



Paper laid on
9/2/2016.

MURANG'A COUNTY ASSEMBLY

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MURANG'A

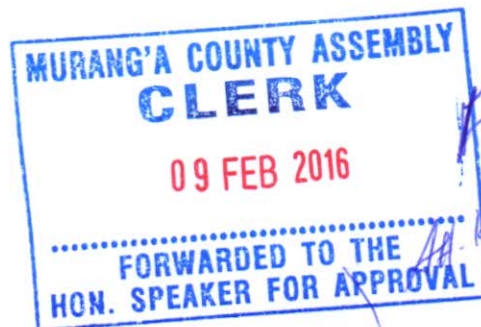
Along Kiriaini Rd, Opposite Ihura Stadium
Email: clerk@assembly.muranga.go.ke
Tel: 0719 – 802 497

The Hon. Speaker,
Murang'a County Assembly.

Date: February 8, 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, February 9, 2016;

THAT, the report of the Education and Child Welfare, Research, Information Technology and E-government Committee on the Murang'a County Early Childhood Development Employment Policy, be laid on the table of the Assembly today Tuesday, February 9, 2016.

Thank You.

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

REPUBLIC OF KENYA



Paper laid by the
Chairperson on
9/2/2016

MURANG'A COUNTY ASSEMBLY

FIRST ASSEMBLY



FOURTH SESSION (2016)

EDUCATION AND CHILDWELFARE, RESEARCH, INFORMATION
TECHNOLOGY AND E-GOVERNMENT COMMITTEE.

REPORT ON

MURANG'A COUNTY EARLY CHILDHOOD DEVELOPMENT
EMPLOYMENT POLICY.

JANUARY 2016

1.0 Background

Hon. Speaker Sir,

In a Committee sitting held on October 8, 2015, the Education and Child welfare, Research, Information Technology and E-government Committee Resolved that it was necessary for the County to have a clear policy and guidelines on the employment of Early Childhood Development care givers. This was informed by the fact that for the FY 2015/2016, this Hon. Assembly approved a budget of Kshs 98,040,000 towards the employment of care givers in the County.

Having seized of the opportunity to request for the above policy, the Committee in a sitting held on October 15, 2015 invited the County Executive Member for the Department of Education and Technical Training and his Officers whereby both parties agreed that the Department of Education and Technical Training would draft the ECD Employment policy and forward the same to the committee for adoption.

Mr. Speaker Sir, on November 2, 2015 the County Executive Committee Member for education and Technical Training forwarded to the County Assembly a draft employment Policy for ECD care givers which was then forwarded to the Committee by the Clerk to the County Assembly. However, in a Committee meeting held on November 10, 2015, members discussed the said policy but felt unsatisfied with the contents and the way it was drafted. It was then resolved that a more detailed policy be sought from the County Executive Member for Education and Technical Training for tabling in this Hon. Assembly.

Consequently, a second policy was received on November 19 2015 which was then tabled in the Committee on November 24, 2015.

Mr. Speaker, In a committee sitting held on January 20, 2016, members discussed the submitted response and thereafter adopted it for tabling in this this Honourable Assembly with the following recommendations.

2. COMMITTEE RECOMMENDATIONS

1. That the number of Early Childhood care givers to be employed should be as per the approved budget estimates for FY 2015/2016 of Kshs 98,040,000 for employment of ECD care givers.
2. That the number of ECD care givers to be employed should be in line with the approved compendium of projects for the Department of Education and Technical Training for FY 2015/2016.
3. That the policy should include titles of members of the selection panel.
4. That the Chief Officer for the Department of Education and Technical Training should represent the Department in the selection/ recruitment panel.

5. That the policy should include guidelines on the selection criteria/ scheme to be used during the whole recruitment process.
6. That recruitment of ECD care givers be done at the Sub-County level in order to see to it that there is equity and fairness in the distribution of the available vacancies.
7. That a selection criteria for posting of employed care givers to various care centers be included as part of the employment policy.

Mr. Speaker Sir, it's now my pleasure to Table the attached Muranga County Early Childhood Employment Policy for adoption by this Hon. Assembly.

Thank You.



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

Dated this.....*20th*.....Day of *January*.....2016.

MURANG'A COUNTY GOVERNMENT

ALL CORRESPONDENCE TO BE ADDRESSED
THE COUNTY SECRETARY

Our Ref: MCG/EDU&T.T/VOLI/64

Ref: MCA/C/3/166



County Hall,
P.O Box 52—10200,
Murang'a,
Kenya
Telephone 060-2030271

E-mail: info@muranga.go.ke

Thursday, November 19, 2015

DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING.

RE: SUBMISSION OF E.C.D.E. EMPLOYMENT POLICY.

