

COUNTY GOVERNMENT OF BUNGOMA



INTERNSHIP POLICY FOR THE COUNTY GOVERNMENT OF BUNGOM

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DEFINITION OF TERMS

Certificate

Is a certificate, diploma or degree issued by a recognized examining body/ institution.

Internship

A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfil the legal requirement for professional registration.

Intern

Unemployed person with relevant qualifications who has entered into a contract with a government organization for a period of between three and twelve months with the intent of acquiring relevant work experience for registration with respective professional bodies and/or to increase chances of employability.

Graduate

An individual who has completed a course of training and acquired a degree or diploma.

Line manager

The head of a technical department/unit/section responsible for identifying internship opportunities and deployment of interns.

Agreement/Contract

A binding agreement between an intern the county government of Bungoma and to participate in an internship programme.

Monitoring and Evaluation

Mechanisms put in place to ensure adherence to quality, standards, cost effectiveness and relevance of an internship programme.

Learnership

A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.

Mentor

A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.

Public Service

The collectively of all individuals other than state officers, performing a function within a state organ.

Supervisor

An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.

Youth

The collectively of all individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years

CHAPTER ONE

1.0 INTRODUCTION

The high rate of unemployment in Kenya has been a source of great concern for policy makers in County governments and other key sectors. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

Every year, thousands of young people graduate from post school institutions and universities with certificates, diplomas and degrees from a wide range of academic and technical disciplines. However, their preparation for afterschool work and life is generally low, leading to a sense of frustration and a great feeling of betrayal of the societal contract i.e. growing up, schooling and raising a family and contributing to the country's growth.

Employment opportunities for the youth marks an important transitional period towards independence, increased responsibility and active participation in national as well as societal development. The converse is also true; left on their own without attendant remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse, and religious fanaticism.

As a County Government and in tandem with the National Agenda on strengthening youth employment and entrepreneurship, the County Government of Bungoma has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered opportunities to enable them gain practical work experience and/or fulfil the legal requirement for registration by professional bodies. It is therefore pertinent that the County establishes an internship programme, which would be a contribution to the government's effort to alleviate youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search.

1.2 Objectives of the Policy

- i) Ensure a well-structured and coordinated internship programme;
- ii) Provide a framework and standards applicable to all interns;
- iii) Ensure effectiveness and efficiency in implementation and management of internship programme; and
- iv) Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

1.3 Principles of Internship

1. Promotion of equity and fairness by ensuring inclusivity and accessibility of opportunities to interns from diverse backgrounds at any one time to represent the country's demographics through transparent recruitment and selection procedures.

2. Professionalism in ensuring that the interns are provided with and acquire the practical experience required for their professional and career development. Professionalism can also be encouraged by assisting interns to develop human relations skills, decision-making abilities and management of office activities.

3. Capacity of the County to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.

4. Efficiency of the internship programme on the basis of cost-effectiveness.

5. Relevance, fit to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualifications.

6. Adherence to County Government programmes and activities.

1.4 Scope

This Policy shall apply to the County of Bungoma.

1.5 Policy Statement

County Government of Bungoma is committed to providing opportunities to the youth who have completed their courses to acquire workplace experience to enhance their employability. Further, graduates with professional qualifications will continue to be granted internship opportunities to enhance their professional development for registration with respective bodies.

1.6 Legal and Policy Framework

This policy is in compliance with the Constitution of Kenya 2010, International Conventions, legal, statutory and policy requirements. Some of these include:

1.6.1 The Constitution of Kenya

a) Article 10 - national values and principles of governance.

b) Article 232(1) (i) - values and principles of public service.

c) Article 55 requiring the state to take measures to ensure the youth have access to education

1.6.2 International Labour Organization (ILO) Conventions

The labour laws in Kenya draw their provisions for the safety and protection of workers from the ILO conventions.

1.6.3 The Employment Act 2007

The Act provides for non-discrimination in the process of recruitment and appointment/contract of service and protection of workers at the work place.

1.6.4 Persons with Disabilities Act, 2003

The Act provides that persons with disabilities shall be eligible for engagement as apprentices or learners where their disability is not such as to impede their performance in a particular occupation.

1.6.5 Work Injury Benefits Act, 2007

The Act requires persons employed to have insurance and to be compensated when injured during work-related assignments.

