



Establishment Plan

Title of Ministry and Department..... Division or Unit.....

Title	Number Currently Authorised	Recommended	Change In number	Required Qualification	Rationale for change in Number of posts	Duties of Posts (bullet Points)
Administrative Cadre						
Permanent Secretary	1	1	0			
Director						
Deputy Director	3	1	-2			
Chief Administrative Officer						
Assistant Chief Administrative Officer						
Principal Administrative Officer	0	1	+1			
Senior Administrative Officer						
Administrative Officer Grade 1						
Administrative Officer Grade II						
Total						

Executive Cadre						
Chief Executive Officer						
Assist Chief EO						
Principal Executive Officer I						
Principal Executive Officer II						
Senior Executive Officer						
Higher Executive Officer						
Executive Officer						
Total						

Workforce Planning Template¹

Post title and key duties (from current Establishment Plan)	Is the post to be: <ul style="list-style-type: none">• Retained• Retained and modified• Created• Abolished (from new Establishment Plan)	How many posts are required (from new Establishment Plan)	Current post holder(s) (one line for each person)	Comment on suitability for this post (e.g.)	Proposed Action (retain, redeploy, retrain and redeploy or, retrain and retain)

¹ Workforce Plan uses the Establishment Plan already developed