



**THE COUNTY  
GOVERNMENT OF BUSIA**

**COUNTY PUBLIC SERVICE BOARD**

**RECRUITMENT AND SELECTION  
POLICY**

2019

## **ABBREVIATIONS/ACRONYMS**

<b>CEC</b>	County Executive Committee
<b>CEO</b>	Chief Executive Officer
<b>CPSB</b>	County Public Service Board
<b>KPA</b>	Key Performance Areas
<b>CHRMAC</b>	County Human Resource Advisory Committee
<b>CV</b>	Curriculum Vitae
<b>SRC</b>	Salaries and Remuneration Commission

## **TABLE OF CONTENTS**

- 1. PREAMBLE**
- 2. PURPOSE**
- 3. REGULATORY FRAMEWORK**
- 4. DEFINITIONS**
- 5. SCOPE OF THE POLICY**
  - 5.1 Policy Statement**
  - 5.2 Policy Objectives**
- 6. RECRUITMENT SYSTEMS AND PROCEDURES**
  - 6.1 Determining the need for filling a vacant post within existing establishment**
  - 6.2 Time Frame for Filling of an Identified Vacant Post**
- 7. ADVERTISEMENT**
  - 7.1 General principles.**
  - 7.2 Advertisements**
  - 7.3 Handling Applications**
- 8. APPOINTMENT OF SHORTLISTING PANEL AND INTERVIEW PANEL**
- 9. SELECTION**
  - 9.1 Short-Listing**
  - 9.2 Employment Equity**
- 10. INTERVIEW**
  - 10.1 Interview Panels**
  - 10.2 Conduct of the Interviews**
- 11. APPOINTMENTS**
- 12. PROBATION**
- 13. CONFIRMATION**
- 14. APPOINTMENT ON TEMPORARY TERMS**
- 15. ANCILLARY PROVISIONS**
  - 15.1 Induction**
  - 15.2 Schemes of Service**
  - 15.3 Validity of Interview Results**
  - 15.4. Amendments to the Policy**
  - 15.5 Recruitment of Temporary Staff**

## FOREWORD

## ACKNOWLEDGEMENT

## **1. PREAMBLE**

The framework below will serve as the policy guidelines with regard to recruitment and selection within the Busia County public service.

## **2. PURPOSE**

The purpose of this policy is to provide a framework for structured, systematic and standardized recruitment procedures and practices in Busia County Public Service.

The policy also seeks to promote the values and principles of the Public Service in recruitment as enshrined in Articles 10 and 232 of the Constitution of Kenya 2010. It therefore lays an appropriate foundation for the Board to discharge its functions effectively, efficiently, transparently, professionally and with integrity.

## **3. REGULATORY FRAMEWORK**

- a) The Constitution of Kenya, 2010
- b) The County Governments Act, 2012
- c) The Public Service Commission Act, 2012 (No 13 of 2012)
- d) The Employment Act 2007
- e) Work Injury Benefits Act 2007
- f) Labour Relations Act 2007
- g) The Occupational Safety and Health Act, 2007
- h) Labour Institutions Act, 2007
- i) The Pensions Act Cap. 189
- j) The retirement Benefits Act
- k) The Human Resource Policies and Procedures Manual for the Public Service, 2016
- l) The County Public Service Human Resource Manual, 2013

## DEFINITION OF TERMS

**Authorized Officer**

- any officer, body or authority to which the Public Service Board has delegated any of its functions

**County Chief Officer**

- a County Chief Officer responsible for a County Department

**Department**

- a County Department responsible for allocated functions

**Secretary/CEO**

- the Chief Executive Officer of the County Public Service Board

**Scheme of Service**

- a document that provides a well defined career structure, job description and specification and appropriate career planning and development

## **5. SCOPE OF THE POLICY**

### **5.1 Policy Statement**

The policy provides guidance on procedures, practices and regulations on the management of recruitment. It is developed taking cognizance of the National and County Governments Laws.

The policy shall apply to all employees and prospective employees of Busia county public service

### **5.2 Policy Objectives**

The objective of this policy is:

- i. To ensure recruitment and selection is done in a fair, efficient, effective, transparent and equitable manner,
- ii. To achieve equity in the workplace,
- iii. To promote workplace diversity,
- iv. To attract scarce skills
- v. To enhance service excellence/ Delivery



## **6.0 RECRUITMENT SYSTEMS AND PROCEDURES**

### **6.1 Determining the need for filling a vacant post within the existing establishment:**

- i. Authorized officer submits indent to the secretary/CEO of the County Public Service Board
- ii. Authorized officer will confirm the vacant position within the approved establishment of the respective department.
- iii. The Indent will be accompanied with an approval from the County Executive Committee
- iv. The Board will confirm budgetary allocation through the County Secretary
- v. County Public Service Board May
  - a) Approve the request
  - b) Seek further clarification
  - c) Reject the request

### **6.2 Time frame for filling of an identified vacant post:**

- i. The period from the advertisement of a vacant post to the appointment of the successful candidate may not exceed three (3) months to allow for reference checks and verification of qualifications,
- ii. The minimum prescribed period for circulating an advertisement shall be fourteen (14) days.

