

1928

Kenya

No. 15015

SUBJECT

CO 533/376

Vacancy for Lady Teacher
European School

Previous

CO 10167/129/K

Subsequent

CO 11303/26

1. Gov. Glegg. Tel. 9. — 16th Jan 1928.
Requests selection of lady teacher, required urgently
for European School. Details to qualifications
Despatch follows.

Mr. Veecher.

Should we add to the list that
you would attend the election if desired.

J. H. Allen

19/1/28

Mr. Allen.

I am not convinced that the
Board of Education are the best agency for
finding a suitable person.

Members of the Adv. Com. Mrs.
Punnett and Miss Whitlam are in touch
with the best sources for finding the
candidates and can get them without
advertising. — If desired I will certainly
attend the election.

Hanna Kirton

20.1.28

Capt. Marshall:

I spoke to you. We should be very
glad if you could take other views & I
am sure the result would be much more
satisfactory. If so we will let you
know. The news will save
any need for you.

J. H. Allen

20/1/28

Capt. Vischer

Mr. Wiseman

I am very sorry but I am afraid I should not be so justified in taking on the extra piece of work which is being assigned to us at the moment. We have a few more people on our hands. Capt. Newbold has several emergency vacancies in Malaya to deal with unexpected by Mr. Hutchinson in suffering from overstrain & has gone away for a minimum of 6 weeks completely.

In the mean time I am afraid some of our work is being done by Mr. Allen's appeal & it is impossible for Capt. Vischer, Mr. Buntall & Mr. Whitehead to cooperate with the B.P.E.

M. D. Dure

25/1/28

We have now discussed this. If you etc will kindly select whom

they regard as the best candidate I will ask Major Furse if he will not take that candidate for admission. H.P.S. for assistant. I understood that the Board of Education would be led out filled office appointments very successfully & we therefore thought it better to leave them out.

R. W. Dure

6.2.28

Mr. Wiseman, Capt. Newbold

After consultation with Mr. Buntall and Mr. Whitehead, Mr. Buntall who some time ago had applied for an appointment was interviewed here by Mr. Buntall and Mr. Whitehead and myself. We are agreed that Mr. Buntall has the necessary qualifications for the post. He has some knowledge of Malay through his father who is in the Education Dept. He made a very favourable impression and I think we could not do better than recommend him for the post. - If you agree will you ask the P.S. Appointments to send him the usual application form!

Hammond

15.2.28

Will you take the necessary steps? you will see from order that the favour is done. R. W. Dure

(See minutes volume (11))
D.P.H.
19/1/28

~~DESTROYED UNDER STATUTE~~
J.H.

4
9 April 1928

We have since applied already for Miss Biss.
As no comment has been made on the point,
I assume that the fact that she is the
father's daughter need not be regarded as any
sort of objection to her application. I suppose he
had something to do with the creation of the
post - he would doubtless tell her to apply for it.

A.P. Hall
20/2

My dear Sir,
I have been thinking of you
and your letter in the
past, before we had got
any news. Do you see any
chance of our coming about
with the post of Miss Biss?

Yours faithfully,
A.P. Hall

Notice of Publication
21.2.28

action taken on Appl.
no. 13264 as per Form 28
20.2.28
to Miss Biss on 26th March 1928 13264
Office of Appointments & Discharge

~~DESTROYED UNDER STATUTE~~

... glad to know position services urgently
required may term

*Please return
to Cashier 9/11
for file 18/11*

*Application
J. J. J.
18/3/20
16/22*

KENYA - EDUCATION DEPARTMENT
Vacancy for an Assistant Mistress

1. An Assistant Mistress is urgently required to undertake the duties in the European School of the Colony. Her academic qualifications must not be less than the standard of the London Matriculation. She must be fully trained in Domestic Science, including needlework, laundry, household management, cookery, and if possible also in hygiene, botany and chemistry; she should be able to teach all commercial subjects including shorthand and typing.

2. The salary will be on the scale £364 a year rising by annual increments of £15 to £509 a year. An outfit allowance of £30 is paid on first appointment.

3. Government quarters (free of rent but not of rates or similar outgoings) and equipped with limited amount of furniture are provided when quarters are available. ~~In this case, the quarters provided would be close to the school.~~ When such quarters are not available, temporary accommodation is provided or an allowance in lieu of quarters may, at the discretion of the Governor, be granted. Such allowance is normally paid at the rate of 10 per cent of the initial salary of an officer's grade.

4. Officers proceeding to their posts are paid half salary from the date of embarkation and full salary from the date of arrival at Mombasa.

5. The selected candidate will be required in the first instance to serve for two years on probation, after which the question of her admission to the permanent and pensionable staff of the Colony will be considered. The regulations concerning

the pension rights of officers serving in Kenya Colony will be found in the schedule

6. The grant of pensions to officers appointed to East Africa is governed by the provisions of an Ordinance enacted in identical terms in each of the East African Dependencies. Under this, pensions are calculated at the rate of 1/30th of the retiring salary plus the annual value of free quarters for each complete month of unbroken service. The age for compulsory and voluntary retirement is 50; but an Officer may be retained in the service, with his own consent, for such further service as the Government may desire. If retired on medical certificate before completing 10 years service there are eligible for a gratuity only.

