

EMBU COUNTY GOVERNEMENT



INTERNSHIP POLICY AND GUIDELINES

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FOREWORD

The Constitution of Kenya requires the Government to take measures that enable the youth gain access to relevant education, training and employment. As such, the government has prioritized job creation and increased youth employment in order to achieve economic, social and political development and secure the country's prosperity. 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 government commits to promote and strengthen internship programmes for the youth graduating from training institutions to enable them acquire practical experience.

Embu County Government has a responsibility to take the lead in creating internship opportunities for the youth in the Country. However, for a long time, the County did not have a policy to guide the engagement and management of the interns. The Internship Policy for the Public Service establishes mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work. As one of the largest employers, the county Government has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered the opportunity to gain practical work experience, which will likely improve their competitiveness. This will contribute to the government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience. The Internship Policy for the Public Service has been developed as a guide on effective and fair management of internship programmes for those seeking such opportunities in the County.

Alfred Kamau Mugai
Chairman
Embu County Public Service Board

PREFACE

This policy provides a framework for engagement and management of internship programmes in the public service. It outlines the various provisions and requirements of the programme, selection procedures and roles and responsibilities of various stakeholders in the internship programme. Further, it takes cognizance of the various legal and policy provisions on which the internship policy is based. The development of this policy underscores Embu County Public Service Board's commitment to provide a framework to ensure that internship programmes are handled on the basis of set standards, values and principles. Implementation of this policy will therefore contribute to effective management of internship programmes and enhance skills transfer to the interns undergoing such programmes in the public sector. This policy draws from the relevant provisions of the Constitution, labour laws, international statutes, executive directives and other policy guidelines in the public service. A monitoring and evaluation mechanism has been proposed for purposes of enhancing effective implementation and ensuring that lessons learnt are brought on board.

Jane M. Wachira
Secretary/CEO
Embu County Public Service Board

ACRONYMS

CECM	County Executive Committee member
CG	County Government
CHRMAC	County Human Resource Management Advisory Committee
CO	Chief Officer
DHRMAC	Departmental Human Resource Management Advisory Committee
HRM&D	Human Resource Management and Development
ID	Identity Card
KRA	Kenya Revenue Authority
M&E	Monitoring and Evaluation
NHIF	National Hospital Insurance Fund
NSSF	National Social Security Fund
PIN	Personal Identification Number
PSB	Public Service Board
SRC	Salaries and Remuneration Commission

DEFINITION OF TERMS

Certificate

An academic document serving as a testimony for having met certain academic qualification or any other training such as; a Certificate, Diploma or Degree issued by a recognized examining body/ institution.

Chief Officer

The accounting and authorized officer of a department responsible for identifying internship opportunities and placement of interns.

Contract

A binding written agreement between an intern and the institution to participate in an internship programme.

Graduate

An individual who has completed a course of training and acquired a Certificate, Diploma or Degree in the relevant field

Institution

A public office/department charged with the responsibility of training interns.

Internship

A programme established to provide unemployed graduates with opportunities for hands-on training on 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 public institution/department for an internship program for a period of twelve months.

Learnership

A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.

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

Public Service

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

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 who have attained the age of 18 years but below the age of 35 years.

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. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

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 are 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 marks 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 attendant remedial strategies, they are likely to fall into social and substance abuse and religious fanaticism. As one of the largest employers, the 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 fulfill the legal requirement for registration by professional bodies. It is therefore pertinent that the 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. 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 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 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 strategy for promoting youth inclusion in the workplace experience development programme.

1.2 Policy Objectives

The following are the objectives of the internship policy for the Embu County Government.

- a. To provide guidelines to be followed in implementing the internship programme.
- b. To outline the responsibilities and obligations of Embu County Government and those of the interns for the purpose of the programme.
- c. To 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 the implementation of the Internship Programme in Embu County Government.

- 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 country'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 career development.
- c. Capacity of the public organizations 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 to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualifications.
- f. Adherence to government/public agency programmes and activities.

1.4 Scope

This Policy shall apply to all interns engaged by Embu County Government except the public service institutions listed in Article 234 (3) of the Constitution. However, these institutions are free to adopt the provisions of this policy.

