

MESSAGE FROM THE HEAD OF DEPARTMENT

Welcome to the Administration Department web page.

The Administration Department is responsible for general administration and human resources management in the University. The main role of the Department is to attract, develop and retain high caliber, qualified and motivated staff. The Head of Department is the Registrar, Administration. The Department is divided into the following Sections: - Personnel; Recruitment and Training; Industrial Relations; and Records Management.

In order to provide efficient and timely services, the Department has spearheaded development of online services including Online Annual Leave Application System (OLAMIS), Online Staff Performance Appraisal System (SPAS) . at pilot phase, Human Resources Management System (HRMIS). Others that are under development include Study Leave Application System and Online Job Application System.

The Administration Department will continue to ensure that the University gets a competitive edge in as far as its human resource base is concerned and also champion implementation of best practices as guided by Government Acts and University Policies.

I invite all staff, students and stakeholders to provide feedback using the given channels in order to serve better.

REGISTRAR, ADMINISTRATION