

THE INSTITUTION OF ENGINEERS OF KENYA

INFORMATION ON IEK

AND

MEMBERSHIP

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1. History of IEK

The East African Association of Engineers (EAAE), which was the precursor to the Institution of Engineers of the Kenya (IEK), was formed in 1945 as a professional and learned body, independent of control by governments and with membership spread in the original East Africa i.e. Kenya, Uganda, and Tanzania (Tanganyika and Zanzibar). The break up of the East African Community in the early 1970's resulted in the splitting of most of the professional/learned bodies, among them the EAAE. IEK was born out of this split.

IEK was registered as a professional/learned and independent body in 1976.

2. Ideals and Objectives of IEK

The ideals and Objectives of IEK since its formation have been:

- a) To represent the diverse interests of all branches of engineering.
- b) To promote, encourage and improve the application of engineering to technical and other related practices.
- c) To facilitate the exchange of information and ideas on technical and other related matters.
- d) To safe-guard the dignity and integrity of the engineering profession and safeguard the standards set to guide the application of engineering knowledge to the solution of problems.
- e) To contribute to and set standards for theoretical, practical and management training leading to acceptance to Membership of IEK and registration by the Engineers Registration Board (ERB)
- f) Commitment to Continuous Professional Development for members of IEK.

3. Distribution of Membership

Most members of IEK are resident in Kenya but IEK has members outside Kenya. The membership is drawn from practising engineers in the local/and central government departments, parastatals, private industry, consultants, contractors, educators, designers, manufacturers and other persons interested in engineering.

The IEK is organised into the following units:

- Council of IEK based in Nairobi
- Coast Branch based in Mombasa
- Western Branch based in Eldoret
- Mount Kenya Branch based in Nyeri

The interest of all members are represented by the Council of IEK, which coordinates the interests/activities of the regional branches and various other associated bodies. The Council of IEK arranges national conferences, seminars and representation of IEK members in various committees formed in the country and internationally.

The regional branches and their committees play a vital role in membership contract by organising lectures, demonstrations, technical visits and in upholding professional standards. The success of the regional branches depends greatly on the support given by members who are encouraged to take a positive part in the activities of regional branches. The regional branches ensure maximum benefit is obtained by members and help to expand the membership of the IEK.

4. Activities of IEK

IEK provides a service to its members by means of seminars, lectures, publications and training, to enable them to keep up to date with technical and industrial developments, management aspects of engineering, changes in technology and relevant developments in Kenya and elsewhere.

The “Kenya Engineer” is the bi-monthly journal of the IEK and is distributed to all members of IEK.

5. Organisation of IEK

IEK consist of the Council of IEK and regional branches, namely, Coast Branch, Western Kenya Branch and Mount Kenya Branch. Other branches may be formed by eligible engineers residing in other parts of Kenya or by splitting of existing branches.

a) Council of IEK

The Council of IEK consists of the following membership:

Chairman

1st Vice Chairman

2nd Vice Chairman

Retired Chairman

Honorary Secretary

Honorary Treasury

6 Ordinary Members

2 Co-opted Members

Chairman and Secretary Coast Branch

Chairman and Secretary Western Branch

Chairman and Secretary Mount Kenya Branch

The Members of the Council of IEK are elected according to the regulations of IEK contained in the Memorandum and Articles of Association of IEK. The headquarters of IEK is at the Transcom Building Annex, Ministry of Transport and Communications, Capitol Hill, Nairobi.

The Council of IEK holds monthly meetings to deliberate on the affairs of IEK.

b) Coast Branch

The Coast Branch Committee of IEK sits in Mombasa and represents the interest of engineers working in Coast Province. The Committee maintains an office at the Regional Civil Engineer's Office, Kenya Railways, Moi Avenue, Mombasa.

The Coast Branch Committee consists of the following membership:

Chairman

Vice Chairman

Secretary/Treasurer

Ordinary Members (6 No.)

Co-opted Members (2 No.)

The Members of Coast Branch Committee are elected in accordance with the rules governing the election of members of regional branches.

c) Western Kenya Branch

The Western Kenya Branch of IEK represents the interests of engineers residing in Nyanza Province, Western Province and parts of the Rift Valley Province. The Western Branch Committee meets at Moi University in Eldoret.

The Membership and regulations of the Western Branch of IEK are similar to those of the Coast Branch.

d) Mount Kenya Branch

The Mount Kenya Branch of IEK looks after the interests of engineers residing in parts of Central Province, parts of Eastern Province and parts of North Eastern Province.