The internship programme targets youth who have completed their training/academic studies in tertiary institutions and would wish to gain required employment suitability through on the job training.

1.5 Policy Statement

Embu County Government is committed to providing opportunities to the youth who have completed their courses to acquire workplace experience to enhance their employability.

1.6 Legal and Policy Framework

This Internship Policy has been drafted in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. Some of these include:

1.6.1 The Constitution of Kenya, 2010

- a) Article 10 - National Values and Principles of Governance.
- b) Article 55 (a) (b) (c)- requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.
- c) Article 232(1) (i)- Values and Principles of Public Service.

1.6.2 International Labour Organization (ILO) Conventions

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

1.6.3 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.

1.6.4 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.

1.6.5 Work Injury Benefits Act, 2007

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

1.6.6 Occupational Safety and Health Act, 2007

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

1.6.7 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.6.8 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.

1.6.9 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 Public Service.

1.6.10 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.

1.6.11 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 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.

1.6.12 Human Resource Policies and Procedures Manual for the 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 twelve (12) months.

CHAPTER TWO: POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme

Internship in Embu County Government 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 tertiary education 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 Goals of the Internship Programme

The broad goal of Embu County Government internship programme is to provide the youth with opportunity to gain experience in the world of work. Specifically, the policy aims to;

- a. Enhance youth development and employability by creating clear linkages between education, training and work.
- b. Provide hands-on experience to build upon skills learned in the classroom.
- c. Fulfill the legal requirement for registration by professional bodies.
- d. Develop a culture of high-quality, life-long learning, positive work habits and attitudes.
- e. Establish a supply pipeline of skills to the public service.

2.2 Declaration of Internship Opportunities

All internship opportunities in Embu County Government shall be declared to the County Public Service Board by the departments through CHRMAC, as per the HR policies and procedures manual. The County Public Service Board shall put an advert in the public domain through its website/the county website.

2.3 Eligibility of Internship

The internship programme is open to unemployed graduates from training institutions who have completed their certificates, diplomas and degree courses duration and have not been exposed to work experience related to their area of study.

2.3.1 Eligibility criteria:

- a. The internship shall be for persons who have completed their training and graduated from a course.
- b. The internship period shall be twelve (12) months.

2.4 Selection Criteria and Placement Procedure

2.4.1 Selection Criteria

Selection for interns shall be guided by the following:

- a. Merit
- b. Area of specialization
- c. Gender
- d. Disability
- e. Minority and marginalized
- f. Opportunities available

2.4.2 Selection Procedures

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

- a. All departments shall declare available internship vacancies through the DHRMAC.
- b. All internship opportunities shall be presented by the Head of Human Resource Management & Development to CHRMAC for deliberation and recommendation for approval by the County Public Service Board before engagement.
- c. The County Public Service Board will advertise vacancies for interns in the local dailies, the County website and through notices.
- d. Advertised vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application.
- e. The County Public Service Board will coordinate the selection of interns.
- f. The County Secretary and Head of Public Service will provide guidance on job placement and posting.

2.5 Obligations for Interns.

- a. Abide by rules, regulations and protocols of the institution.
- b. Demonstrate commitment and willingness to fully and actively participate in learning exercises of the internship programme.
- c. Be ready to be deployed to any relevant office/work station where there may be an internship vacancy.
- d. Make effort to acquire relevant skills in the area of specialization.
- e. Complete assignment given by the mentor/supervisor.
- f. Complete the internship programme as per given guidelines.
- g. Provide regular feedback to the chief officer through the supervisor on the progress he/she is making and any challenge thereto with regard to the internship programme.
- h. Observe confidentiality and security of tools/equipment that are placed in their possession in the course of the programme.

- i. Handover all material and equipment/tools belonging to the organization at the end of the internship period.
- j. Submit a copy of the report on internship experience to the supervisor.
- k. Clear with relevant authorities/departments before leaving the internship station.

