

CHAPTER ONE

PROCEDURE FOR APPOINTMENT OF NON-TEACHING STAFF (JUNIOR AND SENIOR)

The following guide lines shall apply in the recruitment of any category of non-teaching staff. Recruitment of staff shall be on established vacancies existing in the departments. Thereafter the controller of personnel services shall obtain the approval of the Vice-Chancellor for the advertisement of such vacancies.

Internal Advertisement

Advertisement shall be made internal when it is only serving staff and members of the University Community that are required to apply for the vacant positions. Such advertisement shall be circulated on the notice boards within the University.

Internal and External Advertisements

Internal and external advertisements shall be made when applicants are expected from both within and outside the University. The advertisement notice is made internally and externally by being published on notice boards within the University and at least, two widely read National Newspapers with an expiration period of six (6) weeks.

Processing of Applications

With the exception of advertisement for Principal Officer's position which is processed by the Registrar, the Controller of Personnel Services shall prepare a long list of applicants for the advertisement positions and forward same to the University Appointments/Assessments Committees at the Faculties and other administrative/personnel units for short-listing and interview of the candidates. The recommendations of the Committees shall be forwarded to the Appointments and Promotions Committee (SATS) in respect of the senior staff and to the Central Administrative Appraisals Committee in respect of the Junior staff for approval and subsequent release of letters of appointments by Personnel Office.

In the event of inability of Appointments and Promotions Committee (SATS) or central Administrative Appraisals Committee to approve the appointments due to unforeseen circumstances or an urgent need to engage such staff to avoid vacuum or to meet up with accreditation requirements, the Vice-Chancellor may approve temporary appointments. Thereafter such appointments shall be presented to the Controller of Personnel.

CHAPTER II – APPOINTMENTS

SECTION I – ESTABLISHED STAFF

1) VACANCIES

- a) Vacancies on the established post to be filled otherwise than by promotion or inter-departmental transfer on identical grade shall normally be advertised internally and externally.
- b) All posts shall be filled on the recommendation of the Committee subject to the approval of the Vice-Chancellor.

2) **ELIGIBILITY**

- a) To be eligible for appointments, a candidate must have the requisite qualifications and experience for the post.
- b) In special cases, a candidate who does not have full qualifications may be appointed where the Committee is satisfied that it is in the interest of the University to do so.
- c) An employee whose appointment has been terminated on grounds of misconduct or inefficiency may not be re-appointed except on special grounds proved to the satisfaction of the Vice-Chancellor.

3) **MODE OF APPOINTMENT**

Every appointment to the established post shall be made in writing by the personnel Officer and shall not be valid until it has been accepted.

SECTION II – TEMPORARY APPOINTMENT

- a) Whenever a Head of Department wishes to make a temporary appointment, he should consult the Personnel Officer. If both agree that the appointment is necessary, then the temporary appointment should be made in writing by the Personnel officer.
- b) Such appointment should be made on month to month basis for a maximum of twelve (12) calendar months and shall not be valid until it is accepted in writing.
- c) To be eligible for appointment, a candidate must have the requisite qualifications and experience for the post.
- d) In special cases a candidate who does not have full qualifications may be appointed where the Committee is satisfied that it is in the interest of the University to do so.
- e) Every temporary appointment shall be reviewed at the end of twelve calendar months and shall be held to have terminated unless otherwise renewed and accepted.
- f) No temporary employee shall be appointed to the permanent establishment unless the post has been advertised and such employee has been interviewed along with other suitable candidates by the Committee.

SECTION III – DAILY RATED EMPLOYEE

The engagement of a daily-rated employee, including casual and/or seasonal worker shall be by the Personnel Officer on the recommendation of the Head of Department concerned, provided that financial provision for the purpose exists in the estimate.

SECTION IV – PROBATION AND CONFIRMATION

- a) All persons appointed to the established post shall be on probation for two years, after which they will become eligible for confirmation subject to a report of satisfactory work and conduct by the Head of Department.
- b) The University may, at any time and for any cause terminate the appointment of an employee who is on probation. If termination is not due to an employee's misconduct he shall receive one calendar months' notice or one month's pay in lieu of notice. Notice may be given on any date on which notice may reasonably be expected to be received to the day numerically corresponding to that day in the following month, less than one day.