



INTERNSHIP POLICY FOR THE COUNTY GOVERNMENT OF BUSIA

MARCH, 2019

FOREWORD

According to statistics released by the International Labour Organization (ILO) in 2017, the estimated youth unemployment in Kenya stood at 26.21%. This situation has partly been contributed to by the lack of practical hands on experience for youth who finish post-secondary education with Diploma or Degree certificates. To abate the situation, the government has put in place measures to create opportunities for youth employment and has set aside funds to finance youth entrepreneurship ventures.

The Constitution of Kenya 2010 states that the state shall take measures including affirmative action programmes to ensure that the youth access relevant education and training, have opportunities to associate, be represented and participate in political, social, economic and other spheres of life, access employment and are protected from harmful cultural practices and exploitation.

Internship programmes can be one way of fulfilling the requirements of the Constitution with regard to the Kenyan youth. The public sector is therefore challenged to create internship programmes for the youth in the country. To effectively carry out this noble duty, a policy is critical in guiding the process to enhance efficiency and effectiveness. This will ensure that youth with relevant qualifications are offered an opportunity to gain practical work experience thus improve their competitiveness.

For effective management of Internship in the Busia County Public service, this policy has been adopted in order to provide guidelines on how the process is to be carried out for the youth seeking such opportunities in the County.

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PREFACE

This policy on internship has been customized by the County Government of Busia to provide guidelines on engagement of interns in the Busia County Public Service as provided for in the Constitution 2010 and other relevant Laws and Statutes. The policy outlines the rationale, states the objectives and principles as well as the scope.

In terms of Legal and Policy framework, the policy is anchored on the Constitution of Kenya 2010, ILO Conventions, the five Core Labour Laws (Employment Act, 2007, Work Injury Benefits Act, 2007, Occupational Safety and Health Act, 2007, Labour Institutions Act, 2007 and Labour Relations Act, 2007). It has also been anchored on Technical and Vocational Education and Training Act, 2013, Public Service (Values and Principles Act, 2015), Kenya National Youth Policy, Human Resource Development Policy for the Public Service and Human Resource Policies and Procedures Manual May 2016 for the public service.

The policy has also spelt out policy provisions and requirements and given the Institutional Framework. It is the hope of the Department of Public Service Management that the policy will go a long way in guiding on how the process of engaging interns in the Busia County Public service is to be done.

ACKNOWLEDGEMENT

The customization of the County Internship Policy would not have been achieved without the concerted effort of various key stakeholders of whom we are greatly indebted.

The officers in the Department of Public Service Management and County Public Service Board played a pivotal role by providing insightful information and diverse comments during the entire process.

We acknowledge H.E the Governor, Hon. Sospeter O. Ojaamong' MGH, H.E the Deputy Governor Hon. Moses O. Mulomi, and the CECM Public Service Management, Dr. Janet N. Manyasi and the County Public Service Board lead by the Chair, Ms. Assumpta N. Oborefor their invaluable support in the preparation and development of this policy.

The acknowledgement would not be complete without recognizing the Ministry of Public Service, Youth and Gender Affairs, State Department of Public Service and Youth Affairs, Directorate of Public Service Management who developed the initial policy.

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Acronyms

| | |
|-------|---|
| ID | Identity Card |
| HRM&D | Human Resource Management and Development |
| M&E | Monitoring and Evaluation |
| NHIF | National Hospital Insurance Fund |

Definition of Terms

Certificate

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

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.

County Chief Officer

An Accounting and Authorized Officer of a department: responsible for identifying internship opportunities and deployment of interns.

Agreement/Contract

A binding agreement between an intern and a Department: 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

CHAPTER ONE: INTRODUCTION

1.0 Preamble

The high rate of unemployment in Kenya has been a source of great concern for policy makers in government and other key sectors. While the contributing factors to this state of affairs are many and varied, the single most significant factor especially among the youth is the lack of practical work-based experience.

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 after-school 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 mark 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 attend and remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse and religious fanaticism. This needs to be prevented at all costs.