2.6. Roles and Responsibilities of Key Stakeholders

2.6.1 Payment of Stipend to Interns

Interns will be paid a stipend as per SRC guidelines. The stipend shall be subject to statutory deductions. The Chief Officers responsible for Public Service and Youth Empowerment will be expected to make budgetary allocation for the stipend on annual basis. The stipend shall be given based on qualification as degree, diploma and certificate.

2.6.2 Head of Human Resource Management and Development

The Head of Human Resource Management and Development shall;

- a. Facilitate and coordinate internship programmes across the departments.
- b. Prepare, plan and budget for internship programmes.
- c. Administer performance management systems that involve the intern, supervisor and the chief officer.
- d. Provide advice to CHRMAC on internship programmes and activities.
- e. Liaise with other departmental heads in setting criteria for selection of interns, mentors and supervisors.
- f. Develop capacity for mentoring and supervision of interns, and management programmes for internship activities.
- g. Coordinate induction programmes for interns.
- h. Align internship programmes with Human Resource Management and Development plans and institutional strategic plans.
- i. Facilitate payment of the prescribed stipend to interns in accordance with the guidelines.
- j. Coordinate the monitoring, assessment and evaluation of the performance of interns.
- k. Compile and disseminate quarterly and annual reports on progress and challenges of internship programmes.

2.6.3 Chief Officer

The chief officer shall be responsible for:

- a. Identifying available internship opportunities/vacancies in the department/unit.
- b. Receipt and placement/deployment of interns within the department/unit.
- c. Developing a structured training programme for interns.

- d. Ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks.
- e. Nominating mentors within the department/unit in accordance with set criteria.
- f. Reporting on implementation of internship and mentorship activities.

2.6.4 Supervisor

The supervisor shall be responsible for:

- a. Assigning work to the intern.
- b. Overseeing the day-to-day work performance.
- c. Setting performance targets with the intern.
- d. Providing experiential learning activities to the intern.
- e. Assigning tools /equipment to the intern.
- f. Appraising the intern.

2.6.5 Mentor

Each intern shall be assigned a mentor who shall;

- a. Ensure work programme for intern is in place.
- b. Ensure that internship programme is implemented as stipulated.
- c. Provide experiential learning activities to intern.
- d. Provide supportive environment for the intern to facilitate the intern's development.
- e. Conduct ongoing monitoring and assessment of intern and provide regular feedback on performance.

2.7 Insurance

The county government shall endeavor to include the interns under the Workman Injury Benefits Act. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) whose contribution shall be deducted from the intern's stipend.

2.8 Security/ Vetting

To ensure confidentiality of government information and safety of equipment, the intern will be subjected to government vetting, sign a prescribed security declaration form. In this regard, the intern shall be required to acquire a valid certificate of good conduct, provide general personal information (bio data) submit a copy of national identity card (id) or copy of passport copy of KRA pin certificate, two (2) coloured passport size photographs, sign an oath of secrecy- Chief Officers should take responsibility of what information interns can/ can't assess. Where applicable sign for tools and equipment issued to them.

2.9 Intern Entitlements

An intern will be entitled to the following;

- a. Sick leave as applicable in the prevailing regulations.
- b. Annual leave.
- c. Compassionate leave.
- d. Maternity/paternity leave
- e. Stipend.
- f. Subsistence allowance when out of station at a rate to be determined by the County Public Service Board from time to time.

2.10 Discontinuation/Termination of Internship

(a) An intern may be discontinued from a programme through the existing HR policies and procedures and the discipline manual on any of the following grounds;

- i. Absence from duty without permission or reasonable cause for a period exceeding 24 hours and is not traced within ten (10) working days.
- ii. Reports to work under the influence of alcohol or any other intoxicant.
- iii. Unsatisfactory performance that is not in line with public service ethics.
- iv. Involvement in physical confrontation at the workplace.
- v. Being charged in a court of law with a criminal offence.
- vi. Willfully destroys the property of the public institution.
- vii. If at any time the workplace sustains a loss that is attributable to the negligence or fault of the intern.
- viii. Willful disregard of lawful instructions.