1.6.6 Occupational Safety and Health Act, 2007

The Act provides for security, safety, health and welfare of persons at work.

1.6.7 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.6.8 Kenya National Youth Policy. The policy envisions a society where youth have equal opportunity to realize their fullest potential and identifies the most important youth issues as unemployment and underemployment; health; school and for College drop-outs; crime and deviant behaviour; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

1.6.11 Human Resource Manual

The Manual provides that there shall be an equal opportunity in employment and shall not in its recruitment discriminate on the basis of gender, age, race and ethnicity or entertain any other form of discrimination. County Government of Bungoma shall comply with the provisions of article 232 (h) and (i) of COK, 2010.

CHAPTER TWO: POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme

Internship in County is a planned and structured programme that will provide work experience for a specific period of time. It is directed at young people who have completed their college/university studies and are unemployed. It is a practical programme meant to develop and prepare the interns for registration with their respective professional bodies and future appointment in the labour market.

The programme allows young people the opportunity to consolidate and translate the skills learned from their training into a meaningful, relevant and practical on-the-job experience. It is also an avenue to connect with the world outside of studies and to gain insights for further growth and development either in education or work force. By being at the worksite, the interns get a first-hand perspective of the skills and attributes required for employment.

2.1 Objectives of the Internship Programme

The overall objective of the internship programme is to provide the youth with opportunity to gain experience in the world of work. Specifically, the programme aims to:

- (i) Enhance youth development and employability by creating clear linkages between education, training and work;
- (ii) Provide hands-on experience to build upon skills learned in the classroom;
- (iii) Fulfil the legal requirement for registration by professional bodies;
- (iv) Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- (v) Establish a supply pipeline of skills to the labour market.

2.2 Declaration of Internship Opportunities

All internship opportunities shall be declared to the Public by County Government of Bungoma Website.

2.3 Eligibility and Duration of Internship

The internship programme is open to:

- (i) Unemployed Bungoma County youth graduates from training institutions that have completed their degree, diploma and other recognised certificates and have not been exposed to work experience related to their area of study.
- (ii) Graduates of degree and diploma programmes, for which internship is a requirement for registration by their respective professional bodies.

Eligibility will be based on the following criteria:

- (i) The internship programme shall be for persons who have completed their training and not exceeding 3 years from time of graduation.
- (ii) The internship shall be undertaken only once after graduating from a course.

The internship period shall be up to a maximum period of six (6) months; or the duration prescribed by the institution/professional body which regulates the profession in which the intern seeks registration.

2.4 Selection Criteria and Placement Procedures

2.4.1 Selection Criteria

Selection for interns shall be guided by the following:

- (i) Merit and discipline;
- (ii) Age (18-35 years)
- (iii) Gender consideration;
- (iv) Ethnic and geographical representation;
- (v) Disability status; and
- (vi) Minority and marginalized
- (vii) Not exceeding 3 years from the time of graduation from college and should not have been engaged elsewhere.

2.4.2 Selection Procedures

Selection of interns shall be done through a competitive process and the following procedures shall apply:

- (i) The county Government will advertise vacancies for interns either in daily newspapers, its website or through notices;
- (ii) The advertisement for internship vacancies shall include areas of specialization, number of interns required, location of engagement, duration of internship and deadline for application;
- (iii) The County Human Resource Management Advisory Committee (CHRMAC) will coordinate the interview and placement of interns; and
- (iv) The Head of Human Resource Department (HRD) will provide guidance on job posting and competency standards/requirements.

2.5 Roles and responsibilities of parties in the Internship Programme

The roles and responsibilities of various parties in the internship programme shall be as follows:

2.5.1 Director Human Resource Management & Development (HRM&D)

The HRM&D shall:

- (i) adhere to statutory guidelines with regard to engagement of interns;
- (ii) Plan and budget for internship programmes;
- (iii) Identify and communicate available internship opportunities through advertising in newspapers with wide national circulation;
- (iv) Conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;
- (v) Provide the necessary facilities to enable interns to acquire the required skills and knowledge;
- (vi) Pay the prescribed stipend to interns in accordance with the guidelines;
- (vii) Appoint supervisors and trainers/mentors for the interns;
- (viii) Ensure that interns are properly engaged in relevant work assignments;
- (ix) Monitor and evaluate the progress of internship programmes
- (x) Report to the County Public Service Board, on a quarterly and annual basis, on internship programmes undertaken and any challenges experienced; and

- (xi) Issue a letter of completion of internship to interns upon successful completion of the programme.
- (xii) County Government of Bungoma shall not be under any obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies declared for filling by the County Public Service Board (CPSB).
- (xiii) The County Government shall engage a reasonable number of interns at any particular time determined by opportunities and needs from departments.