As the largest employer, the public sector 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, which will improve their chances of employment. They will eventually be integrated into the economy, with the resultant effect of improved competitiveness, higher household incomes, reduced poverty, and a cycle of investment and growth.

It is therefore pertinent that the public service establishes an internship programme, which would be a fundamental 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.

1.1 Rationale

Kenya is faced with challenges of high rate of unemployment particularly amongst the youth. The challenge is exacerbated by the lack of vocational and professional skills, among others, that are demanded by the job market. The high unemployment level especially among the youth, has led to increased dependency levels, slow economic growth, increasing poverty levels and

rising national security challenges that negatively impacts on the realization of the Kenya Vision 2030.

To achieve economic, social and political development and secure the country's prosperity, the government has prioritized job creation and increased youth employment. Measures have been put in place to strengthen youth employment a 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 government is committed to developing; promoting and strengthening internship for youth graduating from training institutions to enable them acquire practical experience.

Further, the Constitution of Kenya 2010 requires that the state takes measures to ensure that the youth gain access to relevant education, training and employment. Youth internship programmes will go a long way in providing them a chance to employment and livelihoods.

The Public Sector has a responsibility to take the leading creating internship opportunities for the youth. However, the sector has no policy to guide the engagement and management of the interns. Although the Human Resource Development Policy for the public service includes an internship framework, the Internship Policy for the Public Service will establish a mechanism for managing an effective and efficient internship programme that aims to bridge the gap between academic and the world of work. This policy is therefore part of the government strategy for developing and implementing youth leadership and entrepreneurship programme.

1.2 Objectives of the Policy

The objectives of the Internship Policy for the Busia County Public Service are to:

- i. Ensure a well-structured and coordinated internship programme;
- ii. Provide policy guidelines and standards applicable to all interns;
- iii. Ensure effectiveness and efficiency in implementation and management of internship programme;
- iv. Provide policy guidelines for monitoring, evaluation and reporting for Improvement and sustainability of internship programmes; and
- v. Provide in terns with the requisite experience.

1.3 Principles of Internship

The following principles shall govern internship management in the County Public Service:

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 in terms to develop human relations skills, decision-making abilities and management of office activities.
3. Capacity of the public organizations to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.
4. Efficiency of the internship programmes 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 qualification.
6. Adherence to government/public agency programmes and activities.

1.4 Scope

This Policy shall apply to the Busia County Public Service. It will also be applicable to

- i) Unemployed graduates with appropriate skills who require practical hands-on experience to improve their chances of employment
- ii) Graduates with professional qualifications who are required by their professional bodies to undertake internship as a pre-condition for registration.
- iii) Graduates from technical and vocational training institutes/polytechnics.

Policy Statement

The County Government of Busia 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.

1.5 Legal and Policy Framework

This policy is in compliance with the Constitution, international conventions, legal, statutory and policy requirements.

1.5.1 The Constitution of Kenya 2010

- Article 10- National Values and principles of Governance.

- Article 232 (1) (i) - Values and Principles of Public Service.
- Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

1.5.2 International Labour Organization (ILO) Conventions

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

1.5.3 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 workplace.

1.5.4 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.

1.5.5 Work Injury Benefits Act, 2007

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

1.5.6 Occupational Safety and Health Act, 2007

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

1.5.7 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.5.8 Technical and Vocational Education and Training Act, 2013

The Act provides foundation for productive and satisfying careers by offering special preparation for initial employment i.e. Linkage between technical skills, entrepreneurial skills, labour market needs and employable skills.

1.5.9 The Public Service (Values and Principles) ct, 2015

The Act provides that a public institutions or an authorized officer shall ensure that public officers are appointed and promoted on the basis of fair competition and merit. This shall apply when selecting interns in the County Public Service.

1.5.10 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 under employment; health; school and college drop-outs; crime and deviant behavior; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

1.5.11 Human Resource Development Policy for the Public Service

The policy recognizes that trainees graduating from training institutions join the labour market with academic and theoretical approach to work and therefore require practical exposure in real work environment. The public service uses internship programmes as partofon-the-jobtraining for the purpose of molding interns to acquire experience and become responsible citizens who will contribute effectively to the socio-economic development of the country.

