



**UNIVERSITY OF NAIROBI**  
**HUMAN RESOURCES MANAGEMENT**

# STAFF STATISTICS

## ACADEMIC STAFF

GRADE	MALE	FEMALE	TOTALS
PROFESSOR & EQUIV.	103	13	<b>127</b>
ASS. PROF. & EQUIV.	199	36	<b>237</b>
SEN. LECT. & EQUIV.	243	76	<b>319</b>
LECTURER & EQUIV.	494	181	<b>675</b>
ASS. LECT. & EQUIV.	24	16	<b>40</b>
TUTORIAL FELL. & EQU	127	91	<b>218</b>
CONTRACT	35	18	<b>53</b>
<b>TOTALS</b>	<b>1225</b>	<b>432</b>	<b>1670</b>

# NON-TEACHING STAFF STATISTICS

## SENIOR ADMINISTRATIVE AND TECHNICAL STAFF

GRADE	MALE	FEMALE	TOTALS
REGISTRAR & EQUIV.	5	1	<b>6</b>
DEPUTY REGISTRAR. & EQUIV.	15	13	<b>28</b>
SENIOR ASSISTANT REGISTRAR & EQUIV.	61	30	<b>91</b>
ASSISTANT REGISTRAR & EQUIV.	120	61	<b>181</b>
ASS. LECT. & EQUIV.	13	3	<b>16</b>

## STAFF IN MIDDLE GRADES (A-F)

F	0	8	<b>8</b>
E/F	52	34	<b>86</b>
D/E/F	172	139	<b>311</b>
E	0	21	<b>21</b>
C/D	54	25	<b>79</b>
C	5	45	<b>50</b>
B/C	2	10	<b>12</b>
A/B/C	193	105	<b>298</b>
B	8	67	<b>75</b>
A/B	101	56	<b>157</b>
A	31	132	<b>163</b>

## STAFF IN GRADES I-IV

D	12	40	52
IV	115	50	<b>165</b>
III/IV	2	5	<b>7</b>
III	176	79	<b>255</b>
II	197	114	<b>311</b>
I	18	15	<b>33</b>

## NON-TEACHING STAFF ON CONTRACT

	MALE	FEMALE	TOTAL
TOTALCONTRACT	789	560	<b>1349</b>

# RECRUITMENT AND SELECTION

- The University Council is the employer of all staff.
- All appointments are done on behalf of the University Council.
- There are various Committees of Council as stipulated in the University Statutes, among them, the Staff Appointment Committees.

# STAFF APPOINTMENT COMMITTEES

1. Staff Appointment Committees for Professors and equivalent grades – Chaired by the Chairman of Council
2. Staff Appointment Committees for Associate Professors and equivalent grades – Chaired by the Vice-Chancellor
3. Staff Appointment Committees staff to the level of Lecturer and Senior Lecturer – Chaired by the Deputy Vice-Chancellor (Academic Affairs)
4. Staff Appointment Committees for visiting academic staff – Chaired by the Deputy Vice-Chancellor (AA)
5. Staff Appointment Committees staff to the level of equivalent grades of Senior Lecturer, Lecturer and Assistant Lecturer – Chaired by the Deputy Vice-Chancellor (Administration & Finance)
6. Staff Appointment Committees for staff to the level of Assistant Lecturer and below – Chaired by the Principals



- The University is committed to providing efficient resourcing of employees in an efficient and fair manner by attracting and recruiting high caliber staff, who are the best candidates available for the job.
- Recruitment and Training Section is responsible for the recruitment, selection and training of staff. The section guides on these processes.
- The University is an equal opportunity employer.

- The recruitment process is guided by the Laws of Kenya, CBAs and Terms of Service.
- Some of the resource materials used during the process include:
  1. Policy on Staff Training, Promotion and Establishment (Kagiko Report)
  2. Recruitment and Selection Policy
  3. University Staff Establishment
  4. CBAs

## TERMS OF SERVICE

- The University has three (3) sets of Terms of Service for the three cadres of staff:
  1. Terms of Service for Academic, Senior Library and Administrative staff
  2. Terms of Service for Staff in the Senior Clerical, Administrative and technical Grades
  3. Terms of Service for staff in Grades I-IV

- The Administration department is also charged with the responsibility of providing secretarial services to Council and its sub-committees.

# TRAINING AND DEVELOPMENT

- The University is fully committed to a structured and systematic training and development of all its employees on an ongoing needs basis to enable them perform their duties effectively and efficiently.
- The Section facilitates all corporate training emanating from staff and organizational needs, performance contract targets and any other training that management deems necessary from time to time.

# LABOUR AND INDUSTRIAL RELATIONS

- There are three registered trade unions (UASU, UNTESU and KUDHEHIA workers) which negotiate the terms of service on behalf of their members at national and internal levels.
- The agreed terms are contained in Collective Bargaining Agreements (CBAs) which are registered and gazetted as provided by Law.

- **UASU:** For teaching staff only
- **UNTESU:** For senior non-teaching staff and staff from Grades A-F
- **KUDHEHIA Workers:** For members of staff in Grades I-IV.

# PERSONNEL ADMINISTRATION

The functions of this Section include:

- Implementation of Government Acts and University Policies that govern University employees
- Interpretation and implementation of all staff matters as per terms of service
- Administration of Human Management Information System and payroll numbers
- Management of all leaves under the current terms of service
- Administration and management of all staff personnel matters e.g. exit from service
- Management of staff performance appraisal process.
- Management of all administrative and personnel Records



# RECORDS MANAGEMENT

The University recognizes the value and importance of records as key to:

- Aiding in provision of quality university education and training
- Preservation of the memory of the University
- Meeting regulatory and statutory obligations
- Being accountable in all decisions and actions taken

# LEAVES

The University accords its staff various types of leaves as stipulated in the Terms of Service:

- “ Annual leave
- “ Study leave
- “ Unpaid leave of absence
- “ Sick leave
- “ Maternity leave
- “ Paternity leave
- “ Sabbatical leave
- “ Compassionate leave

# HRMIS

- The University developed the Human Resources Management Information System (HRMIS) for electronic management of all staff data from employment to exit including beneficiaries, dependants and contact persons.
- The HRMIS is a source of information for other personnel sub-systems e.g. the Annual Leave Management Information System, the University Health Management Information System and the payroll.

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***THANK YOU***