



MURANG'A COUNTY ASSEMBLY

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P. O. Box 731 – 10200
MURANG'A

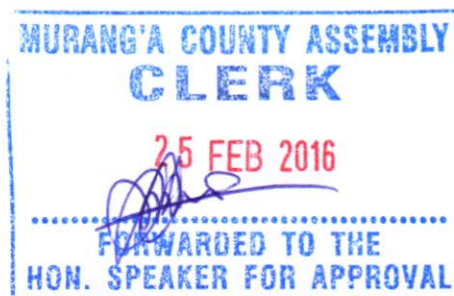
Along Kiriaini Rd, Opposite Ihura Stadium
Email: clerk@assembly.muranga.go.ke
Tel: 0719 – 802 497

The Hon. Speaker,
Murang'a County Assembly.

Date: February 25, 2016

Thro'

The Clerk,
Muranga County Assembly,
P.O Box 731-10200,
MURANG'A.



PAPER LAID:

Mr. Speaker Sir, I beg to lay the following paper on the table of the Assembly today Tuesday, March 1, 2016;

THAT, the Murang'a County Government Youth Polytechnics Employment Policy be laid on the table of the Assembly today Tuesday, March 1, 2016.

Thank You.

Hon. John Njoroge Gitau (MCA, Kamahuha Ward)
Chairperson, Education and Child welfare, Research, Information Technology and E-government committee.

MURANG'A COUNTY GOVERNMENT

6

ALL CORRESPONDENCE TO BE ADDRESSED:
THE COUNTY SECRETARY



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Tuesday, February 09, 2016

MURANG'A COUNTY ASSEMBLY
OFFICE OF THE SPEAKER
09 FEB 2016
RECEIVED
P. O. Box 731-10200, MURANG'A

Our Ref:

Your Ref:

DEPARTMENT OF EDUCATION & TECHNICAL TRAINING

THE CLERK

MURANG'A COUNTY ASSEMBLY

P.O.BOX 173-10200

MURANG'A

MURANG'A COUNTY ASSEMBLY
RECEIVED
09 FEB 2016
Sign:.....
P. O. Box 731 - 10200, MURANG'A
Tel: 060-30626

RE: YOUTH POLYTECHNIC POLICY DOCUMENT

Following your earlier request for the above document the department wishes to forward the same as attached.

(Signature)
EXECUTIVE MEMBER
EDUCATION & TECHNICAL TRAINING
09 FEB 2016
SIGN:.....
MURANG'A COUNTY

Hon. Nyagia Gerishon

CEC- EDUCATION & TECHNICAL TRAINING

Hon Speaker
kindly approve for
Talship

Approved
Speaker
18/2/16
9/2/16

MURANG'A COUNTY GOVERNMENT



YOUTH POLYTECHNIC EMPLOYMENT POLICY

(2015)

PREFACE

The overall goal of Murang'a County Government is to establish and maintain sufficient and professional managers and instructors for all County public Vocational centres known as Youth Polytechnics.

The department of education strives to live up to the aspirations of its vision and mission in pursuit of quality service for the instructors and managers in the public institutions.

The county government through the Public Service Board will carry out recruitment on the instructors and managers based on demand and budgetary allocation.

Recruitment will be undertaken using guidelines that will be revised every year before the recruitment exercise where need be. The development and documentation of a policy on managers and instructor's recruitment and selection is a milestone in enhancing efficiency and effectiveness in managing our Vocational Training Centres.

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GLOSSARY OF TERMS

Recruitment: The process of locating, identifying and attracting capable applicants to fill vacancies in the Youth polytechnic training service. It is the first part of the process of filling vacancies, including verification of vacancies, placing advertisement and inviting candidates to submit applications to the relevant authorities.

Selection: The process of screening job applicants to ensure that the most appropriate candidates are hired. The selection of candidates is done through interviews conducted by the Public Service Board either at the county level or sub county level depending on the number required.

