



SEKU POLICY ON

ADMINISTRATIVE SECTIONS

JUNE, 2018

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Vision

To be a globally competitive centre of excellence in teaching, research and innovation and service.

Mission

To provide quality education through teaching, research, extension, innovation and entrepreneurship with emphasis on dryland agriculture, natural resources and environmental management

Core Values

Professionalism

Innovation

Integrity

Freedom of Thought

Teamwork

Respect for and conservation of the environment

Philosophy

Transforming lives through teaching, research, innovation and community service

ABBREVIATION AND ACRONYMS

AHRM:	Administration and Human Resource Management
ARSA:	Academic Research and Student Affairs
FPD:	Finance Planning and Development
SEKU:	South Eastern Kenya University
SEUCO:	South Eastern University College
TIVET:	Technical and Vocational Education and Training
UKAI:	Ukamba Agricultural Institute

DEFINITION OF TERMS

Section Head - person heading a Section within a Department/Division.

Acting. Section Head - means the person heading a Section within a Department/Division on behalf of the duly appointed Section Head.

Departmental Head - person heading a Department within a Division.

Committee - Section Heads Shortlisting Committee comprised of Deputy Vice-Chancellor (AHRM), Registrar (AHRM) and the relevant Divisional heads.

FOREWORD BY THE UNIVERSITY COUNCIL CHAIRMAN

The University Council supports Management efforts in the development of University operational policies that assist in the governance of internal functions. These policies and procedures assist in giving the general direction on the efficient management of the Human resource in the University. The Council further recognizes the significant roles Sections and Units play in the entire management of the University. Efficient management of the Sections and Units through appropriate appointment and placement of competent staff will enhance the achievement of the University goals and objectives.

This policy will therefore go a long way in the improvement and efficiency of service delivery. The policy should be continuously monitored and evaluated to make it relevant to the needs of the University.

DR. Reuben K. Chirchir

CHAIRMAN OF COUNCIL

PREFACE BY VICE CHANCELLOR

South Eastern Kenya University is a young and dynamic university that is growing and expanding its internal capacities to enhance service delivery. The University has developed functional units in line with its growth and goals. The units that drive the Mission and Vision of the University are manned by highly trained staff.

This policy provides a framework to facilitate the systematic identification of Sections and Units and the appointment of suitable staff to man them. The aim of the policy on Administrative Sections is to improve the effectiveness and efficiency of service delivery.

PROF. GEOFREY M. MULUVI, Ph.D.

VICE CHANCELLOR

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PART 1: PREAMBLE

SEKU was established by Charter on 1st March, 2013. SEKU is located off Machakos –Kitui Road 17km from Kwa Vonza Market in the Lower Yatta District. The University lies on 10,000 acres of land in a serene and conducive learning environment.

SEKU operates four satellite campuses namely: Kitui Town Campus, Machakos Town Campus, Wote Town Campus and Mtito Andei Campus. The University is a predecessor of SEUCO and UKAI. The latter was established in the 1970s to run the TIVET programmes.

Being a young institution, the University requires staff with requisite skills and qualifications to man its various units for efficient delivery of services.

1. INTRODUCTION

- (1) As a young and dynamic University, SEKU has continued to grow and expand its internal capacity to provide first class services to its customers.
- (2) In line with best practices, the University has established functional structures and divisions that enables it to seamlessly provide quality services to both internal and external customers.
- (3) The structures and units are manned by highly qualified staff.
- (4) The University has developed this policy to guide in the proper identification of functional sections within departments and appointment of section heads.
- (5) The aim of the policy on Administrative Sections is to improve the effectiveness and efficiency of service delivery.

2. APPLICABILITY

- (1) This policy shall be applicable to the Section Heads and Acting Section Heads within all Divisions of South Eastern Kenya University.
- (2) The policy shall apply to the administrative members of staff only.

3. OBJECTIVES OF THE POLICY

- (1) This policy on administrative Heads is formulated with the following broad objectives:
 - (a) Identification of critical functional administrative sections in the divisions of the University.
 - (b) Ensuring seamless provision of quality services to the University clients by the established units.
 - (c) Ensure that highly competent Section Heads are appointed in a transparent process;
 - (d) Clearly defining the roles and responsibilities of Section Heads.
 - (e) Promoting talent and to ensure long term sustainability of talented employees.