The branch office is in Nyeri Town.

The organisation and regulations of the Mount Kenya Branch are similar to those of other branches.

6. Eligibility for Membership

Members of IEK are involved in the application of engineering knowledge to the analysis, design, construction, installation, operation, maintenance and management of various types of systems and have a unique role to play in the control of the economy, education, standards and environment.

In order that members of IEK are effective in executing their work and contributing to the maintenance of high standards in the engineering and related industries, IEK requires that members should not only possess a suitable tertiary academic qualification, but must also have undergone sound practical and management training under recognised Engineers and organisations and obtained appropriate technical and managerial experience and responsibility.

For mature candidates without formal academic qualification, there are opportunities for joining IEK by writing an examination set by IEK and submitting a thesis on their experience as evidenced by project reports etc.

Persons joining IEK commit themselves to the high standard of conduct demanded by IEK and other professional institutions. They also enjoy the privilege of associating with fellow engineers and other professionals and continuing their education/training in their chosen areas of engineering.

7. The Kenya Engineer

The “Kenya Engineer” is the official journal of the IEK and is free to members and is published bi-monthly. The Kenya Engineer keeps members informed on:

- Technical matters of national importance
- Matters of professional and practical interest
- Matters of financial interest
- Planned and/or on-going projects
- National and regional activities of IEK
- Technical, management and financial publications
- Product details, techniques and applications
- Technical research and industrial developments in Kenya and elsewhere.

The Kenya Engineer is published by the Journal Sub-Committee under its Chairman.

8. Registration

The Engineers' Registration Board (ERB) was set up under Cap 530 of the laws of Kenya. An appropriately qualified person may be registered and is entitled to use the designation Registered Engineer (R. Eng) and is issued with a certificate of registration. The ERB charges an annual registration fee. Registration with ERB and payment of the annual fee is compulsory for any person wishing to practice and be referred to by designatory title "Engineer" in Kenya.

The functions of the Registered Engineer will vary according to the particular employer, the type of work encountered and the division of responsibilities. The Registered Engineer works under his/her management/technical superiors, but in a position of authority and therefore should be thoroughly conversant with the following:

- a) Engineering design of the system in question
- b) Technical considerations: Effectiveness, value engineering, comparison of different design and installation techniques and materials, operation and maintenance requirements.
- c) Commercial consideration: Cost effectiveness, economic use of resources and energy.
- d) Preparation and presentation of technical, economic and financial information in written and graphical forms.
- e) Ability to communicate orally
- f) Legislation, regulations, by-laws, standards etc governing the design, installation and operation of systems
- g) Legislation and regulations governing the working methods and environmental health and safety of operatives.
- h) Legislation governing environmental protection.
- i) Management and organisation of human resources
- j) Planning, programming and co-ordination in the office or on site.
- k) Application and use of measuring, recording and test instruments for setting up, commissioning and monitoring of systems.
- l) Contract administration: Conditions of contract, specifications, bill of quantities, variations, interim and final payments.

Persons wishing to practice in Kenya as Engineers must be registered by ERB.

Membership of IEK is voluntary but a person who joins IEK in the class of Corporate Member is normally accepted for registration by ERB.

9. Membership Grades

The membership of IEK consists of Honorary Members, Fellows, Members, Companions, Associates, Graduates and Students. Fellows, Members and Honorary Members who, when elected Honorary Members were already Members or Associate Members, are known as Corporate Members. All the others are known as Non-Corporate Members. For more details on the criteria for joining IEK as Honorary Members and Companions, one should refer to the current regulations of IEK.

Non-Corporate members enjoy most of the services and activities of IEK but they do not carry voting rights and cannot serve as members of the Council of IEK.

a) Corporate Classes

- i) Fellow: Awarded to distinguished persons intimately connected to engineering and having substantially contributed to IEK and to the practice of engineering and proposed for this class of membership by two other Fellows. He/She should have been a Member of IEK for at least 3 years and be over 33 years.

Designatory title: FIEK

- ii) Member: Shall have achieved the following qualifying criteria:
- Be at least 25 years old
 - Have a bachelor of engineering degree or equivalent academic qualification in engineering approved by IEK.
 - Have at least 3 years approved practical training and experience as a graduate engineer and of this period at least 2 years shall be in a position involving responsibility as an engineer. Supporting documents on training and experience are required.

