



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT : PROCEDURE FOR STAFF RECRUITMENT, TRAINING
AND DEVELOPMENT**

DOC. NO. : JOOUST/PAF/RPA/OP 40

**AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: 
PLANNING, ADMINISTRATION AND FINANCE**

**ISSUED BY : REGISTRAR SIGNATURE: 
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0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

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1.0 Purpose: To ensure efficient and effective recruitment and retention of qualified and Competent staff.

2.0 Scope : This procedure covers Recruitment, Review, Promotions and Training of staff.

3.0 References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Statutes
- iii. JOOUST Service Charter
- iv. JOOUST Terms and Conditions of Service
- v. Labour Laws
- vi. Constitution of Kenya

4.0 Abbreviations, Acronyms and Definitions

- i. **Council:** The supreme governing body in the University.
- ii. **QMR:** Quality Management Representative
- iii. **DVC (PAF):** Deputy Vice-Chancellor (Planning, Administration and Finance)
- iv. **RPA** Registrar (Planning and Administration)
- v. **Line Officer** Officer in-charge of a section
- vi. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- vii. **NSSF:** National Social Security Fund
- viii. **NHIF** National Hospital Insurance Fund
- ix. **FH:** Functional Heads

5.0 Responsibility:

RPA shall be responsible for the implementation and effective supervision of this procedure.

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6.0 Method

6.1 Staff Recruitment

- 6.1.2 FHs shall submit requests for recruitment of new staff to the RPA as need arises.
- 6.1.2 RPA shall compile all staff recruitment requests from FHs and cross check with the staff establishment for existing vacancies.
- 6.1.3 The RPA shall forward the requests and identified vacancies to the VC through DVC (PAF) within 7 days of receiving the requests.
- 6.1.4 The VC shall approve vacant positions for advertisements.
- 6.1.5 The RPA shall liaise with the Public Relation Office for external advertisements.
- 6.1.6 The In-Charge Central registry shall receive the applications within stipulated period in the advertisement.
- 6.1.7 RPA shall sort and summarize the applications within one month of receipt.
- 6.1.8 The VC shall appoint a Shortlisting Committee to consider and shortlist the applications.
- 6.1.9 The VC shall set a date for interviews upon receipt of shortlisting Minutes and Report.
- 6.1.10 RPA shall invite the shortlisted candidates for interviews at least seven (7) days before the interview date.
- 6.1.11 RPA shall inform both successful and unsuccessful candidates in writing within two weeks after signing of the Appointments Committee Minutes.
- 6.1.12 Successful candidates shall accept and return a copy of the signed appointment letter and Terms and Conditions of Service within the stipulated time period.
- 6.1.13 A personal file shall be opened for the new employee after submission of all details required from the employee.

6.2 Staff Induction

- 6.2.1 RPA shall ensure the new employee is briefed on the general background, structure, systems of the University on the reporting day
- 6.2.2 RPA shall ensure the new employee is briefed on how to source for other

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important university information and documents such as on the website.

6.2.3 RPA shall ensure the new employee is deployed and introduced to the relevant FH on the reporting date.

6.2.4 FH shall ensure the new employee is given a job description, is fully inducted on his new job and a report on the same forwarded to RPA within two weeks after deployment.

6.3 Performance Management

6.3.1 RPA shall notify all FHs on the annual staff performance appraisal schedule in June of every year.

6.3.2 RPA shall ensure appraisal forms are available at the Functions and circulated to all staff members

6.3.3 Members of staff (appraisee) and their FH/Supervisors (appraiser) shall evaluate the performance as required in the forms.

6.3.4 The appraisee and appraiser shall both sign the evaluation form as appropriate.

6.3.5 The FH shall forward the completed forms to RPA based on the issued deadlines.

6.3.6 RPA shall analyse and communicate the results to each appraisee.

6.3.7 RPA shall forward the final staff performance appraisal report to UMB through the DVC (PAF).

6.4 Attachment and Internship

6.4.1 RPA shall receive requests for attachment/internship.

6.4.2 RPA shall forward the requests to the relevant departments within one week of receiving the application.

6.4.3 RPA shall receive comments from the relevant departments for action.

6.4.4 RPA shall formally notify the attachee on the results of the request within two weeks of receiving comments from the relevant department.

6.4.5 RPA shall deploy successful attachees to the relevant department upon reporting.

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6.5 Direct Recruitment of Staff.

- 6.1.1 FHs shall submit requests for recruitment of new staff to the RPA as need arises.
- 6.1.2 RPA shall compile all staff recruitment requests from FHs and cross check with the staff establishment for existing vacancies.
- 6.1.3 The RPA shall forward the requests and identified vacancies to the VC through DVC (PAF) within 7 days of receiving the requests.
- 6.1.4 The VC shall approve vacant positions for direct recruitment where justified.
- 6.1.5 The RPA shall write appointment letter to the identified staff within three days of receiving the approval.

6.6 Staff Training

- 6.6.1 The RPA shall notify FHs to carry out Training Needs Assessments in their respective functions at the beginning of the financial year (FY)
- 6.6.2 FHs shall forward the established Training Needs and recommendations for training within one month after the beginning of the FY.
- 6.6.3 RPA shall ensure the Training Needs are compiled forwarded to the Training and Development Committee (TDC) for consideration.
- 6.6.4 The TDC shall consider and recommend the training requests as per the Training and Development Policy.
- 6.6.5 RPA shall forward TDC Minutes to the VC for concurrence within one week after signing.
- 6.6.6 The RPA shall communicate the results to all the applicants within a week after receiving the approval from the VC
- 6.6.7 The RPA shall receive and forward training progress reports to relevant Heads of Department where applicable within one week of receiving the reports.
- 6.6.8 FH shall conduct and forward the post training evaluation report to RPA after an agreed period of time.
- 6.6.9 RPA shall forward the report to TDC for consideration.
- 6.6.10 RPA shall receive individual staff requests for Conferences and Workshops and forward to the Chairman TDC

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- 6.6.11 The Chairman TDC shall recommend and forward requests to the VC within one week.
- 6.6.12 The VC shall consider and approve requests to attend conferences and workshops within a week after receiving requests
- 6.6.13 RPA shall communicate the results to applicants within a week after receiving approval from VC.

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