



University of Nairobi

Administration Department

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SPECIAL POINTS OF INTEREST:

- **STAFF TRAINING AND DEVELOPMENT FUND**
- **ENVIRONMENTAL SUSTAINABILITY**
- **Disability Mainstreaming**
- **Industrial Relations newsletter 2013-2014**
- **STAFF PERFORMANCE APPRAISAL**

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About us

welcome to the fourth edition of our News Letter. the purpose of this News Letter is to keep our partners, stakeholders, and customers updated on events of the Administration Department. this will be updated from time to time.

The Department acts as a central coordination hub of all University activities.

The Administration Department will be responsible for delivery of management's service function to all operating units. It will, therefore, endeavour to connect and inspire all its customers and provide leadership.



Dr. D.M. Bulinda, Registrar, Administration

VISION AND MISSION

vision

The Department aspires to provide skilled, vibrant, positive, well motivated and appropriately remunerated workforce operating in a conducive, safe and secure environment with modern technology and facilities that will

accelerate the realization of the University of Nairobi vision.

Mission

To provide an enabling environment for the University to achieve its set objectives by developing quality human resource to ensure efficient management of financial resources, enhance generation of the same, while working in state of the art physical facilities, in an environment which is both secure and healthy; applying modern technology and guided by the best international practices and in full compliance with the University of Nairobi Act and the law of the land.

Core Values

In order to realize the above vision and mission, certain shared values shall be nurtured. There is great need for the Administration Department to be guided by the right values derived from the virtues and moral standards of the Kenyan and wider society.

The Department shall be guided by the following core values:

- **Freedom of thought and expression.** We shall promote and defend freedom of thought and ex-

pression in academic inquiry and other activities.

- **Innovativeness and creativity.** Innovativeness and creativity shall be the hallmark of our activities as we initiate and adapt to change.

Core Values



Administration Department staff pose for a Photo with the PC Trophy

The staff performance appraisal cycle runs from October to March of every year.



Registrar, Administration planting a tree during the tree planting day for environmental sustainability

- **Good corporate governance.** We embrace and practice good corporate governance. In this regard, we shall ensure that all our processes and procedures are marked by efficiency, effectiveness and transparency; we are accountable for our decisions and actions; our decision-making processes are participative and consultative; and our decisions and actions reflect meritocracy and are open and transparent;
 - **Team spirit and teamwork.** We shall foster a work environment characterized by team spirit and teamwork.
 - **Professionalism.** In all our actions and interactions, we shall maintain ethical behaviour, professional etiquette and honesty.
 - **Quality customer service.** We shall provide quality services to our clients.
 - **Responsible corporate citizenship and strong social responsibility.** We shall nurture responsible corporate citizenship and strong social responsibility.
 - **Respect for and conservation of the environment.** In all our activities, we shall strive to respect and protect the environment.
- Our role is to ensure adherence to the service charter, all University of Nairobi regulations, policies and the Laws of Kenya.
- The Department is staffed with highly qualified manpower in Human Resource Development and other areas.
- The Department is also involved in organizing both internal and external events which include community outreach programmes.
- The just concluded Labour Day celebrations is worth mentioning since the University was well represented.

Staff Performance Appraisals

The Staff Performance Appraisal system is a critical component of the overall human resource management function of organizations. It is predicated upon the principle of work planning, setting of agreed performance targets, feedback and reporting. It is linked to other human resource management systems and processes including recruitment, placement, staff development, career progression, incentives and sanctions.

The overall objective of Staff Performance Appraisal is to manage and improve performance of

staff by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.

The University of Nairobi embarked on evaluating staff performance appraisal (SPA) in 2005. The staff performance appraisal cycle runs from October to March of every year. All senior managers and administrators have been sensitized on the need, effect and positive results of an SPA exercise that is managed in a timely, efficient and effective manner.

Currently, the University has four tools to capture

performance of staff at the different levels as follows:

- SPA 1 -SPA Form for Teaching staff
- SPA 2 -SPA Form for Senior Administrative, Technical and Library staff
- SPA 3 -SPA Form for staff in grades A - F
- SPA 4 -SPA Form for staff in grades I ó IV

INFORMATION GUIDE FOR SENSITIZATION ON DISABILITY MAINSTREAMING

What is disability mainstreaming?



streaming?

Disability mainstreaming is the process of assessing the implications for persons with

Utility Vehicle for Persons With Disability

disabilities (PWDs) of any planned action, including legislation, policies and programmes, in all areas and at all levels. It is a strategy for making concerns and experiences of PWDs an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and

societal spheres so that PWDs benefit equally and inequality is not perpetuated. The ultimate goal is to achieve disability equality.

