

ELGEYO MARAKWET COUNTY PUBLIC SERVICE INTERNSHIP POLICY AND GUIDELINES

2024



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Foreword

The Constitution of Kenya 2010 explicitly guarantees young people access to relevant training, education, and employment. To address the pressing issue of youth unemployment, the County Government of Elgeyo Marakwet has prioritized job creation and entrepreneurship development, however, many youths lack essential entrepreneurial and vocational skills, hindering their ability to seize the available opportunities. In this regard the County Government has put in place internship programmes that will allow young people to gain practical experience after graduating from training institutions.

The County Public Service Internship Policy outlines procedures for running a productive internship program that bridges the knowledge gap between academia and the workplace. This Policy aims to provide guidelines for effective engagement and management of all internship programmes by clearly outlining the roles and responsibilities of various stakeholders. It also ensures that internship programme is structured to provide a seamless transition from academic learning to professional practice.

By implementing this policy, the County Government aims to create a conducive environment for youth empowerment, entrepreneurship, and leadership development, ultimately contributing to national economic growth and sustainable development.

Thank you.



DR. SELLY JEMUTAI KIMOSOP

AG. CHAIRPERSON ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

Preface

The County Public Service Board is mandated to provide guidance in the management of Human Resource in the County Government. Among the areas that the Board is required to guide is regulating the engagement of interns.

This policy describes the process and the requirements of the programme which include the selection procedures, eligibility, duration, terms of service and the roles and duties of the different parties involved in the internship programme. It is in compliance with the Constitution of Kenya 2010, International Laws, Conventions and other relevant laws.

The Board has customized this policy from the Public Service Commission Internship Policy and Guidelines of May 2016.

The aim of this policy is to ensure that there is proper management of internship programmes in accordance with predetermined standards, values and principles. Further, the policy is expected to ensure that the youth undergoing internship are developed and accorded the relevant practical experience required for employment.

It is expected that all County departments and agencies will adhere to this policy in order to improve the management of the internship programmes and enhance the acquisition of job experience to interns in the County.



CS. CHRISTINE NG'ENO
BOARD SECRETARY/CHIEF EXECUTIVE OFFICER

Acronyms

EMC	Elgeyo Marakwet County
ID	Identity Card
M&E	Monitoring and Evaluation
PIN	Personal Identification Number
CPSB	County Public Service Board
ILO	International Labour Organization
COK	Constitution of Kenya
NSSF	National Social Security Fund
KRA	Kenya Revenue Authority

Definition of Terms

Contract

A binding agreement between an intern and Elgeyo Marakwet County Government to participate in an internship programme

Certificate

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

Graduate

An individual who has completed a course of training and acquired a degree, diploma or certificate

Host Department /Agency/ Municipality

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 the County Government 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

Monitoring and Evaluation

Mechanisms put in place to ensure adherence to quality, standards, cost effectiveness and relevance of an internship programme

Mentor

A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee

Mentoring

A system of semi-structured guidance whereby one person shares their knowledge, skills and experience to assist others to progress in their own lives and careers

Public Service

The collectivity of all individuals other than state officers, performing a function within a state organ

Public Officer

Any person, other than a State Officer, who holds a public office

State organ

Means a commission, office, agency or other body

Supervisor

An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance

Youth

The collectivity of all individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years

CHAPTER ONE

INTRODUCTION

1.1 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-secondary school institutions and universities with certificates, diplomas and degrees from various 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 such as 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 attending 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.

1.2 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 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 is committed to developing; promoting and strengthening internship for youth graduating from training institutions to enable them acquire practical experience.

Further, section 55 of 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.

The County Public Service has a responsibility to take the lead in 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 frame work, 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 County government's strategy for developing and implementing youth leadership and entrepreneurship programmes.

1.3 Objectives of the Policy

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

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

1.4 Principles of Internship

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

- a) Promotion of Equity and fairness by ensuring inclusivity and accessibility of opportunities to interns from diverse backgrounds at any one time to represent the county's demographics through transparent recruitment and selection procedures.
- b) 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 interns to develop human relations skills, decision-making abilities and management of office activities.
- c) Capacity of the County Government to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.
- d) Efficiency of the internship programmes on the basis of cost-effectiveness.
- e) Relevance, fit for purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualification.
- f) Adherence to County Government/ public agency programmes and activities.