(b) An intern may terminate the contract by;

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

(c) 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:

- a. County Public Service Board
- b. County Departments and Agencies
- c. County Treasury

3.1 Roles and Responsibilities of County Public Service Board

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

- a. Issue policies and guidelines.
- b. Collect, collate and put in the public domain information on internship opportunities in the public service.
- c. Establish an appeals mechanism to hear appeals that may arise.
- d. Receive reports and maintain a database on internship.
- e. Monitor and evaluate the implementation of the internship programme in the public service.
- f. Undertake annual reviews and analyze performance of internship programmes in the service.

3.2 Roles and Responsibilities of County Departments and Agencies

Departments and Agencies will be responsible for the management and implementation of the internship programme within the institution. They will;

- a. Develop internship plans and budget for the programmes.
- b. Implement the internship policy and guidelines.
- c. Generate and forward information on internship opportunities to the Public Service Board.
- d. Develop an internal database and submit quarterly reports on internship to the office of the County Secretary and Head of Public Service.
- e. Placement of interns
- f. Liaise with The County Treasury on funding the internship programme.
- g. Monitor, evaluate and report on the internship programme.

3.3 Roles and Responsibilities of County Treasury

The County Treasury shall;

- a. Provide budgetary allocation for the internship programme

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 County 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;

- a. Monitoring of internship uptake trends and patterns for forecasting and planning purposes.
- b. 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.
- c. Ascertaining the degree to which management of departments are satisfied with the value of and contribution made by the intern.
- d. Preparing quarterly and annual reports on the internship programmes.
- e. Reviewing the overall programme for purposes of improvements and alignment with strategic goals of the host departments.

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 public service. Focus shall be on the following:

- a. Definition of the main objectives and targets.
- b. Selection of indicators to measure the efficiency and effectiveness of the internship activities.
- c. Identification of lessons learnt and the reapplication of best practices.
- d. 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 three years or as need arises in order to address emerging issues.

APPENDICES

Appendix I: INTERNSHIP GUIDELINES

1. Scope

The internship guidelines shall apply to the Embu County Government.

The Government is open to providing internship to students interested in working within the County government in various departments and County Agencies.

2. Declaration and Application for Internship Opportunities

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

The Board shall put in the public domain and its website information on the opportunities and this will act as a one-stop-shop for the public to access information.

Departments will also be expected to upload the same information in the County website indicating when the positions will be advertised. 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, diploma, certificate or courses and have not been exposed to work experience related to their area of study;
- ii) Not have retired or exited from formal employment; and
- iii) Not have benefited from a similar programme.

4. Duration

The internship period shall be for twelve (12) months.

5. Selection

Selection of interns shall be undertaken by 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 department using the prescribed format at Appendix IV.

6. Placement

- a. The County Secretary and Head of Public Service shall be responsible for posting of interns to specific departments, units and institutions in consultation with the Head of Human Resource Management and Development and the chief officers.
- b. 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 County Government 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 Public Service Human Resource Policies and Procedures Manual or as prescribed by Embu County Government.

9. Stipend and Subsistence Allowance

Each intern will be entitled to:

- a. A monthly stipend; and
- b. Subsistence allowance when out of station.

The rates shall be determined and communicated through circulars to be issued by the SRC from time to time.

Department of Public Service shall, in consultation with county treasury, 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 public service.

11. Protective Clothing/Working Tools

Departments 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.

12. 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, KRA 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.

13. Induction and Training

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

14. Leave

An intern shall:

- a. Earn 1.25 days per month, translating to 15 working days per annum;
- b. Be eligible to benefit from accrued leave days after 3 months of continuous internship;
- c. 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
- d. Be granted a compassionate leave of up to 5 working days.
- e. Be granted maternity/paternity leave

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.

No intern shall forfeit the annual leave entitlement on account of having taken the maternity/paternity leave.

15. Supervision

The 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.

16. Conduct/Discipline

Interns shall conduct themselves in line with established code of conduct, rules and regulations of the public service, Embu County and regulatory bodies

17. Discipline

Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, County Public Service Board regulations and HR policies of Embu County Government.

- a. In case of gross misconduct, the services of an intern shall be terminated without notice.

- b. Upon termination, an intern shall not be entitled to the stipend.
- c. In case of a charge for a criminal offence, an intern shall be discontinued from the internship programme.

