

UNIVERSITY OF NAIROBI
ADMINISTRATION DEPARTMENT
ANNUAL REPORT 2012

1. INTRODUCTION

The Administration Department is responsible for generation administration and human resources management in the University. The main role of the department is to attract, develop and maintain a high caliber qualified staff. The Head of Department is the Registrar, Administration. The Department is divided into two main sections; Personnel Section and, Recruitment and Training Section.

2.0 ACHIEVEMENTS

In the year 2012, the department negotiated salary increments for members of staff in the three unions, i.e., UNTESU, UASU and KUDHEHIA.

The department also succeeded in processing the performance management proposal online. A departmental website was also uploaded as a source of information for staff.

Sensitization of staff and students on HIV/AIDS was coordinated by the department which culminated to the successful World Aids Day, held in December 1, 2012 at the Lower Kabete Campus.

2.1 FUTURE PROJECTIONS

It is projected that the department, by the end of the coming year, will have an online system for communicating staff movement i.e., the computerization of the staff movement advice in order to enhance timely communication of staff transitions

3.0 UPDATES ON STAFF STATISTICS

3.1 STAFF POPULATION

GRADE	MALE	FEMALE	TOTALS
VICE-CHANCELLOR	1	0	1
DEPUTY VICE CHANCELL	3	1	4
PRINCIPAL	5	1	6
DEPUTY PRINCIPAL	2	0	2
PROFESSOR & EQUIV.	108	14	122
ASS. PROF. & EQUIV.	214	49	263

SEN. LECT. & EQUIV.	305	106	411
LECTURER & EQUIV.	615	243	858
F	0	8	8
E/F	51	34	85
D/E/F	173	139	312
E	0	21	21
ASS. LECT. & EQUIV.	37	19	56
TUTORIAL FELL. & EQU	125	90	215
D	12	40	52
C/D	56	26	82
C	5	45	50
B/C	2	10	12
A/B/C	194	105	299
B	8	68	76
A/B	100	53	153
A	31	133	164
III/IV/ABC	0	0	0
IV	112	46	158
III/IV	2	5	7
III	175	77	252
II	198	114	312
I	18	15	33
CONTRACT	818	571	1389
TOTALS	3370	2033	5403

3.2 STAFF MATTERS

NEW APPOINTMENTS	373
PROMOTIONS	129
RETIREMENTS	34
RESIGNED	65
TERMINATION	19
DECEASED	28

3.3 TRAINING SECTION REPORT FOR 2012 ON THE FOLLOWING ACTIVITIES

	CATEGORY/ITEM	NO. AWARDED
	Study Leave	63

	Fees Waiver	48
	Staff Training Development Fund (STDF)	40

3.4 MAJOR TRAININGS

	TRAINING PROGRAMME	TOTAL NO. TRAINED
1.	Sensitization training on Anti-plagiarism for UMB members, Deans, Directors/Co-ordinators of School/Institutes	53
2.	Training for Front Office staff in Central Administration Units. On Basic Sign Language and Disability Mainstreaming.	60
3.	Sensitization on Records Management	120
4.	Training on Fire and Emergency Preparedness for Security, Library & SWA	145
5.	Refresher Training on Q-Pulse system for user support staff	108
6.	Refresher Training for ISO 9001:2008 Internal Quality Auditors	104
7.	Sensitization of staff in Library, CIPL, BPS UON Press, Dean of Students and Transport Departments on Customer Care, Performance Contracting, ISO 9001:2008 and Gender Mainstreaming	89
8.	Sensitization Training on ISO Quality Objectives	104
9.	Training of Senior Administrators on Minutes Writing	48
10.	Pedagogy Training, CBPS	76
11.	Sensitization of Security Search (by outsourced security guards)	20
12.	Training on website champions in Central Administration	17
13.	Team Building Seminar for ICTC Staff	112
14.	Sensitization workshop for UON Management Staff on Open Access & Institutional Repository	53
15.	Training on Fire Marshals Champions	84 (appx.)

The section also facilitated ISO 9001:2008 re-certification process.