

COUNTY GOVERNMENT OF VIHIGA



**COUNTY PUBLIC SERVICE BOARD
P O BOX 880 -50300
MARAGOLI**

**REGULATION VCPSB/R001/2018
ENGAGEMENT OF PERSONS ON INTERNSHIP AS PER SECTION 74
OF THE COUNTY GOVERNMENT ACT NO.17 OF 2012**

AUGUST, 2018

FOREWORD

The Constitution of Kenya requires the state to take measures to ensure that the youth gain access to relevant education, training and employment. To achieve economic, social and political development and secure the country's prosperity, the county government has prioritized job creation and increased youth employment. Measures have been put in place to strengthen youth employment and entrepreneurship through credit financial assistance and training. However, the youth are unable to take advantage of some of these opportunities as they lack vocational and entrepreneurial skills. To bridge this gap, the county government of Vihiga commits to promote and strengthen internship programs for the youth graduating from training institutions to enable them acquire practical experience.

In recognition of the sustainable development goals and current big four agenda, the Vihiga County Public Service Board has taken the lead in creating internship opportunities for the youth in the county. However, for a long time, the county public service did not have regulations to guide the engagement and management of the interns. The Internship regulations for the Vihiga county Public Service establish mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work. The regulations are therefore part of the county government strategy for developing and implementing youth leadership and entrepreneurship programme. The public sector has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered the opportunity to gain practical work experience, which will improve their competitiveness. This will contribute to the government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search. These regulations on Management of Internship in the Vihiga Public Service has been developed to provide guidelines on effective management of internship programmes for the youth seeking such opportunities in the county Public Sector.

THE ROLE OF THE COUNTY PUBLIC SERVICE BOARD

The county Public Service Board of Vihiga is a body corporate enshrined in the constitution of Kenya 2010 and anchored in the County Government Act no.17 of 2012 section 57, with perpetual succession and a seal and capable of suing and being sued in its corporate name.

Her functions are contained in section 59 of the County Government Act which includes but not limited to advising the County government on human resource management and development.

This regulation to be cited as VCPSB/ R001/2018 is meant to operationalize section 74 of the county Government Act no.17 of 2012; that empowers the County Public Service Board to regulate engagement of persons on contract, volunteer and casual workers, staff of joint ventures and attachment of interns in its public bodies and offices

Definition of Terms

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

Host Institution/organization- A public institution charged with hosting and training interns.

Internship - A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfill 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 to increase chances of employability.

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 and an MDA 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 provides practical training and facilitates other forms of training to trainee or mentee Public Service Meaning assigned to it in Article 260 of the Constitution of Kenya. Public Sector Meaning assigned to it in Article 260 of the Constitution of Kenya.

Supervisor - An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance Youth Meaning assigned to it in Article 260 of the Constitution of Kenya.

OBJECTIVES OF THE INTERNSHIP PROGRAMME

The internship Programme in the County Public Service of Vihiga serves to:

- i. Enhance youth development and employability by creating clear linkages between education, training and work;
- ii. Gain hands-on experience to build upon skills learned in the classroom;
- iii. Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- iv. Establish a supply pipeline of skills to the Vihiga county public service.

Declaration of Internship Opportunities

All internship opportunities in the Vihiga County public service shall be declared to the County Public Service Board by the relevant Chief Officer.

The County Public Service Board shall put in the public domain and its website information on internship opportunities

Eligibility and Duration of Internship

The internship Programme is open to unemployed Kenyan graduates from training institutions who have completed their Certificate, Diploma or degree courses and have not been exposed to work experience related to their area of study. Each intern shall be assigned a mentor who shall:

- i) ensure work programme for interns is in place;
- ii) ensure that internship programme is implemented as stipulated;
- iii) enter into performance agreement with intern;
- iv) provide experiential learning activities to interns;
- v) provide supportive environment for the intern to facilitate the intern's development;
- vi) conduct ongoing monitoring and assessment of interns and provide regular feedback on their performance.

Responsibility of an Intern

The intern shall be required to:

- i) abide by rules, regulations and protocols of the units and the organization;

- 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) 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;
- vii) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- viii) ensure that at the end of the internship period, they properly hand over all materials and equipment/tools belonging to the organization; and
- ix) ensure clearance by the relevant authorities before leaving the internship station.

Payment of Stipend to Interns

The internship policy is meant to provide the youth with opportunities to acquire skills and gain experience that can make them employable.

Internship, therefore, ***shall be non-remunerative.***

However, the Government will set aside funds for *supporting the interns with a stipend.*

These funds will be made available through the regular budgetary allocations so as to ensure Chief Officers engage interns every financial year.

The rate of stipend will be determined by the Government from time to time.

Insurance

All interns in the public service shall be required to have 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.

Security

To ensure confidentiality of 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 and other chapter six integrity clearances.
- ii) provide general personal information;
- iii) submit a copy of National ID or copy of Passport; and
- iv) sign for tools/equipment issued to them.

Intern entitlements

An intern will be entitled to the following:

- i) sick leave as applicable in the prevailing regulations;
- ii) maternity/paternity leave;
- iii) Stipend; and
- iv) Subsistence allowance at a rate to be determined by the Government from time to time.

PROCEDURE FOR ENGAGEMENT OF INTERNS IN THE COUNTY PUBLIC SERVICE OF VIHIGA.

For purposes of uniformity, the county public service Board of Vihiga hereby adopts the following standard procedure for engagement of interns within the county public service.

STAGE ONE

The relevant Chief Officer budgets for stipend for an optimum number of interns as provided for in statute.