1.5.12 Human Resource Policies and Procedures Manual May 2016 for the Public Service.

The manual provides that internship programmes shall be guided by the relevant provisions of the Constitution of Kenya 2010, relevant professional bodies and other policy guidelines and shall not exceed one (1) year.

CHAPTER TWO

POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme Internship in the Busia County Public Service is a planned and structured programme that provides work experience for a specific period of time. It is directed at young people who have completed their college and universities studies and are unemployed. It is also 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 course work 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 intern's get a first-hand perspective of the skills and attributes required for employment.

2.1 Objectives of the Internship Programme

The internship programme in the Busia County Public Service, 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 supply pipeline of skills to the public service.

2.2 Declaration of Internship Opportunities

All internship opportunities in the County public service shall be declared to the Department of Public Service Management (PSM) by County Departments. The PSM Department shall seek approval from the County Public Service Board to advertise the vacancies.

2.3 Eligibility and Duration of Internship

The internship programme is open to unemployed Kenyan youth graduates from training institutions who have completed their Certificate, Diploma and Degree courses and have not been exposed to work experience related to their area of study. It is also open to graduates of Diploma and Degree programmes, for whom internship is a requirement for registration by their respective professional bodies.

Eligibility will be based on the following criteria:

- i. The internship shall be undertaken only once after graduating from a Certificate, Diploma or Degree course
- ii. The programme shall only be open to the youth
- iii. The internship programmes shall not be a learner ship programme, but for persons who have completed their training and graduated
- iv. The applicants must have a Personal Accident Insurance cover, NSSF and NHIF covers, and KRA PIN Certificate
- v. The applicants must meet the requirements of Chapter SIX of the Constitution
- vi. A written application for admission into the programme

The internship period shall be between three (3) and (12) twelve months; or the duration prescribed by the institution/professional body which regulates the profession in which the intern seeks registration.

The County Government of Busia in liaison with other organizations may help place interns to other organizations where vacancies may exist. In such cases, the County Government may fund the programme. The county government may also admit interns from other organizations under a similar arrangement.

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. Gender consideration
- iii. Region and ethnic balance
- iv. Special needs
- v. Minority and marginalized

2.4.2 Selection Procedure

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

- i. The Department of Public Service Management shall advertise vacancies for interns in daily newspapers, their websites, County Website and through notices
- ii. The advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application which shall be addressed to the County Chief Officer, Public Service Management
- iii. The Department of Public Service Management will coordinate the interview and placement of interns; and
- iv. The County Head of Human Resource Management and Development will provide guidance on job posting and competency standards/requirements.

2.5 Roles and responsibilities

2.5.1 Department and Agencies

The Departments and Agencies shall:

- i) Adhere to statutory guidelines with regard to engagement of interns
- ii) Set up internship management committees
- iii) Plan and budget for internship programmes
- iv) Declare internship opportunities to the Department of PSM on an annual basis

2.5.2 The Department of Public Service Management

The Department of Public Service Management shall:

- i) Prepare, plan and budget for internship programmes
- ii) Seek for approval from the County Public Service Board
- iii) Identify and communicate available internship programmes through advertising
- iv) Conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;
- v) Conduct induction for the interns
- vi) Issuance of admission letters to successful interns and opening of personal files
- x) Ensure that interns are properly engaged in relevant work assignments
- xi) Coordinate the monitoring, assessment and evaluation of the performance of interns
- xii) Report to the County Public Service Board on a quarterly and annual basis, on internship programmes undertaken in the Busia County Public Service and any challenges experienced
- x) Issue certificates of internship to interns upon successful completion of the programme.

NOTE:

- i) The county 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 Departments.
- ii) Departments shall be required to engage a reasonable number of interns.

