

HRA-PR-02

Recruitment Procedure

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1 Background Information

1.1 Purpose

This procedure outlines the process for recruitment of KENAS personnel.

1.2 Scope

The procedure covers the entire recruitment process to the time the employeereports to the station. It covers both permanent and contractual employees except for assessors / experts used for assessment activities.

1.3 Role(s) and Responsibility

Role	Responsibility
All KENAS Staff	Process owner
HRMO	Reviewer
MHRA	Recommender
CEO	Approval
All KENAS Staff	Compliance

2 Terms and Definitions

For the purpose of this procedure, the following terms and definitions shall apply in addition to those given in the KENAS Act 2019.

2.1 Acronyms and Abbreviations

ACA	Accounts Assistant
MFIA	Manager Finance and Accounting
CEO	Chief Executive Officer
HRMO	Human Resorce Manager Officer
AO	Administrative Officer
JD	Job Description
JS	Job Specification
HR	Human Resource

2.2 Definition of Terms

2.2.1 Recruitment

Refers to the systematic process for Hiring Talent. It includes identifying, attracting, screening, short listing interviewing, selecting and finally hiring the most potential candidate.

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3 Process Detail

3.1. The KENAS Board shall appoint staff at KENAS from KAS 1 to 4. CEO has delegated powers from the KENAS Board to recruit staff into job grade KAS 5 to 10.

3.2. The recruitment process begins with a review of the staff establishment

3.3. ADHRM then establishes if there is need to fill certain positions and/or createvacancies and if funds for the same are available

3.4. A request from ADHRM is made to CEO for filling in existing vacantposition(s);

3.5. Once the CEO approves the request, it is forwarded to the Board for approvalsubject to availability of funds;

3.6. The DDHRM then prepares indents for advertisement taking into consideration the job description/roles and specification as stipulated in the KENAS Career guidelines;

3.7. The positions are advertised in the media or internally as indicated in theKENAS Human Resources Policy and procedures Manual;

3.8. The advertisement clearly stipulates the mode of application and the documents to be attached and the deadline by which applications shouldreach the KENAS;

3.9. All applications are registered as they are received by the Records Management office and details in the application letters enclosures are keyedinto the computer under supervision of by the HRM division;

3.10. After the deadline for receiving the applications and completion of keying in applicant details, the list of all applicants and their details is forwarded by HRMO to CEO, who then constitutes a pre-selection/short listing panel andfinally a selection panel .ADHRM or the person in charge of the HR function shall be the secretary of the panels;

3.11. The shortlisted candidates are invited for interview through any of thefollowing channels; Post office, email, phone and fax;

3.12. During the interviews merit is considered first, however factors like regionalbalance, gender balance, age and disability are also taken into account to ensure fairness;

3.13. The interview panel establishes a weighting scale based on the minutes of thepre-selection committee which indicate among other things job description and specification to award marks;

3.14. The list of those interviewed, their respective scores, and the recommendedcandidate(s) is forwarded to the CEO for approval;

3.15. The DG appraises the list and recommendations in the minutes of the interviewing panel and if satisfied approves the minutes and list of successfulcandidates to be appointed;

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3.16. In cases of project staff appointments of regular staff on scale KAS 2 to 10, the CEO forwards the details of candidates recommended by the panel to theBoard for approval.

3.17. The approved list of selected candidates authorized by the NCPD Board isforwarded to HRM for issuance of letter of offer;

3.18. Background information check on the selected candidates shall be carriedout, including the authenticity of their academic certificates, calling their references to verify information, certificate of good conduct and security vetting;

3.19. Once vetting is complete, letters of appointment shall be sent to thesuccessful candidate indicating the date of reporting;

3.20. The offer must be accepted in writing by the candidate confirming thereporting date within the proscribed timeframe.

3.21. On reporting for duty a new employee is issued with the following;

a) Official secrets Act
b) Next of kin form
c) Medical certificate for completion by a recognized medicalpractitioner
d) Wealth declaration form

3.22. A personal file is opened and the employee is assigned a personal number,and undergoes an induction training coordinated by HRM division;

3.23. The induction process will include presentation by the ISMS manager to communicate issues of Confidentiality, Integrity and Availability of Informationand the QMR on issues of the Quality Management System;

3.24. The employee's details are entered in the payroll with effect from the reportingdate;

3.25. After induction, an employee is deployed to a division and is assigned duty bythe Head of Division.

4 Associated Documents

Ref	Document Identifier	Document Title
1.	HRA-02	Human Resource Manual
2.	QMM-01	KENAS Quality Manual

5 Revision/ Amendment Records

Date	Ver	Revised By	Reason for Revision
30/06/2022	01	RSQ	Newly developed/formatted document

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