Following your letter dated 12/11/15 Ref no MCA/C/3/166 requesting for
the above, the department wishes to forward the same as attached.

Yours faithfully

NYAGIA GR.

C.E.M-EDUCATION.

CA, Education
Committee
Deal
19/11/2015



MURANG'A COUNTY GOVERNMENT



**EARLY CHILDHOOD DEVELOPMENT
EMPLOYMENT POLICY**

(2015)

PREFACE

The overall goal of Murang'a County Government is to establish and maintain sufficient and professional care givers for all public Early Childhood Development centres in the county.

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

The county government through the Public Service Board will carry out recruitment on the caregivers 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 caregivers recruitment and selection is a milestone in enhancing efficiency and effectiveness in the caregivers recruitment.

STAFFING

The total number of teachers/caregivers in the county teaching public elder is 822. The teacher pupil ratio is 1:35. Currently the county government has employed 15 ECDEs teachers. Eight are in the county payroll while seven are employed as casuals through the township management. The bulk of 807 is employed under the Board of Management.

The following is a summary of the County's ECDE enrollment and staff establishment in the public sector.

	SUB-COUNTY	ECDE CENTRE	ENROLMENT	EMPLOYER		TEACHERS TOTAL	PROGRAMME OFFICER
				County Govt	BOM		
1	KIGUMO	76	2575	-	95	95	2
2	KAHURO	61	2232	-	87	87	1
3	KANGEMA	46	1706	1	60	61	1
4	GATANGA	115	4104	-	139	139	1
5	MATHIOYA	89	2486	-	89	89	1
6	MURANG'A SOUTH	98	3304	-	127	127	2
7	MURANG'A EAST	72	2965	14	96	110	2
8	KANDARA	82	4116	-	114	114	1
	TOTAL	639	23485	15	807	822	11

TERMS OF SERVICE

Eight caregivers and eleven officers are employed on permanent and pensionable basis, seven are on casual basis while are employed by the Boards of Management in primary schools and the local communities.

CURRENT TRENDS IN QUALIFICATIONS

The county is endowed with various categories of teachers/caregivers.

- Graduates
- Diploma holders
- Certificate holders

95% of the caregivers in our ECDEs centres have either of the qualifications stated above.

In conclusion, following the various disparities witnessed in the county on employment, and terms of service for the ECDE teachers it's imperative that its harmonized and the bulk of the teachers taking care of our children in the ECDE centres are employed preferably on contractual basis.

The following are suggestions /guidelines for their employment:-

- Be employed on terms given by the Public Service Board (preferred on contractual basis).
- They should handle a maximum of 35 pupils however the recommended ratio is 1:25.
- Salaries be channeled through individuals bank account.
- They must have undergone training and acquired a certificate either by Universities, KNEC or MOEST at the levels of a degree, diploma or certificate.
- Preference for employment be given to the teachers who are currently serving in the centres and are of appropriate age.
- All those seeking employment shall abide by Chapter six of our constitution.
- The ECDE caregivers shall be supervised and coordinated by the sub-county programme officers who will be in contact with the directors and the CEM.

TABLE OF CONTENT

Preface	ii
Glossary of Terms	iv
1.0 Introduction:	1
2.0 Rationale.....	1
3.0 Authority.....	1
4.0 Policy Statement	1
5.0 Objectives.....	1
6.0 Scope	1
7.0 Principles.....	2
8.0 Roles and Responsibilities	2
9.0 Guidelines.....	2
10.0 Implementation.....	2
10.1 Institutional Framework.....	2
10.2 Tools For Implementation.....	2
11.0 Monitoring And Evaluation	3
11.1 Vetting Of Interview Results	3
12.0 Policy Review And Development.....	3
Annex 1 : institutional framework for implementing recruitment policy.....	4
Annex II : monitoring and evaluation matrix.....	5
Annex III : guidelines for recruitment and selection of ECDE caregivers	6
1.0 Important Notes	6
2.0 Shortlisting Panel	6
3.0 Selection Panel.....	6
4.0 Merit List.....	6
5.0 Selection Criteria.....	6
6.0 Selection Guidelines.....	6

GLOSSARY OF TERMS

Recruitment: The process of locating, identifying and attracting capable applicants to fill vacancies in the ECDE Centre teaching 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 caregiver who has been recruited and selected specifying the terms and conditions of service including salary entry points.

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

Early childhood Development Education: Refers to programmes and strategies given towards children from birth to age eight.

Care givers: Person entrusted with the holistic development of the children in ECDE Centres.

1.0 INTRODUCTION:

The County Governments were established in 2013 through The Constitution of Kenya 2010. Prior to this running of ECDEs including employment was vested on the school boards, local communities and other organizations. The constitution has vested a lot of powers on stakeholders' involvement. As a result, parents are seeking to have hardworking caregivers who provide high quality education for their children.

