

**COUNTY GOVERNMENT OF
LAIKIPIA**

COUNTY PUBLIC SERVICE BOARD

**Internship Policy And Guidelines For The
Public Service in Laikipia County**

June 2020

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ACRONYMS

CEO	Chief Executive Officer
HRM&D	Human Resource Management and Development
ID	Identity Card
DAs	Departments and Agencies
M&E	Monitoring and Evaluation

DEFINITION OF TERMS

1.	Certificate	Is a certificate, diploma or degree issued by a recognized examining body/institution.
2.	County Government	County Government of Laikipia.
3.	Board	Laikipia County Public Service Board.
4.	Host Department	A County Department charged with hosting and training interns.
5.	Internship	A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfil the legal requirement for professional registration.
6.	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/or to increase chances of employability.
7.	Graduate	An individual who has completed a course of training and acquired a degree or diploma.
8.	Agreement/Contract	A binding agreement between an intern and Laikipia County to participate in an internship programme.
9.	Monitoring and Evaluation	Mechanisms put in place to ensure adherence to quality,

		standards, cost effectiveness and relevance of an internship programme.
10.	Learnership	A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.
11.	Mentor	A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.
12.	County Public Service	The collectivity of all individuals employed by the County government and performing a function within a County organ.
13.	Supervisor	An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.
14.	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.

FOREWORD

PREFACE

CHAPTER ONE: INTRODUCTION

1.0 Preamble

The high rate of unemployment in Laikipia County has been a source of great concern for policy makers in county government and other key sectors. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

Every year, hundreds 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 county's growth.

Employment opportunities for the youth marks an important transitional period towards independence, increased responsibility and active participation in county as well as societal development. The converse is also true; left on their own without attendant remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse, and religious fanaticism.

As one of the largest employers, the County public service 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 and/or fulfil the legal requirement for registration by professional bodies. It is therefore pertinent that the County public service establishes an internship programme, which would be a 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 the challenge of high rate of unemployment particularly amongst the youth. The challenge is exacerbated by the lack of practical work experience that is 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 and the County Integrated Development Plans (CIDP).

To achieve economic, social and political development and secure the country's prosperity, the government has prioritized job creation and increased youth employment by promoting internship for those graduating from training institutions. The internship programme aims at enabling them acquire practical workplace experience.

Some sectors in the County public service have been running internship programmes, however there has been no policy to guide the engagement and management of the interns. The Internship Policy for the County 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 promoting youth inclusion in the workplace experience development programme.

1.2 Objectives of the Policy

The objectives of the Internship Policy for the County public service are to:

- ii) ensure a well-structured and coordinated internship programme;
- iii) provide a framework and standards applicable to all interns;
- iv) ensure effectiveness and efficiency in implementation and management of internship programme; and
- v) provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

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 interns 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 qualifications.
6. Adherence to county government/public agency programmes and activities.

1.4 Scope

This Policy shall apply to Laikipia County Public Service.

1.5 Policy Statement

The County Government of Laikipia 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 bodies.

1.6 Legal and Policy Framework

This policy is in compliance with the Constitution of Kenya 2010, County Government Act 2012, International Conventions, legal, statutory and policy requirements. Some of these include:

1.6.1 The Constitution of Kenya

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

1.6.2 The County Government Act, 2012

- a) Part VII – County Public Service

1.6.3 International Labour Organization (ILO) Conventions

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

1.6.4 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.

1.6.5 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.

1.6.6 Work Injury Benefits Act, 2007

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

1.6.7 Occupational Safety and Health Act, 2007

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

1.6.8 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.6.9 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.

1.6.10 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.

1.6.11 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.

1.6.12 Human Resource Development Policy for the County 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 moulding interns to acquire experience and become responsible citizens who will contribute effectively to the socio-economic development of the country.

1.6.13 Human Resource Policies and Procedures Manual for the County Public Service

The manual provides that internship programmes shall be guided by the relevant provisions of the Constitution, 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 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 appointment in the labour market.