1.5 Scope

This Policy shall apply to the County government of Elgeyo Marakwet and its agencies .

1.6 Policy Statement

The County Government is 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 professional bodies.

1.7 Legal and Policy Framework

This policy is in compliance with the Constitution of Kenya 2010, International Conventions, legal, statutory and policy requirements which include but not limited to:

1.7.1 The Constitution of Kenya

- i Article 10 - national values and principles of governance.
- ii Article 232(1)(i)- values and principles of public service.
- iii Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

1.7.2 International Labour Organization (ILO) Conventions

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

1.7.3 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 work place.

1.7.4 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.

1.7.5 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.

1.7.6 Occupational Safety and Health Act, 2007

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

1.7.7 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.7.8 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.

1.7.9 The Public Service (Values and Principles) Act 2015

The Act provides that a public institution 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.

1.7.10 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 underemployment; health; school and college drop-outs; crime and deviant behaviour; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

1.7.11 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 County public service uses internship programmes as part of on-the-job training 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.

1.7.12 County Human Resource Policies and Procedures Manual

The Manual provides that there shall be an equal opportunity in employment and shall not in its recruitment discriminate on the basis of gender, age, race and ethnicity or entertain any other form of discrimination. The county government of Elgeyo Marakwet shall comply with the provisions of article 232 (h) and (i) of COK, 2010.

CHAPTER TWO

POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme

Internship in the 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/university studies and are unemployed. It is a practical programme meant to develop and prepare the interns for registration with their respective professional bodies and future appointments 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 studies and to gain insights for further growth and development either in education or work force. By being at the worksite, the interns 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 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 learnt 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 County public service.

2.2 Declaration of Internship Opportunities

All internship opportunities in the County Public Service shall be declared to the County Public Service Board through the prescribed indent form. An advertisement for the opportunities available shall be put in the public domain and County website for the public to access.

2.3 Eligibility and Duration of Internship

The internship programme is open to unemployed Kenyan graduates from training institutions who have completed their certificate, diploma and degree courses in the last three (3) years and have not been exposed to work experience related to their areas of study. It is also open to graduates of degree, diploma and certificate 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 course;
- ii The internship programme shall not be a leadership programme, but for persons who have completed their training and graduated;
- iii Retirees and those who lose formal employment will not be eligible;
- iv The applicants must have a Personal Accident Insurance cover, NSSF number, Government approved medical insurance cover, and KRA PIN Certificate;
- v The successful candidates must meet the requirements of Chapter SIX of the Constitution.

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 Elgeyo Marakwet in liaison with other organizations may help place interns to other agencies/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 of interns shall be guided by the following:

- i Merit
- ii Gender consideration
- iii Regional balance
- iv Persons with disability

v Minority

vi Marginalized

2.4.2 Selection Procedures

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

- i The County Public Service Board shall advertise vacancies for interns either in daily newspapers, its website or through notices;
- ii The advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application;

2.5 Roles and responsibilities

2.5.1 Department Responsible for County Public Service

The Department responsible for County Public Service shall:

- i. Facilitate and coordinate internship programmes across the Departments;
- ii. Prepare, plan and budget for the internship programmes;
- iii. Administer performance management systems that involve the intern, mentor and supervisor;
- iv. Develop capacity for mentoring and supervision of the interns, and management programmes for internship activities;
- v. Coordinate induction programmes for the interns;
- vi. Align internship programmes with Human Resource Development plans and County strategic plans;
- vii. Facilitate payment of the prescribed stipend to the interns;
- viii. Coordinate the monitoring, assessment evaluation and reporting of the performance of the interns; and
- ix. Compile and disseminate quarterly and annual reports on progress and challenges of the internship programmes.

Note:

The County Government shall not be under any obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies as declared by the County Public Service Board.

