

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

Main Activity	Sub Activities	Responsible Officer(s)	Timelines			
			QUARTER ONE	QUARTER TWO	QUARTER THREE	QUARTER FOUR
Recruitment, Selection,	Receiving staffing needs and requirements from HoDs/CoDs in April	DVC(PAF)/DRA/AA (ADM) I/ AA(ADM)IV				
	Collating of staffing needs and requirements					
	Tabling of the staffing needs and requirements in SETA Committee for rationalization.					
	Communication of the rationalized needs to the HoDs/CoDs					
	Tabling of the re-adjusted staffing needs in UMB for approval for advertisements.					
	Advertisement for the approved positions.					
	Receiving of Applications Selection					
	Constitution of shortlisting panels					
	Scheduling of interviews Communication to Successful and Unsuccessful Candidates					
	Receiving of New Staff					
	Induction of New Staff					
Training and Development.	Conducting Training Needs Analysis and making proposals on the training that is required	DVC(PAF)/DRA/AA(ADM)I				
Staff Leave processing	Calculation of leave entitlements and leave balances	DRA/AA(ADM)II/ICR				
Staff Disciplinary	Drafting of 'Show Cause' letters to the staff being subjected to the disciplinary process. Responding to the 'show cause' letters, Convening disciplinary committee	DVC(PAF)/DRA/AA(ADM)II				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

	<p>meetings to hear and determine the case.</p> <p>Communicating the verdict of the disciplinary committee to the staff and implement the recommendations of the disciplinary committee.</p> <p>Receiving of appeals, and convening Appeals Board Committee Meeting to hear and determine the case.</p>					
Staff Clearance	Availing staff clearance forms to HoDs/CoDs and on the University website	DRA/SAA(ADM)/ICR				
	Dispatch the duly filled clearance forms as indicated on the form.	ICR				
Processing Staff Exit	Exit due to Retirement Notifying a member of staff due to retire at least one year to the due date.	DP(PAF)/DRA/AA(ADM)II				
	<p>Conducting an exit interview for the exiting member of staff by administering the staff exit forms.</p> <p>Ensure payment of all benefits due to the exiting member of staff.</p>	DRA/SAA(ADM)				
	<p>Staff Exit through resignation Receiving a notice of resignation from a member of staff.</p> <p>Notifying the member of staff of acceptance/Non acceptance of the resignation</p> <p>Conducting an exit interview for the exiting member of staff by administering the staff exit forms.</p>	DRA/SAA(ADM)				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

	Ensuring payment of all benefits due to the exiting member of staff.					
	<p>Exit through Natural Attrition Receiving a notice on the demise of a member of staff.</p> <p>Notifying the respective HoD/CoD and the entire University.</p> <p>Ensuring payment of all benefits due to the deceased as per the relevant Collective Bargaining Agreements.</p>	DRA/AA(ADM)II/SOA(ADM)				
Processing of Insurance covers	Placing requisition for Insurance covers for Council Members, staff and students, physical facilities and other needs as approved by the University Management Board.	DRA/SAA(ADM)				
ADMINISTRATIVE ACTIVITIES/FUNCTIONS						
Receiving and Handling Communication	<p>Recording mail in the Outgoing Mail Register before dispatch from the Mail Registry</p> <p>Receiving, stamping and recording Incoming letters in the Incoming Mail Register and dispatched from the Mail Registry</p>	AA(ADM)III/SOA(ADM)/ICR				
Scheduling and conducting meetings	Drafting Notices for meetings	SAA(ADM)/AA(ADM)I/AA(ADM)II/AA(ADM)III/SOA(ADM)				
	Circulation of agenda and documents for scheduled meetings	SAA(ADM)/AA(ADM)I/AA(ADM)II/AA(ADM)III/SOA(ADM)				
	Drafting minutes and circulation of resolutions/recommendations of meetings.	DRA/SAA(ADM)/AA(ADM)I/AA(ADM)II/AA(ADM)III				
	Central Services					
Records Management	Management of Documents and Records i.e opening of files, repair of damaged files, tracking of files and documents, ensuring that labeling of all records and documents is done etc.	AA(ADM)II/AA(ADM)III/SOA(ADM)/ICR				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