STAGE TWO

The relevant Chief Officer declares manageable internship vacancies to the County Public Service Board in form of an indent.

This comes after he/she has confirmed availability of supervisors

STAGE THREE

The CPSB advertises the internship vacancies in one of the leading daily newspaper.

STAGE FOUR

Applications are received by the Secretary/CEO County Public Service Board.

Requirements to be checked include but not limited to:

1. Application letter.

2. Letter of completion of studies from the University or college.
3. Curriculum Vitae.
4. Valid insurance cover
5. Copy of the national ID/Passport.
6. Chapter six(6) clearances

STAGE FIVE

The County Public Service Board conducts interviews with the support of invited experts from the respective department.

STAGE SIX

The Secretary/CEO with authority from the County Public Service Board writes letters of engagement to successful candidates for internship copied to the relevant Chief Officer.

STAGE SEVEN

The relevant Chief Officer not only deploys the intern but also assigns a supervisor and a mentor per intern.

STAGE EIGHT

The Chief Officer takes full charge of the intern, including protection of public property that the intern may come into contact with.

At the end of the internship, the Chief Officer writes a letter of clearance and recommendation.

STAGE NINE

The relevant Chief Officer will make a mandatory quarterly report to the County Public Service Board on interns within their department using the format below. The report shall be submitted to the secretary/CEO County Public Service Board by 10th of every fourth month.

Name	ID. No	College/University	Date internship started	Date internship ended	Comment

N/B

An intern may be discontinued from a Programme on any of the following grounds:

- i) Absence from the hosting department without permission or reasonable cause for a period exceeding 24 hours;*
- ii) Reports to a hosting department under the influence of intoxicating substances;*
- iii) Performance is not satisfactory and not in line with public service ethos;*
- iv) Involvement in fighting at the hosting department;*
- At the expiry of the maximum period of a one off nonrenewable internship*
- vi) It is an offence for any internship to begin without written approval by the County Public Service Board. The immediate supervisor(s) will take personal responsibility for illegal internship.*
- vii) Departments should stick to the relevant internship period as stipulated in the letter of engagement.*
- viii) It is the duty of the relevant Chief Officer to ensure that at any given time, the department has a manageable number of interns.*
- ix) Any clarification regarding internship should be referred to the County Public Service Board.*
- x) All interns are bound by all relevant laws and regulations while on internship and risk revocation of internship and an adverse report made to the relevant professional bodies in case of breach.*
- xi) These regulations shall be read and applied together with the County Public Service Board approved internship policy*

NAME

SIGN

- | | |
|------------------------------|--------------------------------|
| 1. CAROLYNE ENANE |
Chairperson CPSB |
| 2. PATRICK HOYD ISADIA |
Vice Chairperson CPSB |
| 3. PHILIMON E. AMADI |
Member CPSB |
| 4. ELKANAH A.SALAMBA |
Member CPSB |
| 5. CS.Dr.(hc) NAVIAVA S.JOHN |
Secretary/CEO CPSB |

TERMS AND CONDITIONS OF INTERNSHIP CONTRACT

DEPARTMENT OF.....

1.
 - a. Name:
 - b. Date of Birth.....
 - c. National Identity/Passport No.....Sex..... M/ F
 - d. County of birth.....
 - e. Address.....Tel.....
 - f. Next of kin.....Relationship..... Tel.....
 - g. Qualifications.....
 - h. Are you a person living with disability? Yes/ No (*tick as appropriate*)
 - i. Section
 - j. Directorate
 - k. Station
 - l. The internship shall commence on..... and terminate on.....
2. The relevant Department shall pay a stipend to the intern as stipulated in the Government guidelines issued from time to time.
3. The intern shall report for duty on a daily basis for 8 hours per week and observe punctuality.
4. The host department shall ensure that, immediately upon commencement of the internship, the intern shall undergo an appropriate induction programme, and shall furnish him/her with all relevant and available information and access to relevant equipment necessary to perform the duties and receive the experience agreed upon under this agreement.
5. A supervisor or mentor shall be assigned to supervise the work of the intern and to assess the performance of the intern on a regular basis in accordance with the job description which forms an integral part of this agreement, for the purposes of development.
6. The host department undertakes to make every effort to ensure that the work assigned to the intern is, insofar as practically possible, intellectually challenging and shall seek to draw out the intern's educational, technical and vocational skills to the full.
7. If the intern is required to travel and subsist overnight in the course of his/her assigned duties, he/she will be entitled to subsistence allowance as stated in the appropriate guidelines.

8. The intern shall comply with all relevant workplace policies of the department.
9. The intern shall faithfully and diligently devote his or her time to the services of the department as agreed upon, and shall undertake duties in accordance with the job description as the host department or any person duly authorized thereto in this respect shall require of him or her.
10. No amendments to this agreement or any of the provisions or terms thereof and no extension of time or waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless written and signed by both parties.
11. The intern undertakes not to, without authorization, during his/her training or at any time thereafter, disclose or use any record obtained as a result of his or her employment, to the detriment of the county government/department except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
12. This agreement may be terminated at one month's notice, by either party.
13. In cases of serious indiscipline or non-performance on the part of the intern the relevant Chief Officer shall terminate the services of the intern without notice and notify the County Public Service Board.

Nothing contained in this agreement shall entitle the intern to a permanent position with the department on expiry of this agreement.

Intern's Signature:.....**Date**.....

Witness:.....**Date**.....

Chief Officer's Name.....

Signature**Date**.....

OFFICIAL STAMP