2.5.2 County Human Resource Management Advisory Committee

The CHRMAC shall:

- (i) Recommend internship opportunities declared to the office of the Director for approval
- (ii) Coordinate interview of interns and recommend the successful candidates to the office of the Director for approval and placement.

2.5.3 Head of Human Resource Development HRD

The Head of Human Resource Development shall:

- (i) Facilitate and coordinate internship programmes across the departments;
- (ii) Prepare, plan and budget for internship programmes;
- (iii) Coordinate selection and engagement of interns based on set criteria;
- (iv) Administer performance management systems that involve the intern, mentor and manager;
- (v) Provide advice to CHRMAC on internship programmes and activities;
- (vi) Liaise with other departmental/Sectional heads in setting criteria for selection of interns, mentors and supervisors;
- (vii) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;
- (viii) Coordinate induction programmes for interns;
- (ix) Align internship programmes with HRD plans and County strategic plans;
- (x) Facilitate payment of the prescribed stipend to interns in accordance with the guidelines;
- (xi) Coordinate the monitoring, assessment and evaluation of the performance of interns; and
- (xii) Compile and disseminate quarterly and annual reports on progress and challenges of internship programmes.
- (xiii) All internship placements shall be presented by the Head of Human Resource Development to CHRMAC for deliberation and recommendation for approval before engagement.

2.5.4 Intern

The intern shall be required to:

- (i) Abide by rules, regulations and protocols of the County Government of Bungoma and the department/unit
- (ii) Demonstrate commitment and willingness to fully and actively participate in the learning experiences of the internship programme;
- (iii) Be ready to be deployed to any relevant office/work station where there may be an internship vacancy;
- (iv) Make effort to acquire relevant skills in the area of specialization;
- (v) Complete assignments given by the mentor and/or supervisor;
- (vi) Complete the internship programme as per guidelines provided by the regulatory body;

- (vii) Provide regular feedback to the line manager through the supervisor on the progress he/she is making and any challenges thereto with regard to the internship programme;
- (viii) Observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- (ix) Hand over all materials and equipment/tools belonging to the organization at the end of the internship period;
- (x) Submit a copy of the report on internship experience to the line manager; and
- (xi) Clear with relevant authorities before leaving the internship station.

2.6 Payment of Stipend to Interns

Internship shall be non-remunerative. However, interns will be paid a stipend as may be determined by County Government of Bungoma as guided by the SRC. The County will be expected to make budgetary allocation for the stipend on annual basis.

2.7 Insurance

All interns in the County shall be required to acquire a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm.

2.8 Security/Vetting

To ensure confidentiality of the County Government information and safety of equipment, the intern will be subjected to government vetting and sign a prescribed security declaration form. In this regard, the intern shall be required to:

- (i) acquire a valid certificate of good conduct;
- (ii) Provide general personal information;
- (iii) Submit a copy of National Identity Card (ID) or copy of Passport and a copy of PIN certificate;
- (iv) two (2) coloured passport size photographs; and
- (v) Sign for tools/equipment issued to them.

2.9 Intern Entitlements

An intern will be entitled to the following as applicable in the prevailing internship guidelines;

- (i) Earn 1.25 days per month as annual leave, translating to 15 working days per annum;
- (ii) Be eligible to benefit from accrued leave days after 3 months of continuous internship;
- (iii) Be granted up to 30 days' paid sick leave. Any period of sick leave beyond 30 days shall not be considered for the stipend; and
- (iv) Be granted a compassionate leave of up to 5 working days
- (v) Daily subsistence allowance when out of station at a rate to be determined by the County Public Service Board (CPSB) guided by existing circulars from time to time.