Designatory title: M I E K

b) Non-Corporate Classes

- i) Associate Member: Shall have achieved the following qualifying criteria:

1) Technical Candidates

- Be at least 30 years of age
- Have a Higher National Diploma (HND) in engineering or equivalent academic qualification
- 5 years approved experience in a position or responsibility related to engineering

2) Non-Technical Candidates

- Be at least 30 years of age
- Have a recognized bachelor's degree or equivalent academic qualification not in an engineering discipline.
- 5 years experience in the operation of an organisation related to engineering.

Designatory title: A M I E K

ii) Graduate Class

Shall have the following qualifications

- Be at least 21 years old
- Have a bachelor of engineering degree or equivalent academic qualification in engineering approved by IEK

According to the Bye-Laws of IEK, no person shall remain a Graduate Member of IEK after the end of the calendar year in which he/she attains 40 years of age.

Designatory title: G M I E K

iii) Student Class

Shall be at least 16 years old and not over 30 years of age and undergoing training in a recognised tertiary institution (University or Polytechnic). No person shall remain a student after the end of the calendar years which he/she attains 35 years of age.

10. Code of Professional Conduct

The Code of Professional Conduct is applicable to all classes of membership. Every member of IEK is required to conduct his/her affairs so as to uphold the established traditions and regulations of IEK. Every member of IEK shall order his/her conduct so as to observe the following points:

- a) A member shall conduct his/her affairs so as to uphold the dignity of the profession of engineering and to act in whatever capacity, in a strictly honest manner towards his employers, employees, clients, others with whom his activities are connect and towards other members of IEK, consistent with the established traditions of IEK.
- b) A member when discharging his/her professional duties shall:
 - i) Satisfy him/her-self that the duties do not in any way involve activities which are contrary to the laws of Kenya.

- ii) Satisfy him/her-self as to their scope, obtaining in good time all necessary clarifications/confirmations.
 - iii) Not accept professional obligations which he/she believes he/she does not possess sufficient competence or authority to perform in a satisfactory manner.
 - iv) Accept responsibility for all work carried out by him/her or under his/her direction and/or supervision.
 - v) Take all necessary and reasonable steps to ensure that persons working under his/her authority are competent to carry out the tasks assigned to them and that they understand and accept responsibility for work done under the authority delegated to them.
 - vi) When asked for professional advice which, give an opinion that is objective and reliable to the best of his/her ability.
 - vii) Upon giving professional advice which is not accepted, take all reasonable steps to ensure that the person who over-rules or disregards his advice is aware of all possible consequences.
 - viii) Not, without disclosing in writing to his/her employer or clients, be a director, of shareholder in, or agent for, or have financial interests in, any contracting or manufacturing company or firm or business with whom he/she may have occasion to deal with on behalf of his/her employer or clients.
 - ix) Not receive, directly or indirectly, any royalty, gratuity, or commission on any patented or protected article or process used on work which he/she is carrying out for his/her employer or clients unless such royalty, gratuity, or commission has been authorised in writing by his/her employer or clients.
- c. Except when legally authorized in the national or public interest, do anything or permit anything under his authority to be done, of which the probable and involuntary consequences would, in his/he professional judgement, endanger human life or safety, expose natural resources or valuable property to risk of destruction or serious damage, or needless or wantonly pollute the environment.
 - d) A member shall in his work respect all relevant laws, statutory regulations and standards.
 - e) In respect to his/her professional relationships with employers, clients, colleagues, employees, a member shall:
 - i) Disclose to his employers or clients any benefits or interests that he/she may have in any matter which he/she is engaged in on their behalf.