Appointment: The issuance of a letter to a manager and instructor who has been recruited and selected specifying the terms and conditions of service including salary entry points.

Natural attrition: The exit from service by instructors through various causes such as retirement, death, resignation etc.

Manager: Person entrusted with the day to day manning of vocational training centre.

Instructor: Person entrusted with the entire training of the trainees in the vocational training centres.

Trainee: Any person registered to vocational training centres to undergo a training course of two years.

YPs – Youth Polytechnics

TVET- Technical and Vocational Education Training

P and P- permanent and pensionable

1.0 INTRODUCTION:

The County Governments were established in 2013 through The Constitution of Kenya 2010. Youth polytechnics (YPs) were started in the sixties by the National Council of Churches of Kenya (NCCK) and later taken over by the Government. They were established to offer basic vocational skills to young persons who did not proceed with higher education.

When the institutions were taken over by the government, they were not accorded a lot of attention and they kept being moved from one ministry to another. It was only in 2005 when they were moved to the ministry of Youth Affairs and sports (MOYAS) that they started receiving some focused attention from the Government.

In the current Government structure, YPs have been placed in the Ministry of Education Science and technology at the National level. At the County level, they are in the department of Education and Technical Training.

2.0 RATIONALE

According to the fourth schedule of the current constitution, the YPs which are referred to as Village polytechnics are a function under the County Governments. These institutions will operate under the recently enacted 'Technical and Vocational Education and Training (TVET) Act, 2013.' This means most of the programmes concerning YPs will be handled at the County level.

In Murang'a County, YPs are well established and the County has the highest number of these institutions in the Country. This calls for a concerted effort to consolidate the gains and improve the quality of these institutions. It is therefore imperative to review the recruitment and deployment of managers and instructors.

Demand driven managers and instructors recruitment would be one way of redressing the challenges in managers and instructors recruitment. However, there

has not been a clear policy on the managers and instructors recruitment thus the need to develop and document policy for this area.

3.0 AUTHORITY

The policy is derived from the County Government Act, The Constitution of Kenya 2010, and the code of regulations for public servants.

4.0 POLICY STATEMENT

This policy is demand driven and provides direction for current and future recruitment. It helps to redefine, outline roles and responsibilities of various actors. The policy also provides tools for implementation and general guidelines to direct the recruitment and selection process.

5.0 OBJECTIVES

The objectives of this policy are to:-

- i. Improve efficiency in managers and instructors recruitment.
- ii. Improve capacity of the recruiting board through sensitization and provision of guidelines.
- iii. Reduce cases of corruption associated with recruitment and selection process.
- iv. Increase stability, quality and productivity in the YPs centres.

6.0 SCOPE

The policy shall apply in the recruitment and selection of managers and instructors for the public Youth Polytechnic Centres.

7.0 PRINCIPLES

The policy shall:

- a) Be consistent with relevant legislation.
- b) Apply Fairness and Equity.
- c) Be sensitive to gender and disadvantaged groups.
- d) Consider merit.
- e) Uphold transparency.

8.0 ROLES AND RESPONSIBILITIES

This policy shall be implemented by the public service board in liaison with other relevant departments within the county.

9.0 GUIDELINES

The policy shall be applied as per the following guidelines:-

- i. The sub-county Youth Polytechnic officers shall provide data on the shortage of instructors within their sub-counties to the Director Vocational Training.
- ii. The CEM in-charge of Education shall present the needs to the cabinet for approval in line with approved budgetary allocation.
- iii. The cabinet shall then forward an extract of the meeting to the Board authorizing them to carry out recruitment.
- iv. The Board shall verify the data and advertise the approved vacancies.
- v. Interested candidates shall submit applications to the Public Service Board.
- vi. The Board shall receive the applications and shortlist as per the Boards' recruitment procedures outlined in the constitution 2010.
- vii. The Board shall conduct selection interviews and compile a merit list.

