerical support duties ranging from research preparation, data collection and analysis, to ethics review board and research and publications reporting for the University.			
3. Main Responsibilities of the Job:			
<b>Managerial Responsibilities:</b> N/A			
<b>Operational Responsibilities:</b>			
<ul style="list-style-type: none"> <li>a) Prepare research reports on research grants projects by the university staff and donor funded students in the various departments of the university</li> <li>b) Review and disseminate calls for proposals to secure funding for the university</li> <li>c) Prepare and maintain a database on Ethics review application for the different departments in the university.</li> <li>d) Prepare annual ethics review report to NACOSTI for the University and disseminate them accordingly in the University</li> <li>e) File and index applications for ethics review on research proposals by the different researchers and students in the University</li> <li>f) Prepare payment vouchers for reviewers for different teaching staff, researchers and funded students in the University</li> <li>g) Allocate and dispatch proposals for review in different departments in the different departments in the University.</li> </ul>			
4. Job Dimensions:			
<b>Financial Responsibilities</b>			
N/A			
<b>Responsibility for physical assets</b>			
Computer and accessories			
<b>Nature of decision making</b>			
<ul style="list-style-type: none"> <li>a) Analytical decisions</li> <li>b) Operational decisions</li> </ul>			

<b>5. Qualifications Knowledge and Skills:</b>
<b><i>Minimum level of academic qualifications required to perform effectively in the role</i></b>
Bachelor's Degree or its equivalent in a relevant field
<b><i>Minimum level of professional qualification required to perform effectively in the role</i></b>
Training in research ethics
<b><i>Minimum level of knowledge that would be regularly applied to the job</i></b>
Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training
<b><i>Typical technical competencies that would be regularly applied to the job</i></b>
a) Computer Literacy b) Proposal writing skills
<b><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></b>
a) Interpersonal skills b) Communication skills c) Leadership skills d) Organizational skills
<b><i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i></b>
N/A
<b>6. Relevant Experience Required:</b>
<b><i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i></b>
One (1) year relevant working experience
<b>7. Problem Solving:</b>
Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards.
<b>8. Communication:</b>
<b><i>Communication/information the job holder needs to understand in order to perform the job:</i></b>
a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence
<b><i>Communication/information the job holder needs to carry out in order to perform the job:</i></b>
a) Routine communication with employees of the institution or clients b) Basic e-mail, fax or mail correspondence c) Detailed e-mail, fax or mail correspondence d) Drafting of factual reports, presentations, procedure or policy documents or training material

<b>9. Influence:</b>
<b><i>Job holder's influence over practices, policies or strategy:</i></b>
Is expected to come up with suggestions on improved practices
<b><i>Job holders' influence over subordinates and colleagues:</i></b>
N/A
<b><i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i></b>
Convey information inside and outside the department
<b>10. Other responsibilities assigned outside of the core responsibilities of the job:</b>
N/A
<b>11. Working Conditions:</b>
<b><i>Working Environment</i></b>
Is exposed to minimum disagreeable conditions in the environment. The job holder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<b><i>Job Hazards</i></b>
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.]



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# *Final Signoffs*

	<b>Name</b>	<b>Designation</b>	<b>Sign</b>	<b>Date</b>
<b>Head of Department</b>				
<b>Human Resource</b>				

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# ***Fair play for pay***