- ii) Neither communicate to any person nor publish any information or matter, not previously known to him/her or published in the public domain which has been communicated to him in confidence by an employer or client without express authority of the employer or client.
 - iii) Not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of another person or organisation.
- f) A member shall not solicit work improperly as an independent advisor or consultant, either directly or by an agent nor shall he/she improperly pay any person, by commission or otherwise, for the introduction of such work.
 - g) A member shall not be the medium of payments made on his employer's behalf unless so requested by his/her employer, nor shall he, in connection with work on which he/she is employed, place contracts or orders except with authority of or on behalf of his/her employer.
 - h) A member working outside Kenya shall observe these rules so far as they are applicable; but where there are recognised standards of professional conduct in the country in which he/she is employed, he/she may adhere to them.
 - i) A member shall be guilty of improper conduct if he/she is convicted by a competent tribunal of a criminal or civil offence which, in the option of the Disciplinary Committee of IEK established under the Institution's Bye-laws, renders him/her unfit to be a member of IEK.
 - i) If, in the option of the Disciplinary Committee of IEK, a member is precluded from performing his/her professional duties in manner consistent with the standard of his/her profession, as a result of having been adjudicated bankrupt or making a composition with his/her creditors, he/she may be deemed guilty of improper conduct.
 - ii) Any alleged breach of this Code of Professional Conduct which may be brought before the Council of IEK properly vouched for and supported by sufficient evidence, shall be investigated, and if proved, shall be dealt with the Council of IEK either by expulsion of the offender from IEK under the procedure of the Articles of Associations as far as they apply, or in such other manner as the Council of IEK may think fit.
 - iii) As a nominated body of the ERB the IEK will investigate any complaint or allegation against one of its members who is a registrant of the ERB and, having so investigated, will initiate where appropriate, disciplinary proceedings in accordance with these rules.
 - iv) In any such case in which disciplinary proceedings are initiated under the IEK Code of Conduct individual registrants may appeal to the IEK Council.

11. Guidance on Applying for Membership

a) General

Application forms, literature and any further information on IEK is available on request from any of the IEK branches, or the Headquarters. The addresses are given herein.

b) Eligibility

The applicant should first refer to the flow chart on guidance on Application for Membership of IEK, attached herein. This chart is a simple and quick guidance on eligibility to various classes of membership.

c) Application and Transfer Form

The form for initial application for any grade of membership and transfer from one grade of membership to another is the same.

Applicants for all classes other than Fellow should complete both the main form and the form CM for Practical Training and Experience.

d) Personal Details

The personal details should be complete and similar to the details appearing on your certificates and other legal documents.

e) Academic Qualifications

List all qualifications awarded by tertiary education institutions and attach photocopies of all certificates (degrees and diplomas). Each document should be initiated by your proposers.

A list of approved/accredited tertiary institutions is available at IEK Headquarters.

f) Class of Membership

The application should clearly indicate the class of membership you are seeking. If it becomes apparent that you do not qualify for the class of membership applied for, you will be advised and an appropriate class offered for your acceptance.

A photocopy of your existing IEK membership certificate and photocopies of other existing membership certificates should be attached to the application.

g) Training

List all relevant training with commencing and completion dates to enable the assessors to determine the total period spent on training.

During training, a detailed record or log book should be maintained and signed by an IEK approved trainer and/or training organisation. This record should not be initially submitted to IEK unless specifically requested.

h) Experience

The full history of your career from the end of training period to the latest engagement directly relevant to engineering and appropriate to the class of membership for which you are applying should be listed in detail. The various stages in your career should be listed, stressing the responsibilities, general and particular contribution to projects or operations. Organisation hierarchy for each stage in your career should be shown.

The organisation trees for the organisations you have worked for should be submitted. Each tree should indicate the designation and number of people for whom you are responsible as well as the people to whom you are responsible. Position titles should be used, rather than persons' names, except for yourself and, perhaps, your proposers and seconders. If any position title is/was occupied by a person registered by ERB, a member of IEK or other engineering institution, this should be indicated together with the class of membership.

i) The Application

The application forms should be completed neatly, clearly and in a logical manner. A full account of your career should be provided so as to enable the assessors to make a fair and fast assessment.

The application is not complete unless it is signed/initialed by proposers and seconders, signed by the applicant, all relevant photocopies of documents attached and a cheque for the appropriate amount attached.

If you are in any doubt or if you require assistance the IEK Headquarters and regional branch offices will be glad to assist.

12. IEK ADDRESSES

1. Honorary Secretary
The Institution of Engineers of Kenya
P.O. Box 41346
Nairobi

Transcom House Annex
Capitol Hill, Ngong Road
Telephone: 2716922, 2729326 or 2723101 (Ext. 3181)
Mobile: 0721729363, 0734763045.

2. Coast Branch
Honorary Secretary
IEK Coast Branch Committee
P.O Box 82862
Mombasa

Regional Civil Engineer's Office
Kenya Railways
Moi Avenue
Telephone: 223800

3. Western Kenya Branch
Honorary Secretary
IEK Western Kenya Branch
P.O B ox 3900
Eldoret.