10.0. IMPLEMENTATION

10.1. Institutional Framework

The policy shall be implemented by the Board in liaison with the Department of Education, Department of Public Service and Administration and the Office of the County Secretary.

10.2. Tools for Implementation

The following tools shall be used for the implementation of this policy:

- i. Recruitment guidelines
- ii. Code of regulations & ethics
- iii. Score sheets
- iv. List of applicants
- v. Academic and professional certificates and transcripts, I.D Cards and testimonials.

11.0. MONITORING AND EVALUATION

The implementation of this policy shall be monitored and evaluated on a continuous basis in order to determine its sustainability and relevancy. The monitoring and evaluation shall include the following areas:-

11.1. Identification and verification of instructors' shortages

- Verification of data on the instructors' shortages shall be done by the department of education to ascertain its accuracy.
- Officers from the department will make random visits to the said institutions.

11.2. Vetting of interview results

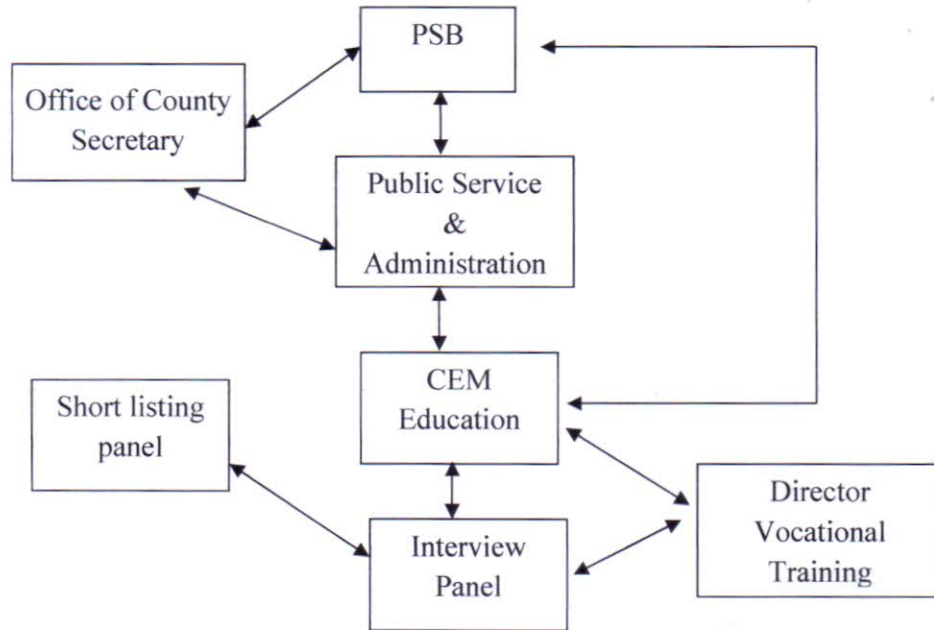
The department of Public Service Board shall determine through vetting whether the recruitment and selection interviews were conducted as per the guidelines. The tools for this will include score sheets, merit lists and lists of applicants.

12.0. POLICY REVIEW AND DEVELOPMENT

The Board in liaison with other relevant departments shall undertake a review of the guidelines on instructors' recruitment and selection with a view of addressing emerging issues. The tools for this shall include the existing guidelines and reports from field officers and other stakeholders.

At the end of the year the vetting committee shall prepare a report highlighting the strengths and weaknesses of the policy which will then serve as an evaluation of the policy.

ANNEX 1: INSTITUTIONAL FRAMEWORK FOR IMPLEMENTING RECRUITMENT POLICY.



