

EAST AFR. PROT.
11102

11102
REC'D
13 APR 12

G. 201
ing
Date
1912
March
Previous Paper

FEMALE ACCOUNTANT IN THE POSTAL DEPARTMENT

This Memo. giving particulars of qualifications required and proposed conditions of service. In event of post being approved asks that Memo. may be acted on when selection is made.

No Rules

This is one of the new posts in the 1912-13 Estimate.

Ask the P.O. to recommend a suitable candidate, sending their copy of the memo.

Further should be added to the

*Small Postal Clubs & Agencies
and should point this out to*

Subsequent Paper
Unfilled (Postcode)

about 1/2 the distance
1893. 6/4

W. Read

2/3
April 17

at once.
H. J. R.
17/IV

11102
REC'D
13 APR 12

GOVERNMENT HOUSE,
NAIROBI,
BRITISH EAST AFRICA.

EAST AFRICA PROTECTORATE.

March 15th 1912.

No. 201

266

Sir,

I have the honour to transmit herewith a Memorandum giving particulars of the qualifications required and proposed conditions of service for the female Accountant in the Postal Department for whom provision has been made in Estimates for 1912-13. The proposed conditions of service are based upon those already sanctioned in the case of female telegraphists.

Memorandum

2. In the event of the post being approved I shall be obliged if the Memorandum may be acted on when selection is made.

I have the honour to be,

Sir,

Your humble, obedient servant,

[Handwritten signature]

W. G. P. M. H.

[Faint, mostly illegible text at the bottom of the page]

In Despatch No. 20 of 15.3.1912
 BRITISH EAST AFRICA PROTECTOR No. 17402

MEMORANDUM OF CONDITIONS RESPECTING THE
 CONDITIONS OF SERVICE FOR FEMALE ACCOUNTANTS AT THE
 GENERAL POST OFFICE, NAIROBI.

Salary - £.150 per annum rising by annual increments of £.8 to £.200 per annum. The Officer appointed will also be provided either with free quarters, partly furnished, or an allowance in lieu thereof at the option of the Government. If quarters are given they will be free of rent, but not of rates or similar outgoings. If an allowance in lieu be granted this may be associated with a requirement to reside in a particular house or neighbourhood.

2. The candidate appointed should be between 26 and 35 years of age and should be selected from applicants qualified in accounting work and preferably from Officers of the rank of "First Class Female Clerk" of the accounting branches of the British Post Office.

3. The selected candidate should have a working knowledge of the German language and, if possible, an all-round acquaintance with the different branches of the service.

1. Terms of selection

might prove undesirable as unduly curtailing the number of candidates.

268

5. The Officer appointed will be required to give instruction in accounting work to a small staff of girls, mostly fresh from school, recruited from the daughters or relatives of local soldiers, and some of whom will be recruited by the officers in which they are accounted for the purpose of the provision of such establishments.

6. The appointment will in the first instance be for three years only but may be made permanent should the continued employment of a female accounting staff be considered advisable.

7. Free first class passage from London to Nairobi will be granted to the Officer proceeding to take up the appointment. A return passage will also be provided when succeeding on leave after 30 months' service.

8. Leave will be granted at the end of 30 months' service. This leave would amount to either over three months or full pay in the case of an Officer whose services were being terminated.

In the event of the Officer returning to the Protectorate on leave, the leave pay would be given, but in such case leave pay is only allowed for the period of the leave. The only observations...

9. The Officer appointed will be required to...

10. The Officer appointed during...

the

... of the agreement, for any cause other than death. The candidate appointed will be required to render service on terms... proposed... the recommendation of the Governor of the... at the period aforesaid, provided that a three months' notice of the intention to... is given.

10. In case of marriage, a gratuity will be granted viz:- one months pay for each year of service on condition that two years service in the Protectorate has been completed and six years in the aggregate of Protectorate and Imperial pensionable service. In no case may such gratuity exceed 12 months salary.

11. Pensions will be granted in accordance with the rules laid down under the Superannuation Act of 1891.

12. If at the end of 3 months agreement, together with such leave as shall be due it is decided not to continue the services of the Officer appointed, such Officer will be allowed, subject to proof of satisfactory conduct and physical fitness, a gratuity... the... of the... of the...

11152 Sat

C.D.
11 APR
19

30

DRAFT

The Sec.
G.P.O.

20 Apr. 1912

1874
Bentley 17

Recd. in Dip 2077 15th Dec 1912

Ans'd 4/4/61 (Wilcomb)

Sir,
I am etc. ~~to request you to inf. the~~ ^{to request you to inf. the} ~~comparatively~~ ^{PMG.}
that there is a vacancy
for female accountant
in the Postal Department
of Ed. & to enclose
a memorandum giving
particulars of the
qualifications required

Copy

Annual ... a