The mandate of recruiting the ECDEs caregivers now rests with the County Government.

2.0 RATIONALE

The fourth schedule of The Constitution of Kenya 2010 on distribution of functions between National government and the County Government vests the responsibility of running ECDEs to County Government. It has also mandated the Public Service Board on matters of recruitment.

Since inception, ECDE centres have been run and management by school boards, local communities, Faith Based Organizations local and municipal councils. It's therefore imperative to review the recruitment and deployment of the caregivers.

Demand driven caregiver recruitment would be one way of redressing the challenges in caregiver recruitment. However, there has not been a clear policy on the caregiver 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 caregiver 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 ECDE centres.

6.0 SCOPE

The policy shall apply in the recruitment and selection of caregivers for the public Early Childhood Development 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 ECDE officers shall provide data on the shortage of caregivers within their sub-counties to the CEM Education.
- 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 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 caregivers' shortages

- Verification of data on the caregivers' 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

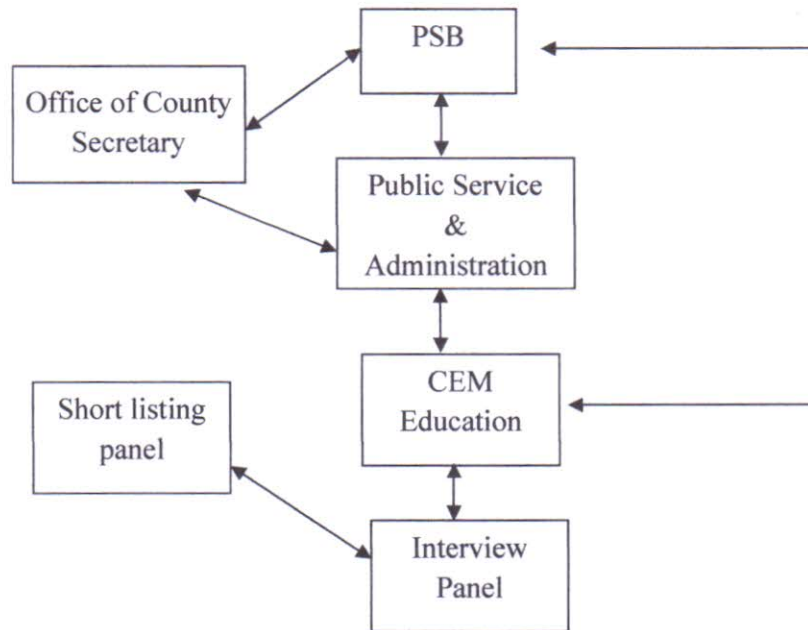
The department of Public Service Board shall determine through vetting whether the recruitment and selection interviews were conducted as per the guidelines. The tools for this will include score sheets, merit lists and lists of applicants.

12. 0. POLICY REVIEW AND DEVELOPMENT

The Board in liaison with other relevant departments shall undertake a review of the guidelines on caregivers' 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 caregivers shortages	<ul style="list-style-type: none"> To ascertain the accuracy of data and need 	<ul style="list-style-type: none"> ECDE sub county officers Director education programme 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 caregivers recruitment 	<ul style="list-style-type: none"> Department of education on. 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 caregivers recruitment and selection	<ul style="list-style-type: none"> To determine the relevance and suitability of the ECDE caregivers 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 caregivers recruitment Emerging issues in the caregivers' recruitment.

ANNEX III: GUIDELINES FOR RECRUITMENT AND SELECTION OF ECDE CAREGIVERS

7.0 IMPORTANT Notes

- a) Following the devolvement of ECDE 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.
- b) The selection panel will be required to exercise the highest degree of transparency as stipulated in the Public Officer Ethic Act (2003).
- c) The chair of Public Service Board is expected to induct the panel members on the relevant information before the commencement of the selection exercise.
- d) All applicants should be given equal opportunities;
- e) Applicants must be made aware of the dates of selection and the dates when the results will be published.
- f) Eligible candidates must present originals and copies of national identification cards, academic and professional certificates for verification by the selection committee.
- g) 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.

8.0 SHORTLISTING PANEL

The public service board shall constitute a panel to shortlist the candidates.

9.0 SELECTION PANEL

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

10.0 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.

11.0 SELECTION CRITERIA

The applicants should be assessed based on the following

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

12.0 SELECTION GUIDELINES

Applicants are expected:-

- a) To be professionally qualified having gone through training in pedagogical skills in Early Childhood Development. They should provide evidence of teaching practice as part of training.
- b) To have ability to understand the content of the ECDE curriculum and syllabus.
- c) To show willingness to participate in co-curricular activities and other extra duties assigned.
- d) To be able communicate effectively.