2.5.2 Authorized Officers

The Authorized Officers shall be responsible for:

- i) Identifying available internship opportunities/vacancies in their departments and forwarding them to authorized officer responsible for County Public Service;
- ii) Receiving and deployment of interns within their respective Departments;
- iii) Ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- iv) Nominating mentors within their departments;
- v) Supervising internship and mentorship programmes; and
- vi) Reporting on implementation of internship and mentorship activities to the Authorized Officer responsible for County Public Service who will submit the consolidated report to the CPSB.

2.5.3 Supervisor

The Supervisor shall be responsible for:

- i) Assigning work to the interns;
- ii) Overseeing the day-to-day work performance;
- iii) Setting performance targets with the interns;
- iv) Assigning tools/equipment to the interns; and
- v) Appraising the interns.

2.5.4 Mentors

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 the intern;
- iv Provide experiential learning activities to the interns
- v Provide supportive environment for the intern to facilitate their development; and
- vi Conduct ongoing monitoring and assessment of interns and provide regular feedback on their performance to the Supervisor.

2.5.5 Interns

The intern shall be required to:

- i Abide by the rules, regulations and protocols of the Department;
- 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 their 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 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 Department;
- ix Ensure clearance by the relevant authorities before leaving the internship station;and
- x Ensure collection of release letter and certificate of Internship upon successful completion of the internship programme from the CPSB.

2.6 Working Hours

Interns shall adhere to the normal government working hours as prescribed in the County Public Service Human Resource Policies and Procedures Manual.

2.7 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 will set aside funds for supporting the interns with a stipend. These funds will be made available through the regular budgetary allocations every financial year.

Supporting the interns with a stipend will encourage youth to take up on job training opportunities. The rate of stipend will be paid as per the existing Government policies and guidelines.

2.7 Insurance

All interns in the County 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 from the Government approved medical insurance cover or any other reputable medical insurance firm for the duration of the internship.

2.8 Security

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

- a) Provide a valid certificate of good conduct;
- b) Provide personal bio-data (general personal information);
- c) Submit a copy of National ID/ Passport;
- d) KRA PIN certificate;
- e) Two (2) colored passport size photographs;
- f) Sign for tools/equipment issued to them; and
- g) Sign non-disclosure agreement and not divulge any information acquired in the course of duty to unauthorized persons.

2.9 Protective Clothing/Working Tools

The County Government through the hosting Department/agency/Municipality shall provide interns with relevant working tools/equipment and protective gear where applicable. Interns shall account for tools and equipment issued to them at the end of internship period.

2.10 Coaching and Mentoring

Coaching and mentoring processes will be employed to ensure interns achieve their full potential.

2.11 Leave

An intern shall:

- (i) Be entitled to 30 days annual leave which excludes Saturdays, Sundays and Public Holidays;
- (ii) Be eligible to benefit from accrued leave days after 3 months of continuous service;

- (iii) Be granted upto 21 days paid sick leave. Any period of sick leave beyond 30 days shall not be considered for the stipend; and
- (iv) Be granted a compassionate leave of up to 10 working days.

Other types of leave or permission to be away from work such as for purposes of examinations shall count as part of the annual leave.

NOTE

For purposes of the Internship program, those who take maternity/paternity leave shall be considered for deferment of the program until such time they resume duty. On resumption, the Interns will be expected to complete the twelve months internship period.

2.12 Intern entitlements

An intern will be entitled to the following:

- i Annual Leave
- ii Sick leave;
- iii Compassionate Leave;
- iv Maternity/paternity leave **(not entitled to any stipend)**;
- v Stipend; and
- vi Subsistence allowance at a rate guided by the existing government policies and regulations.
- vii Certificate of internship/Recommendation letter.

2.13 Conduct

Interns shall conduct themselves in line with established code of conduct, rules and regulations of the County public service and professional body.

2.14 Discipline

Disciplinary proceedings shall conform to the County Human Resource policy and procedures manual, discipline manual and any other relevant legislation.

- (i) In case of gross misconduct, the services of an intern shall be terminated without notice.
- (ii) Upon termination, an intern shall not be entitled to any stipend.

