



REPUBLIC OF KENYA

*Revised Scheme of Service
for
Assistant Occupational Therapists
and
Occupational Therapists*

July, 2014

APPROVED BY PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT



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THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

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NAIROBI.

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8th August, 2014

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and date

Principal Secretary,
Ministry of Health,
NAIROBI.

**REVISED SCHEME OF SERVICE FOR ASSISTANT OCCUPATIONAL
THERAPISTS AND OCCUPATIONAL THERAPISTS**

I am pleased to inform you that the Scheme of Service for Assistant Occupational Therapists and Occupational Therapists which forms an appendix to this letter has been finalized and is ready for implementation with effect from 9th July, 2014.

The Scheme establishes seven (7) grades of Assistant Occupational Therapists and eight (8) grades of Occupational Therapists and provides clear and concise job descriptions and specifications at all levels within the grading structure. The provisions of this Scheme once implemented will no doubt greatly assist in the recruitment, deployment, retention and general development of the Assistant Occupational Therapists and Occupational Therapists.

Please take necessary action and ensure that the provisions of the Scheme are brought to the attention of all officers concerned.


Juster Nkoroi, EBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to: The Secretary
Public Service Commission
NAIROBI

REVISED SCHEME OF SERVICE FOR ASSISTANT OCCUPATIONAL THERAPISTS AND OCCUPATIONAL THERAPISTS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and retain competent and suitably qualified occupational Therapists in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training, development and advancement within the career structure on the basis of knowledge, qualification, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Principal Secretary responsible for Health Function in conjunction with the Public Service Commission at the National level. In the Counties, the Scheme will be administered by the Chief Officers responsible for Health Function in conjunction with the County Public Service Board. In administering the Scheme, the Principal Secretary/Chief Officer will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Principal Secretary/Chief Officer will ensure that appropriate induction, mentoring, coaching, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake relevant training privately for self development. In all matters of training, however, the Principal Secretary/Chief Officer administering the Scheme will consult with the Public Service Commission/Public Service Board.

3. OCCUPATIONAL THERAPY FUNCTION

The Occupational Therapy function entails: formulating, interpreting and reviewing occupational therapy policies, procedures, standards and guidelines; providing technical advice on issues pertaining to occupational therapy; managing Occupational Therapy services at all levels of care; providing holistic preventive, promotive, rehabilitative and palliative care using occupational therapy process in physical disabilities, paediatrics, sensory integration, mental health, geriatrics, ergonomics, home based care, school health, specialized driver assessment, speech facilitation, hand therapy, neuro developmental therapy; carrying out clients educational, functional and vocational assessments and formulating necessary interventions; advocating and promoting health education in the area of disability; carrying out research on trends and emerging issues in occupational therapy; maintaining an up-to-date data base for occupational therapy services for inputting into the integrated health information system; assessing occupational therapy students on clinical attachment; forming collaborations and partnerships in support of occupational therapy activities; and monitoring and evaluating occupational therapy programmes and projects.

4. GRADING STRUCTURE AND SCOPE

(a) The Grading Structure

The Scheme of Service establishes seven (7) grades of Assistant Occupational Therapists and eight (8) grades of Occupational Therapists who will be designated and graded as follows:

ASSISTANT OCCUPATIONAL THERAPISTS APPENDIX 'A'

Designation	Job Group
Assistant Occupational Therapist III	'H'
Assistant Occupational Therapist II	'J'
Assistant Occupational Therapist I	'K'
Senior Assistant Occupational Therapist	'L'
Chief Assistant Occupational Therapist	'M'
Principal Assistant Occupational Therapist	'N'
Senior Principal Assistant Occupational Therapist	'P'

OCCUPATIONAL THERAPISTS

APPENDIX 'B'

Designation	Job Group
Occupational Therapist	'K'
Senior Occupational Therapist	'L'
Chief Occupational Therapist	'M'
Principal Occupational Therapist	'N'
Assistant Director, Occupational Therapy	'P'
Senior Assistant Director, Occupational Therapy	'Q'
Deputy Director, Occupational Therapy	'R'
Director, Occupational Therapy	'S'

(b) Conversion to the new grading structure

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

ASSISTANT OCCUPATIONAL THERAPISTS APPENDIX 'A'

Current Designation	Job Group	New Designation	Job Group
Occupational Therapist III	'H'	Assistant Occupational Therapist III	'H'
Occupational Therapist II	'J'	Assistant Occupational Therapist II	'J'
Occupational Therapist I	'K'	Assistant Occupational Therapist I	'K'
Senior Occupational Therapist	'L'	Senior Assistant Occupational Therapist	'L'
Assistant Chief, Occupational Therapist	'M'	Chief Assistant Occupational Therapist	'M'
Senior Assistant Chief, Occupational Therapist	'N'	Principal Assistant Occupational Therapist	'N'
-----	----	Senior Principal Assistant Occupational Therapist	'P'

