

GRADING STRUCTURE

Functional Level	Designation	KTNA Job Grade	GoK Job Group	Minimum Entry Academic and Professional Qualifications
CEO	Chief Executive Officer	1	U	<ul style="list-style-type: none"> • Masters Degree • Bachelors Degree • Leadership Course lasting not less than 4 weeks • Certificate in computer application • Membership to a relevant professional body (where applicable) • Experience of not less than fifteen (15) years, ten (10) of which should be in a senior management position
Directorate	Director	2	T	<ul style="list-style-type: none"> • Masters Degree • Bachelors Degree • Leadership Course lasting not less than 4 weeks • Certificate in computer application • Membership to a relevant professional body (where applicable) • Experience of not less than twelve (12) years, seven (7) of which should be in a senior management position
Department	Manager	3	S	<ul style="list-style-type: none"> • Masters Degree • Bachelors Degree • Leadership Course lasting not less than 4 weeks • Certificate in computer

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				<p>application</p> <ul style="list-style-type: none"> • Membership to a relevant professional body (where applicable) • Experience of not less than nine (9) years, four (4) of which should be in a management position
Division	Assistant Manager	4	R	<ul style="list-style-type: none"> • Masters Degree • Bachelors Degree • Senior Management Course lasting not less than two (2) weeks • Certificate in computer application • Membership to a relevant professional body (where applicable) • Experience of not less than 8 years
Section	Principal Officer	5	Q	<ul style="list-style-type: none"> • Masters Degree • Bachelors Degree • A supervisory Course lasting not less than 2 weeks • Certificate in computer application • Membership to a relevant professional body (where applicable) • Experience of not less than 6 years
Unit	Senior Officer	6	P	<ul style="list-style-type: none"> • Bachelors Degree • A supervisory Course lasting not less than 2 weeks

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				<ul style="list-style-type: none"> • Certificate in computer application • Membership to a relevant professional body (where applicable) • Experience of not less than 3 years
Operations	Officer	7	N	<ul style="list-style-type: none"> • Bachelor's Degree • Certificate in computer application
	Senior Assistant Officer	8	M	<ul style="list-style-type: none"> • Diploma • Certificate in Computer application • Relevant Experience of not less than 3 years
	Assistant Officer	9	L	<ul style="list-style-type: none"> • Diploma • Certificate in Computer application
	Senior Office Assistant	10	K	<ul style="list-style-type: none"> • KCSE (C-) minus • Certificate in Computer Application • Relevant Experience of not less than 3 years OR • KCSE (C-) minus • Certificate in Computer Application • Relevant professional certificate
	Office Assistant	11	J	<ul style="list-style-type: none"> • KCSE (C-) minus • Certificate in Computer Application