PART 2: DEPARTMENTAL SECTIONS IN SEKU

- (1) The following shall constitute sections within the various Divisions of the University subject to the University Council review from time to time:

(a) VICE-CHANCELLOR'S OFFICE

- i. Public Relations
- ii. Council Secretariat
- iii. Administrator, Office of the Vice Chancellor/Liaison Office
- iv. Internal Audit
- v. Marketing

(b) DIVISION OF AHRM

- i. Legal Office
- ii. Human Resource Management (Recruitment & Training; Records Management; Human Resource Planning and Development; Pensions)
- iii. Central Services (Grounds maintenance; Cleaning; Electricity; Water)
- iv. Transport

- v. Health Services
- vi. Security

(c) DIVISION OF FPD

- i.** Procurement
- ii.** Expenditure
- iii.** Revenue
- iv.** Physical Development and Maintenance
- v.** Student Accommodation
- vi.** Student Catering
- vii.** Farm
- viii.** Planning

- ix.** Income Generating Units

(d) DIVISION OF ARSA

- i. Games and Sports
- ii. Examinations
- iii. Teaching Programs and Academic Audit
- iv. Senate Secretariat
- v. Admissions and Student Records
- vi. Library

PART 3: ROLES AND RESPONSIBILITIES OF SECTION HEADS

- (1) The responsibilities of Section Heads will be as follows:
- (a) Ensuring delivery on the mandate of their respective sections within the broader mission of the University.
 - (b) Provision of leadership within the section in respect to both administrative and personnel relations.
 - (c) Handling Staff management issues for the section.
 - (d) Motivate individual staff, mentor them and promote teamwork within the section.
 - (e) Drawing budgetary projections for the Section.
 - (f) Implementing the procedures which are associated with the section's operations.
 - (g) Representing the section in different fora.
 - (h) Schedule and chair sections meetings as appropriate and prepare the agenda for the same.
 - (i) Dissemination of information concerning the section.
 - (j) Managing the deployment of physical resources within the section.
 - (k) Allocating and overseeing day to day duties, control and operation with the section.
 - (l) Identification of staff development needs within the section.

- (m) Identification of staffing needs for the section.
- (n) Undertaking performance management reviews within the section.
- (o) Seeking or requesting for modification and improvement of the section where required.
- (p) Managing the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down.
- (q) Ensuring that an efficient system of records is maintained for the section.
- (r) Ensuring cases of discipline are reported promptly to the Deputy Vice-Chancellor (AHRM).

PART 4: COMMITTEE ON APPOINTMENT OF SECTION HEADS

1. SECTION HEADS NOMINATIONS COMMITTEE

- (1) A Section Heads Nominations Committee shall be constituted comprised of the following as approved by the University Council;
 - (a) Deputy Vice-Chancellor (AHRM) - Chairperson
 - (b) Registrar (AHRM) - Secretary
 - (c) Finance Officer - Member
 - (d) Relevant Division Head(s) - Member
- (2) The Section Heads Nomination Committee shall be responsible for nomination of candidates for appointment to the position of Section Heads.
- (3) The names of nominated candidates shall be forwarded to the University Management Board for approval.
- (4) In making nominations, the Committee shall determine whether a person to be appointed as a Section Head possesses adequate qualification, knowledge and expertise.
- (5) To be appointed substantively as a Section Head, one must be in Grade 12 and above.
- (6) Those below Grade 12 can be appointed on acting capacity for a period of six (6) months renewable.

2. APPOINTMENT CRITERIA FOR SECTION HEADS

- (1) **Section Head**
 - (a) The Section Heads shall be appointed on the basis of their qualification, expertise and experience in University Management.

- (b) The term of the appointment or re-appointment of Section Heads shall be for a period of two (2) years renewable subject to satisfactory performance.

(2) **Acting Section Head**

- (a) In cases where there is no qualifying person, an acting Section Head shall be appointed for a period of six (6) months renewable.

3. REMUNERATION OF SECTION HEADS

- (1) The remuneration to be paid to the Section Head shall be as currently approved by the University Council from time to time.

4. PERFORMANCE EVALUATION

- (1) Performance of Section Head shall be evaluated by the Head of Division/Directorate at regular periods of one year and a report be submitted to the Nominations Committee.
- (2) The performance reports shall be used when considering whether to renew appointment as Section Head.

PART 5: POLICY REVIEW:

This policy shall be reviewed from time to time, where necessary.