2.10 Discontinuation/Termination of Internship

- (a) An intern may be discontinued from a programme on any of the following grounds:
 - (i) Absence without permission or reasonable cause for a period exceeding 24 hours;
 - (ii) Reports to work under the influence of alcohol and substance abuse;
 - (iii) Performance is not satisfactory and not in line with the prescribed rules and regulations;
 - (iv) Involvement in fighting within County premises;

- (v) Charged in a court of law with a serious criminal offence;
- (vi) Wilfully destroys the property of County Government;
- (vii) If at any time sustains a loss that is attributable to the neglect or fault of the intern;
and
- (viii) Refuses to obey lawful instructions.
- (ix) Violation of any other provisions that contravenes the employees of County Government of Bungoma terms and conditions of service

(b) An intern may terminate the contract by:

- (i) Submitting a written letter of resignation/termination of the contract to the Director through the supervisor by giving a one month's notice.
- (ii) Giving a two weeks' notice before taking up employment offered to him/her before the expiry of the agreed internship period.

(c) The County Government reserves the right to terminate a contract with an intern at any point during the specified period. Notice for the termination of the contract will be as per the requirements set out in the contract.

CHAPTER THREE:

INSTITUTIONAL FRAMEWORK

3.0 Institutions/Agencies for Management and Implementation of the Policy

For proper management and effective implementation of the programme, the following institutions/agencies will be involved:

- (i) County public service Board (CPSB)
- (ii) County Human Resource Advisory committee
- (iii) Departments

3.1 County public service Board

The County Public service Board will oversee the management and implementation of the internship programme. The service board will undertake the following:

- (i) Issue policies and guidelines;
- (ii) Collect, collate and put in the public domain information on internship opportunities in the public service;
- (iii) Establish an appeals mechanism to hear appeals that may arise;
- (iv) Receive reports and maintain a database on internship;
- (v) Monitor and evaluate the implementation of the internship programme in the public service; and
- (vi) Undertake annual reviews and analyse performance of internship programmes in the service.

3.2 County Human Resource Advisory Committee

The County Human Resource Committee will be responsible for the management and implementation of the internship programme within the county. It will:

- (i) Develop and regularly review the internship policy and guidelines;
- (ii) Implement the internship policy and guidelines;
- (iii) Develop internship plans and budget for the programme;
- (iv) Generate and forward information on internship opportunities to the County Public Service Board;
- (v) Select and place interns;
- (vi) Develop an internal database and submit quarterly reports on internship to the County Public Service Board; and
- (viii) Monitor, evaluate and report on the internship programme.

3.3 Departments

- (i) Identify training opportunities
- (ii) Analyse and forward to CHRAC through Departmental Human Resource Advisory Committee (DHRAC)
- (iii) Supervise the interns
- (iv) Submit monthly and quarterly reports and on interns to Director Human Resource
- (v) Trainee and mentor the interns

CHAPTER FOUR:

MONITORING AND EVALUATION

4.0 Monitoring and Evaluation of the Internship Programme

The internship programme shall be monitored and evaluated to ascertain the extent to which its objectives have been met, and for purposes of instituting remedial measures.

Monitoring and evaluation will ensure control and provide information needed for improvement and sustainability of the programme. Evaluation will further establish the extent to which the interns and have benefited from the programme.

The internship programme in will be carefully managed and coordinated for sustainability, consensus and shared ownership by all stakeholders in order to realize the internship programme goals and targets.

Monitoring and evaluation of the programme shall be undertaken through the following mechanisms:

- (i) Monitoring of internship uptake trends and patterns for forecasting and planning purposes;
- (ii) Determining the total number of interns who successfully complete the programme, obtain a letter of completion of internship and secure employment after the completion of the programme;
- (iii) Ascertaining the degree to which management is satisfied with the value of and contribution made by the interns;
- (iv) Preparing annual reports on the internship programme; and
- (v) Reviewing the overall programme for purposes of improvements and alignment with the County strategic objectives.

4.1 Framework for Monitoring and Evaluation of the Internship Programme

M&E framework will be designed to ensure adoption of a participatory approach in the implementation of the internship programme. Focus shall be on the following:

- (i) Definition of the main objectives and targets;
- (ii) Selection of indicators to measure the efficiency and effectiveness of the internship activities;
- (iii) Identification of lessons learnt and the reapplication of best practices; and
- (iv) Involvement of stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

The policy will be reviewed every three years or as need arises in order to address emerging issues.