The programme allows young people the opportunity to consolidate and translate the skills learned from their training 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 interns get a first-hand perspective of the skills and attributes required for employment.

2.1 Objectives of the Internship Programme

The overall objective of the internship programme is to provide the youth with opportunity to gain experience in the world of work. Specifically the policy aims to:

- (i) Enhance youth development and employability by creating clear linkages between education, training and work;
- (ii) Provide hands-on experience to build upon skills learned in the classroom;
- (iii) Fulfil the legal requirement for registration by professional bodies;

- (iv) Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- (v) 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 for advertisement and selection.

2.3 Eligibility and Duration of Internship The internship programme is open to:

- (i) Unemployed graduates from training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.
- (ii) Graduates of degree and diploma 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; and
- (ii) The internship programme shall be for persons who have completed their training and graduated.

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.

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) Ethnic representation;
- (iv) Disability status; and
- (v) Minority and marginalized status of the applicant.

2.4.2 Selection Procedures

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

- (i) County Departments/Agencies will declare (through the County Secretary) vacancies for interns to the County Public Service Board for advertisement in daily newspapers, the 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;
- (iii) The County Public Service Board will conduct the selection process and forward the names of successful candidates to the County Secretary for deployment.

2.5 Roles and responsibilities

The roles and responsibilities of various actors in the internship programme shall be as follows:

2.5.1 County Departments and Agencies

County Departments and Agencies shall:

- (i) adhere to statutory guidelines with regard to engagement of interns;
- (ii) plan and budget for internship programmes;
- (iii) declare internship opportunities on an annual basis;
- (iv) conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;
- (v) provide the necessary facilities to enable interns to acquire the required skills and knowledge;
- (vi) pay the prescribed stipend to interns in accordance with the guidelines;
- (vii) appoint supervisors and trainers/mentors for the interns;
- (viii) ensure that interns are properly engaged in relevant work assignments;

NOTE:

- (i) Departments/Agencies shall not be under any obligation to employ the interns on completion of the internship programme.
- (ii) Departments/Agencies shall be required to engage a reasonable number of interns in their departments/organizations.

2.5.2 County Secretary

The County Secretary shall:

- (i) Facilitate and coordinate internship programmes across the County Departments;

- (ii) Administer performance management systems that involve the intern, mentor and manager;
- (iii) Provide advice to County Departments on internship programmes and activities;
- (iv) Liaise with County Chief Officers in identifying internship opportunities.
- (v) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;
- (vi) Conduct induction programmes for interns;
- (vii) Align internship programmes with HRM&D plans and institutional strategic plans;
- (viii) Facilitate payment of the prescribed stipend to interns in accordance with the guidelines;
- (ix) Coordinate the monitoring, assessment and evaluation of the performance of interns; and
- (x) Coordinate compilation and dissemination of quarterly and annual reports on progress and challenges of internship programmes.
- (xi) Issue a letter of completion of internship to interns upon successful completion of the programme.

2.5.3 County Chief Officers

The Head of departments shall be responsible for:

- (i) Identifying available internship opportunities/vacancies in the department/unit and forwarding them to the County Secretary for processing;
- (ii) receipt and placement/deployment of interns within the department/unit;
- (iii) developing a structured training programme for interns;
- (iv) ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;

- (v) nominating mentors within the department/unit in accordance with set criteria;
- (vi) supervising internship and mentorship programmes; and
- (vii) Reporting on implementation of internship and mentorship activities.

2.5.4 Supervisor

The supervisor shall be responsible for:

- (i) assigning work to the intern;
- (ii) overseeing the day to day work performance;
- (iii) setting performance targets with the intern;
- (iv) providing experiential learning activities to the intern;
- (v) assigning tools/equipment to the intern; and
- (vi) Appraising the intern.

