



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

**RECRUITMENT POLICY**

**FEBRUARY, 2016**

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

**RECRUITMENT POLICY, 2016**

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## Recruitment Policy, 2016

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**Policy Title:** Recruitment Policy

**Policy Theme:** To ensure that staff recruited in the service of the University have the competency, skills, knowledge and commitment for delivering effective and efficient services.

**Policy Contact:** Deputy Vice Chancellor  
(Planning, Administration and Finance)

**Approval Authority:** The Council

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15<sup>th</sup> April 2016

**Signed:**

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**Vice-Chancellor and Secretary to Council**

**Date**

**Prof. Stephen G. Agong'**



15<sup>th</sup> April 2016

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**Chairman of Council**

**Date**

**Dr. Bonface J. Mwandotto**

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**ABBREVIATIONS AND ACRONYMS**

**VC** Vice Chancellor

**DVC(PAF)** Deputy Vice Chancellor (Planning, Administration and Finance)

**JOOUST** Jaramogi Oginga Odinga University of Science and Technology

**R(PA)** Registrar (Planning and Administration)

**UMB** University Management Board

**HR** Human Resource

**HoD** Deans/Registrars/Heads of Unit/Sections/Directorates

**DEFINITION OF TERMS**

<b>Department</b>	Means all service-based units in the University structure
<b>Recruitment</b>	Is the process of actively seeking, finding and hiring candidates for a specific position or job
<b>Statutes</b>	JOOUST Statutes, 2013
<b>Staff:</b>	Means all employees of the University who are on permanent /contract employment and academic staff, professional and non-academic or support.
<b>University</b>	Jaramogi Oginga Odinga University of Science and Technology
<b>Council:</b>	Jaramogi Oginga Odinga University of Science and Technology Council.

### **1.0 Introduction**

The Recruitment policy provides guidelines for ensuring a transparent and fair hiring process that will assist the University to select the right candidate on the basis of merit and relevance to the job and is aligned to JOOUST Criteria for Appointments and Promotions.

This Policy is implemented in compliance with Constitution of Kenya 2010, Public Service Commission, HR Policies and Procedures Manual, Employment Act 2007, JOOUST HR Policy and Procedures Manual, JOOUST Criteria for Appointments and Promotions and JOOUST Procedure for Staff Recruitment, Training & Development.

The policy covers the purpose, scope, objectives, roles and responsibilities, guiding principles, sources of recruitment, classification of employees, implementation, effective and review dates.

### **2.0 Purpose**

To ensure that the University attracts and recruits the best qualified candidates to support its vision, mission, mandate, goals and strategic objectives.

### **3.0 Policy Statement**

The University acknowledges the need to attract and retain applicants with the right competencies, skills, knowledge and commitment. It therefore seeks to ensure that the recruitment process is transparent, fair and credible and based on merit

### **4.0 Scope**

This policy covers all staff and relevant stakeholders

### **5.0 Overall Objective**

The overall objective of this policy is to manage the recruitment process within the University.

The specific objectives include to:



- (i) Identify applicants who will fit into the University's culture and contribute to University's goals.
- (ii) To improve the University's reputation through fair, unbiased and effective hiring practices
- (iii) To improve and streamline the recruitment process.
- (iv) To ensure attraction and retention of quality staff.

## **6.0 Roles and Responsibilities**

The university Council, the Vice-chancellor, Deputy Vice-Chancellor (Planning Administration and Finance), heads of departments and the employees have various roles and responsibility to play to ensure successful implementation of the policy as indicated below:

### **6.1 University Council**

The University Council shall

- (i) Approve this policy for implementation.
- (ii) Be the appointing authority.

### **6.2 Vice Chancellor**

The Vice Chancellor shall

- (i) Support and recommend the Staff Recruitment Policy to the University Council for approval.
- (ii) Chair the Appointments and Promotions Committee for the relevant cadres of staff as per the Statutes.
- (iii) Ensure implementation of the Recruitment Policy.

**6.3 Appointments and Promotions Committee**

- (i) The Appointments and Promotions Committee will be constituted as provided for in JOOUST Statutes.
  
- (ii) The Appointments and Promotions Committee will consider and recommend suitable candidates for appointment by the University Council.

**7.0 Guiding Principles**

- (i) The University will ensure that the recruitment of staff is conducted in a professional, timely and responsive manner and in compliance with the law.
  
- (ii) The University will treat all candidates fairly, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
  
- (iii) The University will promote best practices in recruitment. It will continuously develop its recruitment practices to allow new ideas and approaches to be incorporated.
  
- (iv) Members of the Appointment and Promotions Committee will be requested to declare conflict of interest to avoid any involvement and participation in the recruitment decision-making process.
  
- (v) All documentation/information relating to applicants will be treated confidentially.
  
- (vi) The University has a principle of open competition in its approach to recruitment.
  
- (vii) The University will seek to undertake recruitment on the basis of fair competition and merit, representation of diverse communities, adequate and equal opportunities to all gender, youth, ethnicity, persons with disabilities and minorities.

## **8.0 Recruitment Process**

Recruitment process will be guided by the Values and Principles of Public Service as spelt out in Article 232 of the Constitution of Kenya. The University will ensure that staff appointed have the necessary skills, knowledge and attitude to deliver effective services.

### **8.1 Reporting of Vacancies**

- (i) HoDs shall submit requests for recruitment of new staff to the RPA as and when need arises
- (ii) RPA shall compile all staff recruitment requests from HoDs and crosscheck with the staff establishment for existing vacancies.
- (iii) The RPA shall forward the requests and identified vacancies to the VC through DVC (PAF) within 7 days of receiving the requests.
- (iv) The VC may approve vacant positions for advertisements.
- (v) The RPA shall liaise with the Public Relations Office for external advertisements.