What does disability mainstreaming entail?

Disability mainstreaming entails promotion of inclusion and addressing the barriers that exclude PWDs from full and equal participation in all spheres of life.

COMPLAINTS, COMPLIMENTS AND SUGGESTIONS SHOULD BE FORWARDED TO:

OFFICE OF THE REGISTRAR, ADMINISTRATION UNIVERSITY OF NAIROBI
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How can the University ensure disability mainstreaming?

- By adopting inclusive and non-discriminatory human resource policies, reasonable accommodation in the workplace and anti-discrimination legislation that contribute to the creation of equal opportunities;
- By ensuring that all new buildings and infrastructure are disability-friendly;

- By ensuring equal access to services, including but not limited to information, health services, education, and other programmes for persons with disabilities;
- By setting aside funds to ensure effective disability mainstreaming within the University;
- By formulating a system to gather gender-disaggregated information

- on the number of persons with disabilities served in the University and the types of services provided;
- By training and sensitizing staff on the rights of persons with disabilities, provision of services and involvement of persons with disabilities in planning and programs, among others.

INFORMATION GUIDE FOR SENSITIZATION ON GENDER MAINSTREAMING

What is gender mainstreaming?

Gender mainstreaming is the process of assessing the implications for women and men, of any planned action, including legislation, policies or programmes, in any area and at all levels. It is a strategy for making the concerns and experiences of women as well as of men an integral part of the design, implementation, monitoring and evaluation of all policies and programmes in all political, economic and societal spheres, so that women and men benefit equally, and inequality is not perpetuated. The ultimate aim of gender mainstreaming is to achieve gender equality.

(United Nations Economic and Social Council, 1997.)

What is the goal of gender mainstreaming?

The goal of mainstreaming gender is the transformation of unequal social and

institutional structures into equal and just structures for both men and women.

What activities and interventions entail gender mainstreaming?

Gender mainstreaming includes specific activities and affirmative action, whenever women or men are in a particularly disadvantaged position. Gender-specific interventions can target women exclusively, men and women together, or only men, to enable them to participate in and benefit equally from development efforts.

How do you ensure gender mainstreaming at the workplace?

- By adopting gender responsive employment policies, strategies and programmes;
- By strengthening gender mainstreaming capacity;
- By sharing knowledge on gender and employment;

- By improving gender monitoring, management and evaluation;
- By creating a more enabling environment for gender mainstreaming according to Human Resources (HR) rules;
- By promoting a gender sensitive workplace environment.

“The University of Nairobi is an equal opportunity employer”



University of Nairobi
Administration Department

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STAFF TRAINING AND DEVELOPMENT FUND

The University of Nairobi places importance in staff development. Towards this end, it has a Staff Training and Development Fund (STDF), which is announced every year. During the development of the annual budget consideration is given, subject to availability of funds, to fund employee training and development.

The procedure for application for the staff training and development fund is as follows:

The staff applies for training. The training should be relevant to their current duties, career development and functions of the University.

The application is submitted to the Deputy Vice-Chancellor (A&F) through the supervisor and relevant College authorities.

The request is forwarded to the Registrar, Administration for a brief.

The Deputy Vice-Chancellor (A&F) then considers the request in the light of the comments from College authorities and the Registrar's brief.

The Deputy Vice-Chancellor (A&F) then approves/disapproves the request.

The decision of the DVC (A&F) is then communicated to the applicant.

Employee's training and development needs are reviewed at least annually through performance appraisals and plans established to address any gaps.

INDUSTRIAL RELATIONS SECTION ACTIVITIES IN 2013/2014

In the Financial Year 2013/2014, the University realized the following in industrial relations:

Management signed the 2010-2012 & 2012-2013 Internal Collective Bargaining Agreements with Kenya Universities Staff Union (KUSU) on September 30, 2013.

Management signed the 2012-2013 Internal Collective Bargaining Agreement with KUDHEIHA Workers on January 15, 2014.

Management signed the 2012-2013 Internal Collective Bargaining Agreement

with Universities Academic Staff Union (UASU) on January 28, 2014.

IPUCCF signed a Return to Work Formula with the unions on March 19, 2014 at the Ministry of Labour on the implementation of the 2010-2013 Collective Bargaining Agreements which the University of Nairobi paid on May 30, 2014.

The University has continued to respond to issues raised by the unions and all the other stakeholders on labour matters through consultative meetings, sensitizations and correspondences consistently.

The Collective Bargain Agreements Were fully implemented on May 30, 2014