2.5.5 Mentor

Each intern shall be assigned a mentor who shall:

- (i) ensure work programme for intern is in place;
- (ii) ensure that internship programme is implemented as stipulated;
- (iii) provide experiential learning activities to intern;
- (iv) provide supportive environment for the intern to facilitate the intern's development; and

2.5.6 Intern

The intern shall be required to:

- (i) abide by rules and regulations governing the County Public Service ;

- (ii) demonstrate commitment and willingness to fully and actively participate in the learning experiences of the internship programme;
- (iii) be ready to be deployed to any relevant office/work station where there may be an internship vacancy;
- (iv) make effort to acquire relevant skills in the area of specialization;
- (v) complete assignments given by the mentor and/or supervisor;
- (vi) complete the internship programme;
- (vii) provide regular feedback to the line manager through the supervisor on the progress he/she is making and any challenges thereto with regard to the internship programme;
- (viii) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- (ix) hand over all materials and equipment/tools belonging to the organization at the end of the internship period;
- (x) submit a copy of the report on internship experience to the line manager; and
- (xi) clear with relevant authorities before leaving the internship station.

2.6 Payment of Stipend to Interns

Internship shall be non-remunerative. However, interns will be paid a monthly stipend of Kenya Shillings Twelve Thousand Five Hundred [KES 12,500.00] or such higher amount as may be determined by the County Government from time to time. County Departments will be expected to make budgetary allocation for the stipend on annual basis.

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.

2.8 Security/Vetting

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

- (i) acquire a valid certificate of good conduct;
- (ii) provide general personal information;
- (iii) submit a copy of National Identity Card (ID) or copy of Passport and a copy of PIN certificate;
- (iv) two (2) coloured passport size photographs; and
- (v) sign for tools/equipment issued to them.

2.9 Intern Entitlements

An intern will be entitled to the following:

- (i) sick leave as applicable in the prevailing regulations;
- (ii) annual leave;
- (iii) compassionate leave;
- (iv) stipend; and
- (v) Subsistence allowance when out of station at the rate for the time being prescribed by the Salaries & Remuneration Commission as being the daily subsistence allowance payable for entry level officers in Job Group 'J'.

2.10 Discontinuation/Termination of Internship

(a) An intern may be discontinued from a programme on any of the following grounds:

- (i) absence without permission or reasonable cause for a period exceeding 24 hours;
- (ii) reports to a hosting institution under the influence of alcohol;
- (iii) performance is not satisfactory and not in line with County public service ethos;
- (iv) involvement in fighting at the hosting institution;
- (v) charged in a court of law with a criminal offence;
- (vi) wilfully 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; and
- (viii) Refuses to obey lawful instructions.

(b) An intern may terminate the contract by:

- (i) Submitting a written letter of resignation/termination of the contract to the Head of department through the supervisor by giving a one month's notice.
- (ii) Giving a two weeks' notice before taking up employment offered to him/her before the expiry of the agreed internship period.

(c) Laikipia 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 Institutions/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) Laikipia County public Service Board
- (ii) County Departments/Agencies

3.1 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) Issue policies and guidelines;
- (ii) Receive and advertise internship opportunities;
- (iii) Establish an appeals mechanism to hear appeals that may arise;
- (iv) Receive reports and maintain a database on internship;
- (v) Monitor and evaluate the implementation of the internship programme in the County public service; and
- (vi) Undertake annual reviews and analyze performance of internship programmes in the service.

3.2 Departments/Agencies

Departments and Agencies will be responsible for the management and implementation of the internship programmes. They will:

- (i) Develop internship plans and budget for the programmes;
- (ii) Implement the internship policy and guidelines;
- (iii) Generate and forward information on internship opportunities;
- (iv) Develop an internal internship database;
- (v) Placement of interns;
- (vi) Liaise with The County Treasury on funding the internship programme; and
- (vii) Monitor, evaluate and report on the internship programme.

3.4 The County Treasury

Provide budgetary allocation for internship programmes in the County.

CHAPTER FOUR: MONITORING AND EVALUATION

4.0 Monitoring and Evaluation of Internship Programmes

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 the County have benefited from the programme.