Supervision of Cleaning Services	Preparing/receiving a cleaning duty roster for all the cleaning staff.	AR(CS)/AA(ADM)IV				
	Ensure that all cleaning staff are issued with cleaning materials, tools, protective gear and equipment.	AR(CS)/AA(ADM)IV				
	Oversee the clocking of the cleaners in the Clocking-In Register and ensure that cleaning is carried accordingly by updating the cleaning registers.	AR(CS)/AA(ADM)IV				
	Ensure that defects in physical facilities, utilities and equipment are promptly reported to facilitate repairs and maintenance.	AR(CS)/AA(ADM)IV				
	Ensure water and electricity conservancy in the University College.	AR(CS)/AA(ADM)IV				
	Ensure meeting Venues and Lecture Halls are properly cleaned and arranged	AR(CS)/AA(ADM)IV				
Coordination of Outsourced Services	Identifying the need to outsource a service	AR(CS)/AA(ADM)IV				
	Requesting for approval of the outsourced service.	AR(CS)/AA(ADM)IV				
	Raising a requisition for the required service as per the purchasing procedure number 3 in the Procurement Procedures Manual.	AR(CS)/AA(ADM)IV				
	Ensure the services are provided as per the contract.	DVC(PAF)/DRA/AR(CS)/AA(ADM)IV				
	Submission of quarterly report of the outsourced service to the VC for information	AR(CS)/AA(ADM)IV				
	Prepare schedule of planned meetings and forward to the DVC (PA&F)	AR(CS)/AA(ADM)IV				
	Table the draft University Almanac at the University Academic Board for approval	DVC(PAF)/				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

	Schedule meetings as per the approved University College Almanac.	DRA/SAA(ADM)/AA(ADM)I/ AA(ADM)II/AA(ADM)III				
Complaints and Compliments	Ensure availability of complaints and compliments forms which shall be filled by customers and dropped in the complaints/compliments box.	DVC(PAF)/DRA/SAA(ADM) /AA(ADM)I/AA(ADM)II/AA(ADM)III				
	On weekly basis, open and forward any feedback to the Chair Complaints Handling Committee who shall ensure updating of the complaints /compliments book and applicable action	DRA/AR(CS)				
	Receiving and recording complaint or compliment in the Complaint Or Compliment Register and acknowledge to the Complainant. The complaints/compliment may be via email, letters, phone call or verbal, Ensure determination of root causes in accordance with the Corrective Action Procedure number 5 in the Mandatory Procedure Manual.	DRA/SAA(ADM)/AA(ADM)I/ AA(ADM)II/AA(ADM)III				
	Review the departmental complaints/compliment, prepare a report which shall subsequently be forwarded to the Chair Complaints Handling Committee	AR(CS)				
Advertising	Presenting the specifications for the items or services to be advertised to the DVC (PA&F).	DRA/AR(CS)AA(ADM)I				
	Table the request in the UMB for approval.	DVC(PAF)				
	Monitor the advertisement and file the copy of the advert as it appears in	DRA/AR(CS)AA(ADM)I				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

	the media.					
Developing, Approving and Certification of Documents	Presenting the need for developing the relevant document to the DVC (PA&F)	DRA/AR(CS)SAA(ADM)				
Transport Management						
Transport Requests	Submission of Transport requests to Senior Transport Assistant	AR(CS)/STA/TRC				
Repair and Maintenance of Vehicles	Preparing the service schedule. b) Receiving a report of a vehicle requiring repairs from a driver.	AR(CS)/STA				
	Preparation and forwarding specifications for repair/service of the vehicle and to the Procurement Officer for preparation of quotations and the procedure on procurement of goods, services and works shall apply in sourcing for a garage.	AR(CS)/STA				
	Supervision of the servicing/repair and verify that the vehicle is ready for use before the vehicle is released from the garage. Updating of the servicing schedules.	AR(CS)/STA				
Scheduling of processed requests for trips	Assigning Drivers and signing of Work Tickets for pool vehicles.	AR (CS)/STA/SAA (ADMIN.)				
Fuel Management	Filling the fuel card form Forwarding the filled fuel form to the approved service provider who shall assign a fuel card to the individual motor vehicle. Assigning a fuel card to one driver and file records of the cards provided by the Service Provider.	AR(CS)/STA				

KIBABII UNIVERSITY
ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT WORK PLAN FOR 2014/2015 FINANCIAL YEAR

Handling Car Incidents/Accidents	Notifying the insurance company, broker or agent who shall appoint an assessor to determine the extent of damage and he/she shall make a follow up for the repair to be undertaken	AR(CS)/STA				
Designation Codes	DVC (PA&F)	Prof. Shem O. Aywa				
	DRA	Mr. David B. Namasaka				
	AR (CS)	Mr. Charles K. Wasike				
	SAA/ADM	Mrs. Esther M. Maloba				
	AA/ADM I	Mrs. Pamela Nafula Nyongesa				
	AA/ADM.II	Mr. Dennis Olike				
	AA/ADM. III	Ms. Sabina Wanjala				
	AA/ADM. IV	Ms. Dorcas Kosgei				
	AA/ADM. V	Miss Mercy C. Tungo				