### **6.3 Requests for filling of a vacancy**

- i. Once a vacant post has been identified, a written request for the filling of the same shall be submitted to the CPSB for consideration
- ii. The authorized officer shall confirm that the post is vacant and funded and the request shall be accompanied by approval from the County Executive Committee.
- iii. The CPSB may:
  - a) Approve the request
  - b) Seek for further clarification
  - c) Reject the request

## **7. ADVERTISEMENT**

### **7.1 General principles.**

- i. All vacancies in the county public service shall be advertised internally and externally.
- ii. The notice period for advertisements shall be fourteen **(14)** days

### **7.2 Advertisements**

The respective Chief Officer shall compile and or review a job description for the specific post to be advertised as specified in the relevant Scheme of Service and other national government regulation and policies.

In drawing up advertisements, the following principles shall apply:

- a) The advertisement shall contain an accurate description of the duties to be undertaken as prescribed in their respective Schemes of Service and other national government regulation and policies
- b) The advertisement shall clearly include the required academic/professional qualifications, knowledge, skills and attitudes that are inherent to the job.
- c) The language and mode of advertisement shall be clear and simple in order to be easily understood by the prospective candidates from all sections of the target group, with a view to achieving employment equity.
- d) Where additional health or security clearances are justified by the inherent nature of the work, this shall be clearly stated in the advertisement.
- e) The advertisement shall have a provision indicating that an applicant who does not hear from the Department within three months of the closing date thereof, and shall consider his / her application unsuccessful.
- f) The advertisement shall state the contact office for queries regarding the advertised post.

### **7.3 Handling Applications**

- i. All applications shall be addressed to the Secretary/CEO of the CPSB.
- ii. All applications shall be clearly marked on the envelope specifying the job applied.
- iii. All hand delivered and posted applications shall be recorded in the receipt register.
- iv. Online applications shall be downloaded and recorded in the receipt register.
- v. All applications shall be profiled within three (3) weeks from the closing date.

### **8. SHORTLISTING AND INTERVIEW PANELS**

Shortlisting and interviewing is the responsibility of the CPSB

The CPSB reserves the right to appoint shortlisting and interviewing panels as need arises

### **9. SELECTION**

#### **9.1 Short-Listing**

- i. All applications received for an advertised post shall be evaluated and captured in the data bank.
- ii. Panel members shall agree on selection criteria. i.e. the key performance areas (KPA's)
- iii. The selection criteria shall be the knowledge, skills, experience and abilities that are essential to achieve success in performing the tasks and responsibilities of the job.
- iv. Short-listed candidates shall, as far as possible, be representative in terms of gender, age, disability and reflect the diversity of the country/county.
- v. Applications which do not meet the basic requirements as set out in the advertisement shall be eliminated and recorded separately.

### **10. INTERVIEW**

#### **10.1 Interview Panels**

A panel shall be constituted by a minimum of three (3) persons

- Chairperson(Board Member)
- Two (2) Members(Technical and HRO)

The composition of the panel will be drawn from:-

- A Member (s) of the CPSB;

- An official (s) with relevant expertise in the field being sourced;

The secretariat of the panel shall not be regarded as a member of the panel. An employee on equal or lower rank than the post to be filled may provide this service.

The interview panel shall maintain gender balance

Members of the interview panel(s) shall be formally appointed through the Secretary in writing.

## **10.2 Conduct of the Interviews**

- i. The secretariat shall avail to the Chairperson of the interviewing panel copies of the following documents on the day of the interview;
  - a) Job description and selection criteria;
  - b) Advertisement;
  - c) List of shortlisted candidates;
  - d) Application forms and/or CV's of shortlisted candidates;
- ii. It is recommended that whenever appropriate or possible, an interview must be structured, which means that each applicant must be asked the same questions so that data can be obtained about the different skills and abilities of the applicants.
- iii. The framework of the interview instrument shall be developed on the day before the interview. Confidentiality must be observed by the interviewing panel and secretariat.
- iv. Candidates must be rated during the interview according to the selection criteria.
- v. Once all the candidates have been interviewed, the total scores shall be calculated and ranked accordingly.
- vi. The Chairperson shall facilitate the discussion of each candidate and consensus arrived at. Where applicable the Secretariat will take minutes of the discussion.