The internship programme in the 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 letter of completion of internship and secure employment after the completion of the programme;
- (iii) ascertaining the degree to which the County Government is satisfied with the value of and contribution made by the interns;
- (iv) preparing annual reports on the internship programmes; and

- (v) Reviewing the overall programme for purposes of improvements and alignment with the County's 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 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 the application of best practices; and
- (iv) involvement of stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

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

APPENDICES

Appendix I: INTERNSHIP GUIDELINES

1. Scope

These internship guidelines shall apply to Laikipia County public service.

2. Declaration and Application for Internship Opportunities

All internship opportunities in the County public service shall be declared to Laikipia County Public Service Board within three weeks of the commencement of the financial year as per the prescribed format attached as Appendix II. The declared internship vacancies in shall be guided by the available opportunities and the budgetary allocation.

Once internship opportunities have been advertised, prospective interns shall apply for the positions using the prescribed form attached as Appendix III.

3. Eligibility

The persons eligible for this programme shall:

- (i) Be unemployed Kenyan graduates from recognized training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study;
 - (ii) Be graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies;
 - (iii) Not have retired or exited from formal employment;
- and

- (iv) Not have benefited from a similar programme.

4. Duration

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

5. Selection

Selection of interns shall be undertaken by the County Public service Board who shall be guided by the principles of merit, fairness and inclusivity. Once selected the intern shall sign an internship agreement with the host Department using the prescribed format at Appendix IV.

6. Placement

- (i) County Departments and Agencies shall be responsible for posting of interns to specific units and institutions in consultation with the Head of Human Resource Management and Development.
- (ii) Placement shall be done in accordance with the academic/professional qualifications of the intern.

7. Public Private Partnership

Private sector institutions are encouraged to partner with the County Government of Laikipia with a view to providing internship opportunities to unemployed graduates or offer any other form of support.

8. Working Hours

Interns shall adhere to the normal government working hours as prescribed in the County public service Human Resource Policies and Procedures Manual or as prescribed by the relevant regulatory body.

9. Stipend and Subsistence Allowance

Each intern will be entitled to:

- (i) a monthly stipend; and
- (ii) subsistence allowance when out of station

County departments shall make budgetary provisions for the stipends and subsistence allowance every financial year.

10. Post Internship Gains

The experience gained during internship may be considered as an added advantage while seeking formal employment in the County public service.

11. Insurance

Interns shall be required to have a valid personal accident insurance cover at the time of engagement to cover the period of internship.

12. Medical Cover

Interns shall be required to have a valid personal medical insurance cover by NHIF or other reputable medical insurance firm for the duration of the internship.

13. Protective Clothing/Working Tools

The host department 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.

14. Security/Vetting

Interns shall be vetted and sign a security declaration form during engagement. They shall provide a valid certificate of good conduct, bio-data and copies of National Identity card or Passport, PIN and 2 coloured passport size photographs at the time of engagement. Interns shall not divulge any information acquired in the course of duty to unauthorized persons.

15. Training

Each department shall organize an induction programme for all newly engaged interns. In addition heads of department shall develop a structured training programme to ensure exposure to different functional areas of the department/unit.

Every endeavour shall be made to ensure that the internship programme offers experiential learning activities and hands -on learning experience for the interns, including participation in seminars and workshops.

16. Leave

An intern shall:

- (i) earn 1.25 days per month, translating to 15 working days per annum;
- (ii) be eligible to benefit from accrued leave days after 3 months of continuous internship;

- (iii) be granted up to 30 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 5 working days.

17. Supervision

Host departments shall monitor the performance of interns. Each intern shall be assigned a supervisor and or a mentor to set targets, assign working tools, oversee the day to day work performance, and appraise him/her within the existing performance management framework and/or assessment guidelines as issued by the relevant regulatory body.

18. Conduct

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

19. Discipline

Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, County public service board regulations and policies of host organizations:

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

20. Termination of Internship Contract

The internship contract may be terminated:

- (i) at one month's notice by either party; or
- (ii) at two weeks' notice in case an intern secures an offer of employment before expiry of the agreed internship period.

21. Completion of Internship Programme

Upon completion of internship an intern shall be:

- (i) required to present a report to the head of Department;
- (ii) Provided with a letter of completion of internship by the respective host department (Sample format of a letter of completion is attached as Appendix V); and
- (iii) Registered by the relevant professional body where applicable.