Current Designation	Job Group	New Designation	Job Group
Occupational Therapist II	'J'	Occupational Therapist	'K'
Occupational Therapist I	'K'		
Senior Occupational Therapist	'L'	Senior Occupational Therapist	'L'
Assistant Chief, Occupational Therapist	'M'	Chief Occupational Therapist	'M'
Senior Assistant Chief, Occupational Therapist	'N'	Principal Occupational Therapist	'N'
Deputy Chief, Occupational Therapist	'P'	Assistant Director, Occupational Therapy	'P'
Senior Deputy Chief, Occupational Therapist	'Q'	Senior Assistant Director, Occupational Therapy	'Q'
-----	----	Director, Occupational Therapy	'R'
Chief Occupational Therapist	'R'	Director, Occupational Therapy	'S'

Note:

The grades of Assistant Occupational Therapist III/II/I/Senior Assistant Occupational Therapist, Job Groups 'H/J/K/L' for Diploma holders and Occupational Therapists/Senior/Chief/Principal Occupational Therapist, Job Groups "K/L/M/N" for degree holders will form common establishment for the purpose of this Scheme of Service.

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure and designations provided in the Scheme of Service though they may not be in possession of the requisite minimum qualifications prescribed in the Scheme of Service. For advancement to higher grades, however, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grade.

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation/upgrading of post(s). Any additional post(s) required under the new grading structure must be included in the establishment proposal for consideration and approval by the Public Service Commission or the County Public Service Board as the case may be.

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will normally be made in the grades of Assistant Occupational Therapist III, Job Group 'H' and Occupational Therapist, Job Group 'K' provided the candidate is in possession of the minimum academic qualifications prescribed in the Scheme of Service for that grade. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission/County Public Service Board on the recommendations of the Principal Secretary/Chief Officer responsible for the Occupational Therapy Function.

(b) Incremental Credit(s)

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

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

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

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission/County Public Service Board.

8. RECOGNISED QULIFICATIONS

The following are the recognized minimum qualifications for the purpose of this Scheme of Service:

- (i) Diploma in Occupational Therapy or its equivalent qualifications from a recognized institution.
- (ii) Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy And Psychosocial Occupational Therapy, Specialized Driver Assessment or its equivalent qualification from a recognized institution.
- (iii) Bachelors degree in Occupational Therapy or its equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety, Mental Health or its equivalent qualification from a recognized institution.
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in Computer Application Skills from a recognized institution.
- (x) Such other qualifications as may be adjudged equivalent and relevant by the Public Service Commission/County Public Service Board.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 9th July, 2014. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT OCCUPATIONAL THERAPISTS

APPENDIX 'A'

I. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H'

(a) Duties and Responsibilities

This will be the entry grade into the Occupational Therapists Cadre. An officer at this level will work under the guidance of a senior officer.

Specifically, duties and responsibilities will involve: assessing and formulating patient's treatment plan; maintaining records and data relating to patients; collecting data for operational research; sensitizing the community on occupational therapy issues; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in Occupational Therapy from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

II. ASSISTANT OCCUPATIONAL THERAPIST II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; maintaining records and data relating to patients; sensitizing the community on occupational therapy issues; carrying out home visits and following up on patients progress; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Occupational Therapist III for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. ASSISTANT OCCUPATIONAL THERAPIST I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; carrying out clients functional assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; carrying out home environmental assessment; following up on patients progress; collecting and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Occupational Therapist II for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out clients functional and special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; requisitioning and ensuring proper utilization of Occupational therapy supplies and equipment; following up on patients progress; collecting and compiling data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Occupational Therapist I for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing Occupational therapy health education materials; promoting health education in the area of disability; following up on patients progress; compiling and analyzing data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Occupational Therapist for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; following up on patients progress; analyzing data for research; inducting students on practical training on occupational therapy services; preparing and compiling periodic reports; and evaluating Occupational therapy activities in the area of deployment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Assistant Occupational Therapist for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; preparing discharge plans; carrying out home and work environmental assessment and making appropriate recommendation; following up on patients progress; analyzing data for research; inducting students on practical training on occupational therapy services; preparing and compiling

periodic reports; and evaluating Occupational therapy activities in the area of deployment including forensic occupational therapy, ergonomic consultancy, gerontic occupational therapy.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Assistant Occupational Therapist II for a minimum period of three (3) years;
- (ii) Diploma in Occupational Therapy from a recognized institution;
- (iii) Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy And Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

I. OCCUPATIONAL THERAPIST, JOB GROUP 'K'**(a) Duties and Responsibilities**

This will be the entry grade into the Occupational Therapy Cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: assessing, formulating and implementing patients' treatment plan; carrying out clients functional assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; following up on patients progress; carrying out community based rehabilitation activities; designing and fabricating of assistive devices; carrying out home, work and environmental modifications; collecting and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in Occupational Therapy from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

II. SENIOR OCCUPATIONAL THERAPIST, JOB GROUP 'L'**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: carrying out community based rehabilitation activities; designing and fabricating of assistive devices; carrying out home, work and environmental modifications; assessing formulating and implementing patients treatment plan; carrying out clients functional and special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; following up on patients progress; collecting and compiling data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Occupational Therapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution;
and
- (iv) shown merit and ability as reflected in work performance and results.