## **11. APPOINTMENTS**

The CPSB reserves the right to make appointments in the County public service.

In making the appointments, the CPSB shall ensure merit as the overriding factor in assessing the recommendations of the interviewing panel.

Before taking up duty, any person appointed to any office shall be given the appropriate letter of offer of appointment, as the case may be, which must be signed before commencement of duties.

An offer of appointment shall be withdrawn if the candidate does not signify in writing his acceptance of the offer of appointment or agreement within one (1) month of the date of offer.

### **11.7 Letters of Appointment**

The letter of appointment shall be in writing.

An officer appointed to the permanent and pensionable establishment shall be given a letter of appointment and will be issued with a letter of confirmation in appointment after six (6) months.

An officer appointed on temporary terms shall be issued with a Letter of Temporary Appointment.

An officer appointed on local agreement terms shall be issued with the appropriate form of agreement.

### **11.8 Date of Appointment**

An appointment made will take effect from the date of assumption of duty or where the person is resident in a place other than that to which he is posted, from the date of leaving his place of residence to take up his duties, provided the Authorized Officer is satisfied that he travelled by the most direct route and report for duty on the first working day of his arrival to take up the appointment.

Where an officer serving on temporary terms or agreement terms is appointed on probation/permanent and pensionable terms or an officer serving on temporary terms is appointed on agreement, the date from which the probationary, pensionable or agreement appointment may take effect shall normally be the first day of the month. A recommendation to that effect shall be addressed by the Authorized Officer to the authority empowered to make the appointment or such earlier date as the authority concerned may decide depending on the circumstances and merits of each case.

### **11.9 Documentation upon Appointment**

In addition, a candidate on first appointment must provide copies of the following documents:

- i) National Identity Card
- ii) Huduma Number
- iii) Birth Certificate
- iv) PIN Certificate, NHIF and NSSF membership cards
- v) Certified Academic and Professional Certificates

- vi) Two Passport Size Photographs
- vii) Copies of **VALID** Chapter VI documents
  - a) Tax Compliance Certificate from KRA
  - b) Credit Reference Bureau(CRB)
  - c) Police Clearance Certificate from CID
  - d) Ethics and Anti-Corruption Commission (EACC) Form
  - e) Higher Education Loans Board (HELB) Clearance Certificate

#### **11.10 Terms of Employment**

Appointment to the pensionable establishment shall normally be restricted to officers who shall be in a position to complete the ten years' service required to qualify for the grant of a pension before reaching the age of compulsory retirement.

For the purposes of this regulation and for the officer's subsequent retirement from the service, a birth certificate issued after the date of first appointment will not be accepted unless the date of birth shown in the birth certificate tallies with the date of birth declared by the officer in the Application for Employment completed and signed prior to appointment.

#### **11.11 Confirmation in Appointment and admission to Pensionable Establishment**

An officer appointed to the Service in a pensionable post shall be confirmed in appointment and admitted into the permanent and pensionable establishment on completion of probationary period of six months satisfactory service on probation, provided that the officer has clearly demonstrated ability and merit for the permanent appointment and recommended by the Head of Department / Authorized Officer, attained the age of eighteen (18) years and where applicable, complied with the relevant regulations regarding the passing of examinations.

Service on temporary terms may be taken into account either in part or in full as probationary service at the discretion of the CPSB, in the case of an officer who has been appointed on probation to the permanent and pensionable establishment without a break in service, and the officer has clearly demonstrated suitability for permanent appointment during temporary service. If there is any doubt regarding such an officer's suitability for confirmation or if the post to which the officer is appointed on probation is of different

nature from the post formerly occupied, the officer may be required to complete not less than one year on probation before being considered for confirmation in appointment.

### **11.12 Appointment on Local Agreement Terms**

Where vacancies cannot be filled on pensionable terms because of non-availability of suitable persons or where vacancies exist in the non-pensionable establishment such as in development projects, candidates recruited to fill such vacancies shall be appointed on Agreement Terms if the period involved is justified.

When an officer is serving on agreement, the Authorized Officer of the Department in which he/she is employed shall notify him in writing whether it is proposed to offer him/her further employment and on what terms at least three (3) months before the expiry of the contract. The officer will thereupon signify his acceptance or rejection of the offer. The authority empowered to approve renewal of such contract will still be required to regularize the renewal.