## **8.2 Sources of Recruitment**

### **8.2.1 Internal Sources of Recruitment**

Recruitment may be done internally by placing employees within the University internally through promotions and transfers.

#### **a) Promotions**

Promotion refers to upgrading the cadre of the employees by evaluating their performance in the University. It is the process of shifting an employee from a lower position to a higher position with more responsibilities, remuneration, facilities, and status. The effective date of promotion will be effective from the date the staff qualifies.

#### **b) Transfers**

Transfer refers to the process of changing with/without any change in the rank and responsibilities. It can also be the shifting of employees from one department to another

department or one location to another location, depending upon the requirement of the position. Employees may be moved from one department/duty station to another as and when need arises. The types of transfers may include:

- i) Lateral transfer
- ii) Temporary transfer
- iii) Permanent transfer

### **c) Re-designation**

Re-designation of employees will be allowed subject to existence of vacancies where an employee has the relevant qualifications for the job.

## **8.3 Advertisements**

### **a) Internal Advertisements**

Internal Advertisements is a process of posting/advertising jobs within the University. This job posting is an open invitation to all the employees inside the University, where they can apply for the vacant positions. It provides equal opportunities to all the employees working in the University.

### **b) External Sources of Recruitment**

External sources of recruitment refer to hiring employees outside the University through external advertisement (Print Media and University Website).

## **8.4 Unsolicited Applicants**

The Appointments and Promotions Committee checks the profiles of unsolicited applicants from the University's recruitment database. These applicants are those who have applied for jobs in the past.

## **8.5 Recruitment Agencies**

Recruitment agencies are a good external source of recruitment. Employment agencies are run by various sectors like private, public, or government. It provides unskilled, semi-

skilled and skilled resources as per the requirements of the organization. These agencies hold a database of qualified candidates and organizations can use their services at a cost.

### **8.6 Head hunting**

The University will at times head hunt candidates on needs basis depending on the area of specialization and expertise.

### **8.7 Professional Associations**

Professional associations are at times consulted in hiring professional, technical, and managerial personnel.

### **8.8 Secondment**

The Council may appoint staff on secondment, visiting, honorary and adjunct arrangements. Secondment of employees to other organizations is applicable to pensionable officers for a period not exceeding 3 years and may be renewable once.

### **8.9 Recruiting Former Employees**

Recruiting former employees is a process of internal sources of recruitment, wherein the ex-employees are called back depending upon the requirement of the position.

### **8.10 Advertisement of Vacant Positions**

All vacancies shall be advertised internally and externally and or in a manner that attracts the widest pool of potential applicants.

Contents of an advert will include: -

- Job description
- Minimum education qualifications
- Grade
- Category
- Closing date

### **9.0 Conduct of Interviews**

### **9.1 Application for Employment**

A candidate applying for employment shall do so online or manually by completing an application form.

## **9.2 Offer of Appointment**

- (i) The R(PA) shall prepare a letter of offer as per the relevant and existing contract templates for signing by the DVC (PAF).
- (ii) Two copies of the letter of offer shall then be given to the successful candidate, who shall be required to provide an acceptance in writing within the specified period and copy filed in his/her personal file.
- (iii) The letter of appointment to an employee on 1<sup>st</sup> appointment shall be made in duplicate and shall contain date of appointment, post, grade, terms of appointment, salary grade payable and any other allowances payable if any.

## **9.3 Probation Period**

- (i) The duration of an employee's probation shall be provided in their respective terms of employment.
- (ii) Newly appointed employees will be required to undergo a probationary period of at least six (6) months within which the HoD shall submit progress reports indicating employee's performance.
- (iii) If by the end of the probation period the performance has been deemed unsatisfactory then the appointment may be terminated or extended once for a period of three (3) months.
- (iv) If the period is extended the individual's performance shall be reviewed again to determine whether or not the performance has improved. In cases where the performance is deemed unsatisfactory after the extended period then the appointment shall be terminated.

## **9.4 Confirmation**

- (i) Upon satisfactory completion of the probation service the R (PA) shall prepare a letter of confirmation to the employee.

### **9.5 Appointment on Contract Terms**

- (i) Council may make appointments on contracts on periods and on such terms as it may determine from time to time.
- (ii) On expiry of the period of the contract the appointment shall either be renewed or terminated.
- (iii) Non-Kenyan citizens shall be appointed on contract, on local terms and Kenyan Citizen who are above 55 and 65 years for non-teaching and teaching staff respectively may be appointed on contract.

### **9.6 Casual Employment**

The University may employ casual workers on a daily basis in accordance with the employment act 2007 section 11 or any other written law.

### **9.7 Classification of Employees**

Employees of the University will be classified as follows: -

- (i) Permanent Appointments
- (ii) Contract Appointments
- (iii) Temporary Appointments
- (iv) Part-Time Appointments
- (v) Casual Employment
- (vi) Other Appointments
  - Secondment, Visiting, Honorary and Adjunct appointments
  - Ag. Appointments
  - Attachment
  - Internship
  - Volunteers
  - Work-study
  - Outsourced

### **10.0 Implementation**

The overall responsibility and effective implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (PAF)

**11.0 Effective Date**

This policy takes effect immediately upon approval by the University Council.

**12.0 Review Date**

This policy will be reviewed after three (3) years and/or as need arises.