III. CHIEF OCCUPATIONAL THERAPIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing occupational therapy health education materials; promoting health education in the area of disability; following up on patients progress; analyzing data and preparing reports; inducting students on practical training on occupational therapy services; advocating for disability mainstreaming; setting up of model occupational therapy clinics; and maintaining an up-to-date data base for occupational therapy services for input into the integrated health information system.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Occupational Therapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution;
and
- (iv) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL OCCUPATIONAL THERAPIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; following up on patients progress; analyzing data and preparing reports; advocating for disability mainstreaming; inducting students on practical training on occupational therapy services; maintain an up-to-date data base for occupational therapy services for input into the integrated health information system; supervising of students on practical training; evaluating occupational therapy programmes and projects; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Occupational Therapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;
and
- (v) shown merit and ability as reflected in work performance and results.

VII. ASSISTANT DIRECTOR, OCCUPATIONAL THERAPY, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; developing functional, educational and vocational assessments tools; establishing a data base of information on occupational therapy; initiating preparation of occupational therapy health education materials; assessing students on practical training; reviewing functional, educational and vocational assessments tools; conducting research; designing occupational therapy programs and projects; coordinating occupational

therapy services in area of deployment; coaching and mentoring staff in the Department; providing specifications for procurement of occupational therapy facilities and equipment; and preparing reports on occupational therapy activities.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Occupational Therapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
- (iii) Masters degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Community Health and Development, Clinical Psychology, Occupational Health and Safety or Mental Health from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

VIII. SENIOR ASSISTANT DIRECTOR, OCCUPATIONAL THERAPY, JOB GROUP 'Q'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: designing and reviewing occupational therapy programmes and projects; assessing students on practical training; coordinating preparation of occupational therapy health education materials; maintaining standards and guidelines for the provision of occupational therapy services; reviewing functional, educational and vocational assessments tools; coordinating the establishment of a data base of information on occupational therapy; identifying areas of and conducting research; providing specifications for procurement of occupational therapy facilities and equipment; preparing reports on occupational therapy activities; advising stakeholders in the development of curriculum; preparing performance targets, strategic/annual work plans for the department; and ensuring training and development of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
OR
Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy And Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iii) Masters degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Community Health and Development, Clinical Psychology, Occupational Health and Safety or Mental Health from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated high degree of professional competence and administrative capability required for effective coordination of the Occupational Therapy Function.

IX. DEPUTY DIRECTOR, OCCUPATIONAL THERAPY, JOB GROUP "R"

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities at this level will include: developing and reviewing occupational therapy policies, guidelines, standards and procedures; initiating preparation of Occupational therapy health education materials; coordinating establishment of a data base of information on occupational therapy; monitoring and evaluation of occupational therapy projects and programmes; coordinating research; facilitating functional, educational and vocational assessments tools; providing specifications for procurement of Occupational therapy facilities and equipment; preparing reports on Occupational therapy activities; preparing performance

targets, strategic /work plans for the department; planning and budgeting for the Department; and supervising, training and development.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
OR
Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy And Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iii) Masters degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety or Mental Health from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution;
- (vi) demonstrated high degree of professional competence and administrative capability required at this level.

IX. DIRECTOR, OCCUPATIONAL THERAPY, JOB GROUP 'S'

(a) Duties and Responsibilities

An officer at this level will head the Occupation Therapy Department and will be responsible for coordination of the activities in the Department.

Specific duties and responsibilities at this level will include: formulating, implementing, interpreting and reviewing of occupational therapy policies, guidelines, standards and procedures; liaising with relevant Departments and other stakeholders in the implementation of occupational therapy projects and programmes; providing technical advice on promotive and preventive health; facilitating the preparation of occupational therapy health education materials;

facilitating establishment of a data base of information on occupational therapy; supporting research; monitoring and evaluating of occupational therapy projects and programmes; planning and budgeting for the Department; managing the facilities and assets of the Department; and managing performance and capacity building.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Deputy Director for a minimum period of three (3) years;
- (ii) Bachelors degree in Occupational Therapy from a recognized institution;
OR
Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy And Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- (iii) Masters degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety or Mental Health from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution;
- (vi) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level; and
- (vii) a thorough understanding of national goals, policies and objectives and ability to relate them to the Occupational Therapy Function and aspirations of Vision 2030.