18. Termination of Internship Contract

The internship contract may be terminated:

- a. At one month's notice by either party; or
- b. At two weeks' notice in case an intern secures an offer of employment before expiry of the agreed internship period.

19. Completion of Internship Programme

Upon completion of internship an intern shall be:

- a. Required to present an internship report to the Chief Officer;
- b. Provided with a letter of completion of internship by the respective departments, signed by the County Secretary and Head of Public Service and copied to the Board. (Sample format of a letter of completion is attached as Appendix V);

20. Intern's Liability and Loss of Property

- a. The supervisor shall promptly report any damage occasioned by an intern to the chief officer with recommendations as per existing Human Resource Policies & Procedures Manual.
- b. The intern shall be held personally liable for loss or damage of County Government property assigned to him or her
- c. 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 for the department.

21. Programme Co-ordination

All departments are required to have a well-documented structure/plan for managing the programme, which should be coordinated by the Head of Human Resource Management & Development.

Appendix II: DECLARATION OF INTERNSHIP OPPORTUNITIES

**EMBU COUNTY GOVERNMENT
EMBU COUNTY PUBLIC SERVICE BOARD
DECLARATION OF INTERNSHIP OPPORTUNITIES FORM**

Department/Agency/Institution.....

Number of Internship Opportunities.....

Areas of Specialization and Qualifications

1.

2.

3.

4.

5.

6.

Duration of Internship.....

Commencement Date.....

Approved by:

Name.....

Designation.....

Signature.....

Date.....

Appendix III: APPLICATION OF INTERNSHIP FORM

**EMBU COUNTY GOVERNMENT
EMBU COUNTY PUBLIC SERVICE BOARD
APPLICATION FOR INTERNSHIP PROGRAMME FORM**

Please complete this form in BLOCK LETTERS.

1. Department/Agency/Institution.....
2. Full name.....
3. Date of Birth.....
4. Identity Card Number.....
5. Gender Female/Male
6. Personal Identification Number (KRA PIN).....
7. Certificate of Good Conduct Number.....
8. Postal Address..... Postal Code..... Town.....
9. E-mail Address.....
10. Mobile Number.....
11. Home County..... Sub-County.....
12. Ethnicity.....
13. Form of Disability (Where applicable).....
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
EMBU COUNTY GOVERNMENT**

1. Bio-Data

- (a) Name of Intern.....
- (b) Date of Birth.....
- (c) Identity No..... Sex M F
- (d) KRA PIN No.....
- (e) County of birthAddressPost Code.....Town.....
- (f) Ethnicity.....
- (g) Address..... Post code..... Town..... Tel.....
- (h) Next of kin..... Relationship..... Tel.....
- (i) Qualifications.....
- (j) Are you a person with disability? Yes No
- (k) Section/DirectorateStation.....

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

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

4. The department 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. 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.

5. The department 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. 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.

6. The intern shall comply with all relevant workplace policies of the County Public Service. The intern shall report for duty on a daily basis for 8 hours per day and observe punctuality.

7. 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 or any person duly authorized thereto in this respect shall require of him or her.

8. 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 County Government except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.

9. This agreement may be terminated at one month's notice, by either party. In cases of Gross Misconduct or non-performance on the part of the intern the department shall terminate the services of the intern without notice in line with the Human Resource Policies & Procedures Manual.

10. Nothing contained in this agreement shall entitle the intern to a permanent position with the organization on expiry of this agreement. 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.

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

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

WITNESS..... Date.....

SIGNATURE OF AUTHORIZED DEPARTMENT REPRESENTATIVE

.....

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/MsID Number..... was on a..... months internship in the Embu County Government, Department of From to.....

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

In the course of the internship..... (first name of the intern), worked in the capacity/positionand undertook the following tasks/functions.

- 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.

Mr/Mrs/Ms:
Designation:
Office Telephone No:
Mobile Telephone No:
Email Address:

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

Name of Chief Officer.....
Signature.....**Date**.....

Cc: Secretary/CEO- ECPSB
County Secretary & Head of Public Service