### **11.13 Address of Next-of-Kin**

An officer shall be required to complete a next-of-kin form on first appointment. Officers shall ensure that they notify their Head of Department/Authorized Officer of any changes in the names and addresses of next of kin in order that the particulars may be kept up to date. It is desirable that an officer, who is not permanently resident in Kenya, should also give the address of one or more close relatives or friends in his country of origin with which communication can be made if necessary.

## **12. PROBATION**

Where vacancies exist in the permanent and pensionable establishment, candidates recruited to fill such vacancies shall be appointed on probation for a period not exceeding six (6) months.

It will be the responsibility of the Authorized Officer or Head of Department concerned to ensure that candidates appointed to fill vacancies in the permanent establishment are not appointed on temporary terms.

An officer appointed on probation to the pensionable establishment shall be regarded as being on trial with a view to learning his work and being tested as to his/her suitability for it. It shall be the duty of the

senior officers to ensure that every officer on probation is given adequate opportunities to qualify for confirmation in appointment.

The Chief Officer of the relevant department shall ensure that a clear and unambiguous performance contract spelling out in terms of expectations and targets to be met by the employee is entered into within the first month of the employee assuming duty.

The Human Resource Department shall be available to assist in drafting these performance agreements. At least two (2) months before the expiry of the probationary period, the Authorized Officer of the Department shall consider in the light of the reports on the officer's conduct and capabilities whether or not the officer is suitable for confirmation.

If there is any doubt any time whether an officer will be suitable for admission to the pensionable establishment on the completion of the probation period and there are indications that the probationary period shall be terminated or extended, the fact shall be stated in the officer's confidential report. The officer shall be warned immediately and informed in writing shortcomings or faults, and it should be stated in the report that he has been so warned and informed.

In cases where an officer has been transferred from the national government or another county government or administration in which the officer has already been admitted to the pensionable establishment, the officer shall be accorded pensionable status automatically. However, if the officer was not admitted before transfer, the officer shall be required to serve the full period of one year probation after transfer but in special cases, the probationary period may be reduced with the approval of the confirming authority.



### **13. CONFIRMATION**

The powers of confirmation of all officers in the appointments and extension or termination of their probationary appointments are delegated to the Authorized Officers and shall be carried out on the advice of County/Departmental Human Resource Management Advisory Committee.

Confirmation of appointment shall only be undertaken upon the employee meeting the set targets by the Department.

The supervising officer shall make a confidential report on the officers suitability or otherwise for confirmation.

No action shall be taken to extend or terminate a probationary appointment unless the officer concerned has first been so informed of such an intention and of his right to make representations within a specified period.

### **14. APPOINTMENT ON TEMPORARY TERMS**

Appointment on temporary terms shall be confined to those cases where the service of an officer may not normally be required beyond a period of twelve (12) months or where a candidate does not qualify for appointment to the particular vacancy other than on temporary terms under the service regulations or where the establishment is of a temporary nature.

Employment of officers on temporary terms for periods in excess of twelve (12) months shall require the approval of the CPSB.

#### **14.3 Engagement of Casuals**

Authorized Officers shall be responsible for hiring casual workers as per the Casuals Engagement Manuals Busia County (2019) after approval by the CPSB.

Casual Workers shall be hired on piece rated or time rated jobs and shall be paid in accordance with the minimum wage guidelines as issued by the regulation of wages order from time to time.

Due care shall be taken to avoid hiring the same casual workers repeatedly to avoid breaching existing Labour laws on the same.

During the engagement of casuals, the Authorized Officer shall adhere to the provisions of the Casuals Manual, 2019 for Busia County.

## **15. ANCILLARY PROVISIONS**

### **15.1 Induction**

County Government departments shall conduct induction training within three (3) months for newly recruited officers

### **15.2 Schemes of Service**

Grading structure, qualifications and other requirements for recruitment into the Civil Service are laid down in the various Schemes of Service issued from time to time and shall be followed in processing appointments and promotions of officers in their respective fields of employment.

### **15.3 Validity of Interview Results**

Interview results of the CPSB shall remain valid for a period of six (6) months from the dates the CPSB passes a resolution as to the authenticity of the said interview results.

### **15.4 Review of the Policy**

This policy shall be reviewed from time to time to ensure that it conforms with the existing laws and remains relevant with existing Human Resources practices

### **15.5 Recruitment of Temporary Staff**

The County Public Service Board shall provide guidelines from time to time on the recruitment of casuals, interns and attaches to regulate the process in the county public service.