NB: The roles of the above actors are stated in the recruitment guidelines (see Annexes III)

ANNEX II: MONITORING AND EVALUATION MATRIX

No	Activities	Objectives	Actors	Tools	Performance indicator
1	Identification and verification of instructors shortages	<ul style="list-style-type: none"> To ascertain the accuracy of data and need 	<ul style="list-style-type: none"> Youth polytechnics sub county officers Director Education Vocational Training CEM Education 	<ul style="list-style-type: none"> Quarterly staffing returns Report from the field 	<ul style="list-style-type: none"> Actual shortage
2	Reviewing existing guidelines	<ul style="list-style-type: none"> To address emerging issues in instructors recruitment 	<ul style="list-style-type: none"> Department of education. Public Service Board 	<ul style="list-style-type: none"> Existing guidelines Field reports 	<ul style="list-style-type: none"> Revised guidelines Improved professionalism in the recruitment exercise
3	Vetting of interview results	<ul style="list-style-type: none"> To ascertain whether the recruitment exercise is done as per the guidelines 	<ul style="list-style-type: none"> Public Service board vetting committee 	<ul style="list-style-type: none"> Score sheets Merit lists List of applicants 	<ul style="list-style-type: none"> No of approved rejected cases Report of anomalies
4	Review of policy on instructors recruitment and selection	<ul style="list-style-type: none"> To determine the relevance and suitability of the Youth Polytechnics instructors recruitment 	<ul style="list-style-type: none"> Vetting committee Education department officers Public Service Board members 	<ul style="list-style-type: none"> Field reports Complaints from stakeholders 	<ul style="list-style-type: none"> Evaluation report on instructors recruitment Emerging issues in the instructors recruitment.

ANNEX III: GUIDELINES FOR RECRUITMENT AND SELECTION OF MANAGERS AND INSTRUCTORS

1.0. IMPORTANT Notes

- a) The current enrollment of YPs within the County is 3999 with 268 instructors, giving an instructor to trainees' ratio of 1:15. Though the ratio is low and within the recommended ratio of 1:20, the numbers of instructors are not enough because they are spread thinly in many YPs with low enrollments and many different courses to offer.
- b) The County Government inherited 30 instructors on permanent and pensionable terms, 79 on contract and 61 on grant (Top up). The rest are employed by BOM.
- c) At present all the 30 and 79 on P and P and contract respectively have already been fully absorbed by the County Government on permanent and pensionable terms.
- d) All the 61 instructors on grants should be fully absorbed by the County Government through the Public Service Board on permanent basis.
- e) Following the devolvment of YPs to the County Government the Board will be required to conduct selection of candidates wishing to be employed in the county and present the list of successful candidates to the Human Resource Department through the County Secretary for ratification and issuance of employment letters.
- f) The selection panel will be required to exercise the highest degree of transparency as stipulated in the Public Officer Ethic Act (2003).
- g) The chair of Public Service Board is expected to induct the panel members on the relevant information before the commencement of the selection exercise.
- h) All applicants should be given equal opportunities;
- i) Applicants must be made aware of the dates of selection and the dates when the results will be published.
- j) Eligible candidates must present originals and copies of national identification cards, academic and professional certificates for verification by the selection committee.

- k) A record of all qualified candidates who have applied and a list of the shortlisted candidates should be displayed at the county offices and in the county website.

2.0 SHORTLISTING PANEL

The Public Service Board shall constitute a panel to shortlist the candidates.

3.0 SELECTION PANEL

The Public Service Board shall also constitute a selection panel which should include an officer from the Education Department.

4.0 MERIT LIST

- a) The responsibility of ensuring transparency and that the exercise is conducted as per the guidelines lies on the chairperson of the panel.
- b) Original Academic/Professional certificates should be carefully checked to verify their authenticity.

5.0 SELECTION CRITERIA

The applicants should be assessed based on the following

- a) Professional certificates
- b) The score obtained as per the guidelines

6.0 SELECTION GUIDELINES

Applicants are expected:-

- a) To be professionally qualified having gone through training in practical skills delivery in Youth Polytechnic. They should provide evidence of delivering the same as part of training.
- b) To have ability to understand the content of the YP curriculum and syllabus.
- c) To show willingness to participate in co-curricular activities and other extra duties assigned.