~~* 242 to 244 from Dar-es-Salaam 242 to 244 from Dar-es-Salaam~~

In the case of an average is taken instead of the actual retiring salary.

The value of free quarters for pension purposes is normally taken as 10 per cent of the initial salary of the grade in which an officer is serving.

On certain conditions an officer may elect to receive a gratuity on retirement and reduced pension. When an officer who has not less than five years service dies in the Service a gratuity of one year's salary plus the value of free quarters and other pensionable emoluments is payable to his estate.

7. A Government officer receives free medical attendance while in the Colony (but not in England) from the Colonial Medical Staff.

8. A free first-class passage from London

London will be granted to the candidate selected.

9. At the end of a tour of 20 to 30 months residential service, the selected candidate will be granted "vacation" leave with full pay for the period necessarily spent on the voyage to England plus two and a half days (three in certain stations) in England for each completed month of residential service. If her admission to the permanent staff of the Colony is approved by the Secretary of State, she will be granted, before returning to East Africa, in addition to the "vacation" leave already mentioned, "return" leave with full salary calculated at the same rate for each month of residential service, plus leave with full salary for the period necessarily spent on the return voyage.

10. A free passage will be granted to an Assistant Mistress returning to this country for the "vacation" leave mentioned in paragraph 9 and to an Assistant Mistress who may be compelled to return to this country before the expiration of the period of probation for health reasons. An Assistant Mistress who is appointed to the permanent staff will be granted free passages to and from this country on all occasions on which she takes leave (other than "leave" on urgent private affairs).

11. The selected candidate will be expected to hold herself in readiness to leave this country immediately after her selection is completed.

The selected candidate will be required in the first instance to serve for two years in probation, after which the question of her admission to the permanent and pensionable staff of the Colony will be considered. The regulations governing the pension rights of officers serving in Kenya Colony will be found in the enclosed copy of the Model Pension Ordinance, and officers are allowed, and may be required, to retire on reaching the age of 50 years or on completing 20 years of service in East Africa, which even is a condition precedent to the necessity of producing a medical certificate. An officer is entitled to a gratuity after completing 10 years service. The gratuity is payable at the rate of 1/20th of the initial salary of the grade to which he is entitled on the date of his retirement, and is calculated at the rate of 1/20th of the pensionable emoluments for each month of pensionable service which has been completed. On certain conditions an officer may also be entitled to receive a gratuity on retirement and reduced pension. When an officer who has not less than five years service dies in the Service a gratuity of one year's pensionable emoluments is payable to his estate.

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P. O. Box No. 621

THE SECRETARIAT,
NAIROBI, KENYA.

WHEN REPLYING PLEASE QUOTE

No. B/12.19039/23/46/14 AND DATE.

RECEIVED
16 FEB 1928
COLL OFFICE

24th January, 1928.

Form.

The Colonial Secretary of the Colony and Protectorate of Kenya presents his compliments to the Under Secretary of State for the Colonies and with reference to Kenya telegram No.9 of the 16th January, begs to transmit a Form of Particulars in respect of the vacancy at the European School, Nairobi for a Domestic Science Mistress.

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6

COLONY AND PROTECTORATE OF
KENYA.

PARTICULARS OF THE OFFICE OF Domestic Science and Commercial Sub-
(Actress Mistress for a European School, (Nairobi or Eldoret))

1. Duties of Office and Qualifications required for their performance:-

To teach Domestic Science including Needlework, Laundry work, Household Management, Cookery, and Hygiene with Botany and Chemistry if possible; also Business Management, Shorthand and Typing.

Should be fully qualified in Domestic Science, not over 35 years of age and active and athletic if possible.

2. Salary of office:-

ES54 & A16 & 2500.

5. Allowances, leave and other circumstances affecting the value of the office:-

Free quarters or his usual allowance in lieu and ordinary commutable and other service advantages after probation.

6. Balance sheet and other securities required:-

7. Whether any pension is provided for person selected and his family:-

Ordinary terms for such appointments.

8. General particulars regarding accommodation, furniture etc., for information of candidate:-

A limited amount of furniture is provided when free quarters are granted.

DATE:-

Franklin
HEAD OF DEPARTMENT.

RECEIVED
14 JAN 1928
COLL. OFFICE

TELEGRAM from the Governor of Kenya to the Secretary
of State for the Colonies

Dated 16th January.

(Received, Colonial Office, 3.31 p.m., 16th January, 1928).

No. 9 16th January. Lady teacher required urgently
European school. Salary £354 x £500 with quarters or allowance
ordinary probation and privileges. Fully trained Domestic
Science including Needlework Laundry Household Management
Cookery with Hygiene Botany Chemistry if possible also
commercial subjects necessary including shorthand typing
Not over 28 years active and athletic. Despatch followed.

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