22. Intern's Liability and Loss of Property

- (i) Any loss occasioned by an intern shall be promptly reported to the head of the host department with recommendations to withhold the intern's stipend and letter of completion of internship.
- (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 host organizations.

23. Programme Co-ordination

All County departments are required to have a well-documented structure/plan for managing the programme, which should be coordinated by the County Secretary.

Appendix II: DECLARATION OF INTERNSHIP OPPORTUNITIES

COUNTY GOVERNMENT OF LAIKIPIA

DECLARATION OF INTERNSHIP OPPORTUNITIES FORM

Department/Agency/Institution

Number of Internship Opportunities

Areas of Specialization and Qualifications

1.
2.
3.
4.

Duration of Internship

Commencement Date

Approved by:

Name

Designation

Signature

Date

Appendix III: APPLICATION OF INTERNSHIP FORM

COUNTY GOVERNMENT OF LAIKIPIA

APPLICATION FOR INTERNSHIP PROGRAMME

FORM

Please complete this form in **BLOCK LETTERS** and submit to the Ministry/ Department/ Agency/Institution that has advertised internship opportunities.

1. Ministry/Department/Agency/Institution.....
2. Fullname.....
3. Date of Birth.....
4. Identity Card Number.....
5. Gender: Female Male
6. Personal Identification Number (PIN)
7. Certificate of Good Conduct Number
8. PostalAddress.....PostalCode.....Town.....
9. 8. E-mail Address.....
10. 9. Mobile Number
11. 10.Home CountySub-county.....
12. Ethnicity
13. Disability Status.....

14. Educational/Professional Qualifications

S/No	Examination	University/ Institution	Year of Graduation	Class/ Grade

15. Area of Interest

I certify that the above information is true to the best of my knowledge.

Name:

Signature:

Date:

**Appendix IV: SAMPLE INTERNSHIP AGREEMENT
FORM**

**TERMS AND CONDITIONS OF INTERNSHIP
AGREEMENT**

DEPARTMENT/AGENCY

1. Bio-Data

- (a) Name of Intern
- (b) Date of Birth Sex: Male Female
- (c) Identity No.....
- (d) PIN No.
- (e) County of birth
- (f) Ethnicity
- (g) Address Post code Town Tel
- (h) Next of kin Relationship Tel
- (i) Highest qualification
- (j) Are you a person living with disability? Yes No
- (k) Section
- (l) Directorate
- (m) Station

2. The internship shall commence on and terminate on

3. The employer shall pay a stipend to the intern as stipulated in the County Government guidelines issued from time to time.

4. The intern shall report for duty on a daily basis, work for 8 hours per day and observe punctuality.

5. The host organization 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 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.
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 organization.
10. 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.
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 information or record obtained as a result of his or her

employment, whether to the detriment of the County government or otherwise except if it is used or disclosed under compulsion of the 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 host department 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 of Laikipia on expiry of this agreement.

I declare that I have not been engaged as an intern prior to this engagement.

INTERN'S SIGNATURE Date

WITNESS Date

SIGNATURE OF THE COUNTY SECRETARY

..... Date

Appendix V: SAMPLE LETTER ON COMPLETION OF INTERNSHIP

To whom it may concern

REF: RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that Mr/Ms

ID Number..... was on a months internship in the County Government of Laikipia from to

During this period, the above named was placed in the following unit/ department/ directorate:

In the course of his/her work, he/she undertook the following tasks / functions and/or worked in the following capacities / positions:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

As part of the internship experience, he/she developed an end of internship report to document his/her work environment experiences.

Should you wish to discuss the intern’s performance in the Department you are welcome to contact the head of department where the intern was placed.

Mr/Mrs/Ms:

Designation:

Office Telephone No:

Mobile Telephone No:

Email Address:

Any necessary assistance to him/her will be highly appreciated.

Head of Department.

Cc:

-County Secretary

-Secretary/CEO, Laikipia County Public Service Board.