KIBU-F-ADM-028

**KIBABII UNIVERSITY**

**STAFFING REQUEST AND BUDGET AUTHORIZATION FORM**

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| --- | --- | --- | --- |
| **POSITION INFORMATION** | | | |
| Requested Job Classification: Teaching ( ) Administrative ( Job Title:  ) | | | |
| Department/Unit | | | No. of Vacancies |
| Supervisor: | | | Mobile No. |
| Appointment Type | Permanent ( ) | Contract ( ) | Short Term ( ) |
| Academic and Professional Qualifications |  | | |
| Job Description |  | | |

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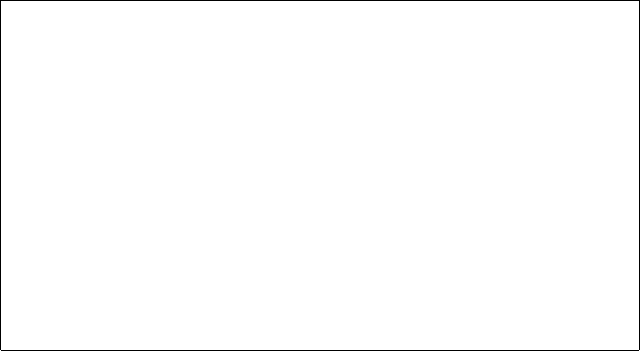
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| **FUNDING INFORMATION** | | | | | |
| Vote Number |  | | | | |
| Is this position a | New Position ( ) | | Replacement ( ) | | |
| Is this position budgeted for? | Yes ( ) | | No ( ) | | |
| If not budgeted for in this current Financial Year, please indicate how the position will be funded: | | | | | |
| Justification for filling the vacancy | | | | | |
| Could this position be eliminated due to budget cuts? | | Yes ( ) | | No ( ) | Possibly ( ) |

|  |
| --- |
| **AUTHORIZATION** |
| Head of Department/Section Requisitioning: Name: Signature:  Date: |
| Head of Finance Department: (For unbudgeted positions only) Name: Signature:  Date: |
| Head of Human Resource Department: Name:  Signature:  Date: |
| Deputy Vice Chancellor (Administration Finance and Development) Name: Signature:  Date: |
| Vice Chancellor  Signature:  Date:  Name: Prof. Isaac I. Odeo |

**STAFFINF REQUEST FORM INSTRUCTIONS**

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The staffing request and Budget Authorization for is used as a trigger document to start the recruitment and staffing process to fill a vacant or newly created position. Once the Form is completed and duly signed, all requests should be directed to the Registrar (Administration and Human Resources)

Follow the approval process outlined below for staffing requests of vacant or newly created positions:

1. Deans/Directors/Heads of Departments/Sections shall fill and sign the Staffing Request Form and route the Form for the remaining approval signatures in the sequence as needed. The Form must be fully signed prior to beginning the recruitment or job posting process.

2. Staffing requests for positions not budgeted for in the current year should be formally justified. Budget offset or revenue enhancements need to be identified. Justification for unbudgeted position requests must also be approved by Finance Department.

3. A statement justifying the need to fill this vacancy currently should be included on the Form. Also, please attaché a copy of the job description for review by approving officers.

4. Once submitted, this signed document authorizes the HR department to begin the recruitment and posting process.

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