2.5.3 The County Chief Officer

The County Chief Officer shall be responsible for:

- i) Identifying available internship opportunities/vacancies in their Departments/units and forwarding them to the County Chief Officer, Department of Public Service Management for processing;
- ii) Receipt and placement/deployment of interns within their departments/units
- iii) Ensuring that interns are provided with the necessary facilities and workspace for effective performance of assigned tasks
- iv) Nominating mentors within their departments/units in accordance with set criteria
- v) Supervising internship and mentorship programmes; and
- vi) Reporting on implementation of internship and mentorship activities.

2.5.4 Supervisor/mentors

The Supervisor shall be responsible for:

- i. Assigning work to the interns

- ii) Overseeing the day today work performance
- iii) Setting performance targets with the intensive)
Assigning tools/equipment to the interns
- vi) Reporting cases of indiscipline
- iv) Provide experiential learning activities to interns
- v) Provide supportive environment for the interns to facilitate their
Development
- vi) Conduct ongoing monitoring and assessment of interns and provide regular feedback
on their performance.

2.5.6 Internship Management Committee

The internship management Committee shall:

- i. Coordinate with respective departments/ organizations to provide necessary facilities to enable interns to acquire the required skills and knowledge
- ii. Appoint supervisors, trainers and mentors for the interns
- iii. Monitor and evaluate the progress of internship programmes in their organizations
- iv. Align internship programmes with HRM & D plans and institutional strategic plans
- v. Facilitate payment of the prescribed stipend to interns in accordance with the guidelines
- vi. Clearance of interns on exit

2.5.7 Interns

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/workstation/organization 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 Chief Officer through the supervisor on the progress he/she is making and any challenges there to 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
Prepare and submit a report detailing the internship experience
- x) Ensure clearance by the relevant authorities before leaving the internship station.

2.6 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 County Government of Busia will set aside funds for supporting the interns with a consolidated stipend of Kshs 17,000p.m for Degree Holders, Kshs. 12,000p.m for Diploma Holders and Kshs.10,000 for Certificate Holders. These funds will be made available through the regular budgetary allocations so as to ensure Departments engage interns every financial year. However, the rate of stipend will be determined by the County Government of Busia from time to time.

2.7 Insurance

All interns in the county public services 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.

2.8 Security

To ensure confidentiality of Government information and safety of equipment, the intern will be subjected to County Government vetting. In this regard, the intern shall be required to:

- i. Sign an abstract of the Official Secrets Act
- ii. Sign the Code of Conduct and Ethics
- iii. Acquire a valid certificate of good conduct
- iv. Provide general personal information
- v. Submit a copy of National ID or copy of Passport
- vi. Sign for tools/equipment issued to them
- vii. Undergo medical examination from a Government facility

2.9 Intern Entitlements

An intern will be entitled to the following:

- i) Sick leave as applicable in the prevailing regulations;
- ii) Maternity Leave
- iii) Paternity leave
- lii) Stipend at a rate to be determined by the County Government of Busia from time to time
- iv) Subsistence allowance at a rate to be determined by the County Government of Busia from time to time.

2.10 Termination of Internship

a) An intern may be terminated from the internship programme on any of the following grounds:

- i) Absencefromthehostinginstitutionwithoutpermissionorreasonablecausefora periodexceeding24 hours
- ii) Reports to a hosting institution under the influence of alcohol and drugs
- lii) Performance is not satisfactory and not in line with public service ethos
- iv) Involvement infighting at the hosting institution
- v) Charged in a court of law with a criminal offence
- VI) Willfully destroys the property of the hosting institution

Vii) If at any time a hosting institution sustains a loss that is attributable to the neglect or fault of the intern

viii) Refuses to obey lawful instructions.

b) An intern may terminate the contract by submitting a written letter of termination of the contract to the Departmental Chief Officer through the supervisor by giving a one month's notice or payment of a one month stipend in lieu of notice.

c) A Department 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 Departments/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) The County Public Service Board
- ii) County Departments/Agencies
- iii) The County Treasury
- iv) The County Assembly
- v) Other Partners.