- (iii) In case of a charge for a criminal offence, an intern shall be discontinued from the internship programme forthwith.

2.15 Intern's Liability and Loss of Property

- (i) Any loss occasioned by an intern shall be promptly reported to the Authorized Officer who shall recommend withholding of the intern's stipend and certificate of internship to the County Public Service Board.
- (ii) At the end of the programme, or upon termination of internship, records of the intern shall be checked for any debts or loss of returnable supplies of the County.

2.16 Discontinuation/Termination of Internship

- a) An intern may be discontinued from a programme on any of the following grounds:
- i) Absence from the work station/duty without permission or reasonable cause for a period exceeding 24 hours;
 - ii) Reports for duty/work under the influence of alcohol/substance abuse;
 - iii) Performance is not satisfactory and not in line with public service ethics;
 - iv) Involvement in fighting at the work station;
 - v) Charged in a court of law with a criminal offence;
 - vi) Wilfully destroys the property of the County;
 - vii) If at any time the County sustains a loss that is attributable to the neglect or fault of the intern;
 - viii) Refuses to obey lawful instructions;
 - ix) Any other action which is deemed to be in violation of service regulations or any other law.
- b) An intern may terminate the contract by submitting a written letter of resignation/termination of the contract to the Authorized Officer through the supervisor by giving a one month's notice.
- c) The County Government 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 Management and Implementation of the Policy

For proper management and effective implementation of the programme, the following County Organs will be involved:

- (i) The County Assembly
- (ii) County Executive
- (iii) County Public Service Board
- (iv) County Departments/Agencies/Municipalities

3.1 The County Assembly

Approve budgetary allocation for the programme

3.2 The County Executive

Provide budgetary allocation for internship programmes in County;

3.3 The County Public Service Board

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

- i) Develop and regularly review the internship policy and guidelines;
- ii) Recruitment, selection and placement of Interns;
- 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;
- vi) Establish an appeals mechanism to hear appeals that may arise;
- vii) Receive reports and maintain a database of interns.

3.4 Department Responsible for Public Service

The County Department Responsible for Public Service shall manage and implement the internship programme within the county. It will:

- (i) Implement the internship policy and guidelines;
- (ii) Recommend review of the internship policy and guidelines;
- (iii) Develop internship plans and budget for the programme;
- (iv) Generate and forward information on internship opportunities to the County Public Service Board;
- (v) Develop an internal database and submit quarterly reports on internship to the County Public Service Board;
- (vi) Pay the prescribed stipends to interns in accordance with the existing Government policies and guidelines;and
- (vii) Monitor, evaluate and report on the internship programme.

3.5 Departments/Agencies /Municipalities

Departments, Agencies and municipalities 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 responsible for Public Service;
- iv) Develop an internal database and submit quarterly reports on the internship to the Department responsible for Public Service;
- v) Supervise the interns;
- vi) Train and mentor, the interns;
- vii) Monitor, evaluate and report on the internship programme;
- viii) Submit monthly and quarterly reports on interns to the Authorized Officer responsible for Public Service.

CHAPTER FOUR

MONITORING, EVALUATION, LEARNING AND REPORTING

4.0 Monitoring and Evaluation of the Internship Programme

The internship programme shall be monitored and evaluated to ascertain the extent to which its 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 have benefited from the programme.

The internship programme 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 programme 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 letter of completion of internship and secure employment after the completion of the programme;
- (iii) Ascertaining the degree to which management is satisfied with the value and contribution made by the interns;
- (iv) Reviewing the overall programme for purposes of improvement and alignment with the County strategic objectives; and
- (v) Preparing annual reports on the internship programme.

4.1 Framework for Monitoring, Evaluation, Learning and Reporting

Monitoring & Evaluation framework will be designed to ensure adoption of a participatory approach in the implementation of the internship programme. 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 the reapplication of best practices; and
- (iv) Involvement of stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

The Internship policy shall be reviewed every five (5) years or as need arises to take into account emerging issues and international trends.