3.1 The County Public Service Board

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

- i) Establish an appeals mechanism to hear appeals that may arise
- ii) Receive reports and maintain a database on internship
- iii) Monitor and evaluate the implementation of the internship programme in the County Public Service
- IV) Undertake annual reviews and analyze performance of internship programmes in the service.
- V) Oversight implementation of the programme

3.2 Departments/Agencies

Departments and Agencies shall be responsible for the management and implementation of the internship programme. They shall:

- i) Develop internship plans for the programmes
- ii) Implement the internship policy and guidelines
- iii) Generate and forward information on internship opportunities to the Department of Public Service Management
- iv) Develop an internal database and submit quarterly reports on internship to the Department of Public Service Management
- v) Deploy interns
- vi) Monitor, evaluate and report on the internship programme

3.3 The County Treasury

- Provide budgetary allocation for internship programmes in Departments
- Pay the prescribed stipends to interns in accordance with the guidelines

3.4 The County Assembly

- Approve budgetary allocation for the programme

3.5 Other Partners

- Offer internship opportunities
- Monitor, evaluate and report the progress of the internship programme to PSM
- Enter into agreements with the County Government on internship programmes

CHAPTER FOUR

MONITORING AND EVALUATION

4.0 Monitoring and Evaluation of Internship Programmes

It is a policy requirement that Monitoring and Evaluation be an integral part of all activities undertaken by the County Government. As such, Internship Programmes shall be monitored and evaluated to ascertain the extent to which the 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 Departments have benefited from the programme.

The internship programme in the Busia County Public Service, therefore, 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 programmes 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 certificate and secure employment after the completion of the programme
- iii. Ascertaining the degree to which Departments are satisfied with the value and contribution made by the interns
- iv. Preparing annual reports on the Internship Programmes
- v. Reviewing the overall programme for purposes of improvements and alignment

With Departments 'strategic goals.

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 in the Busia County Public Service. 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 their application of best practices
- iv. Involvement of Departments and stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

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

Appendices

Appendix I: TERMS AND CONDITIONS OF INTERNSHIP CONTRACT

NAME OF ORGANIZATION:.....

DEPARTMENT OF.....

Section

- i. Work station.....
- ii. Name of Intern.....
- iii. Date of Birth.....
- iv. Identification No.....
- v. Gender..... M F
- vi. County of birth.....
- vii. Sub-county.....
- viii. Ward.....
....
- ix. Postal Address.....Telephone.....
- x. Physical address.....
- xi. Email address.....
- x i i . Next of kin.....Relationship.....Tel.....
- x i i i . Qualifications.....

Are you a person living with disability? Yes No tick as appropriate

The internship shall commence on.....and terminate on.....

2. The employer shall pay a stipend to the intern as stipulated in the Busia County Government guidelines issued from time to time.
3. The intern shall report on duty on a daily basis for 8 hours and observe punctuality.
4. The host organization/department in conjunction with the Department of Public Service Management 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 and facilities necessary to perform the duties and receive the experience agreed upon under this programme.
5. A supervisor or a mentor's shall be assigned to supervise the work of the intern and to assess the performance of the intern on a regular basis for purposes of development.
6. The host organization undertakes to make every effort to ensure that the work assigned to the intern is, in so far 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 organization.
9. The intern shall faithfully and diligently devote his or her time to the services of the organization as agreed upon, and shall undertake duties in accordance with the job description as the host organization or any person duly authorized thereto in this respect shall require of him or her.
10. No amendment to this agreement or any of the provisions or term 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 government/organization 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 by either party giving one month's notice or payment of one month's stipend in lieu of notice.
13. In cases of serious indiscipline or non-performance on the part of the intern, due disciplinary processes shall be followed.
14. Nothing contained in this agreement shall entitle the intern to a permanent position with the organization on expiry of the internship period.

INTERN'S SIGNATURE:.....Date.....

WITNESS:.....Date.....

SIGNATURE OF AUTHORIZED ORGANIZATION REPRESENTATIVE

.....Date.....