APPENDICES

Appendix I: TERMS AND CONDITIONS OF INTERNSHIP CONTRACT WITH THE COUNTY GOVERNMENT OF ELGEYO MARAKWET.

Name Of Department.....

1. Personal information

Name of Intern.....

a) Date of Birth.....

b) ID No.....

c) Gender.....Male [] Female []

d) County of birth.....

e) Address.....Tel No.....

f) Next of kin.....Relationship.....Tel.....

g) Qualifications.....

h) Are you a person living with disability? Yes [] No []

If yes give description of the disability

i) Section attached to.....

j) Directorate

k) Station

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

3. The county government shall pay a stipend to the intern as stipulated in the existing Government policies and guidelines.

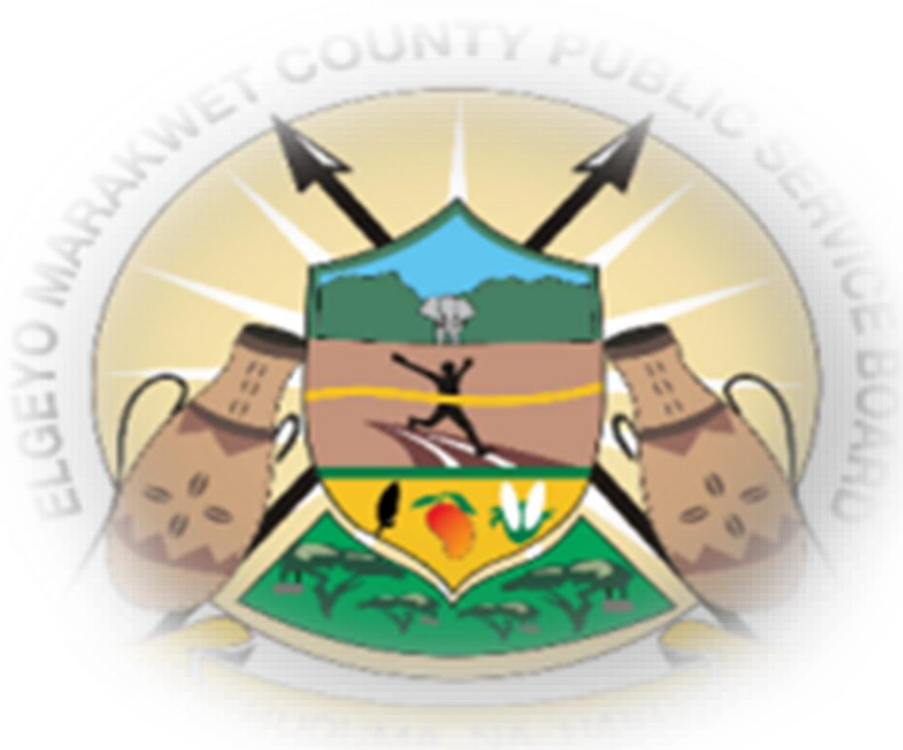
4. The intern shall report for duty on a daily basis during normal government working hours as prescribed in the County Human Resource Policies and Procedures Manual.

5. The host department/agency/Municipality 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.

- 6. 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.
- 7. The host department/agency/municipality undertakes to make every effort to ensure that the work assigned to the intern is practically possible, intellectually challenging and shall seek to draw out the intern’s educational, technical and vocational skills to the fullest.
- 8. 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.
- 9. The intern shall comply with all relevant workplace policies of the Department.
- 10. 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/agency/municipality or any person duly authorized thereto in this respect shall require of him or her.
- 11. 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.
- 12. 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 except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
- 13. This agreement may be terminated at one month’s notice, by either party.
- 14. In cases of serious indiscipline or non-performance on the part of the intern the County Public Service Board shall terminate the services of the intern without notice.
- 15. Nothing contained in this agreement shall entitle the intern to a permanent position with the County Government on expiry of this agreement.

INTERN’S SIGNATURE:Date.....
BOARD SECRETARY/CEO, COUNTY SERVICE BOARD

SIGNATURE: Date.....



**THE SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE BOARD
P.O BOX 665-30700
ITEN, KENYA**

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