



UW-Kenya

Recruitment & Hiring Requirements

A. RECRUITMENT/ HIRING INSTRUCTIONS

All hires through UW-Kenya should follow the steps as outlined in the [hiring process](#). PI designees in charge of making hiring requests to UW-Kenya should complete the [UW-Kenya Catalyst survey](#) for all hire requests. The following steps should be followed once approval to recruit for a position has been received from UW-Kenya CEO:

- a. Vacancy should be advertised online at www.kenyanjobs.blogspot.com by sending an email to jobsinkenya@gmail.com or any other public media for at least a week. The same should have closing date on it.
- b. The advert should have a link to a job application form (Google Docs) attached to it. (This helps filter candidates during shortlisting). This, however, is optional.
- c. After the vacancy application closing date, shortlisting is to be done and the interview date set.
- d. An interview panel of not less than 3 people should be constituted. The project hiring for the position is in charge of coming up with the interview questions and coordinating the availability of an interview room.
- e. One of the interview panelists should then be chosen to prepare the interview minutes detailing the following:
 - i. Place where the interview was held.
 - ii. The start and end time of the interview
 - iii. Time allocated to each of the candidates.
 - iv. Whether structured questions were used for the interview or not.
 - v. Qualification of each of the candidates
 - vi. Scoring of each of the candidates in each of the interview topics
 - vii. Ranking of the candidates per their performance in the scoring exercise
 - viii. Reason for picking a specific candidate especially if not the one ranked position one.
 - ix. Signing of the minutes by the Local Project PI.
- f. Forward the minutes with the CV and final job description of the chosen candidate to uwkenya1@uw.edu.

B. JOB OFFER REQUIREMENTS

Once the recruitment process as outlined above is done, do provide the information below to the UW-K Operations Analyst: rkemunto@uwkenya.org:

- Employee full name as per ID or Passport

- Postal Address
- Contact information of person being engaged (phone number and email)
- Recruiting project full name and abbreviations
- Job Title
- Contract Duration (months)
- Contract Start Date
- Contract End Date
- Work days if less than the stipulated 40 hours (Monday to Friday)
- Office Location (Floor/Building/Institution and/or town)
- Supervisor's full name
- Gross salary
- Level of FTE expected from the employee e.100%, 75% etc.
- Any other employment engagements for the employee not specified above

Please also send the following documents to rkemunto@uwkenya.org :

- Copy of National ID or Passport
- Copy of NHIF card
- Copy of NSSF card
- Copy of KRA PIN certificate
- Copy of Higher Education Loans Board (HELB) deduction instructions, if any, or clearance certificate as proof that the loan has been cleared
- 2 Passport sized photos (1 to accompany medical insurance form while one remains on employee file)
- Bank account details (Account name/Account number/Bank/Branch)
- Copies of their academic and professional certificates
- Dully completed medical application form (to be provided by the Operations Analyst)
- Staff Information form (to be provided by the Operations Analyst)

C. BENEFIT PACKAGES UNDER EVERY HIRE TYPE

| EMPLOYMENT CATEGORY | DEFINITION | BENEFITS AND STATUTORY DEDUCTIONS |
|-----------------------------|----------------|---|
| Regular Full-time Employees | 100% FTE input | <ul style="list-style-type: none"> • Work Injury Benefit Act (WIBA) • Medical cover (As shall be defined by UW; must have an appointment for at least 6 months) • Annual Salary Restitution (ASR): 15% of annual gross (only payable upon completion of 12 months contract under UW-K) • 28 days of annual leave: Accrued @ 2.33 days per month • Statutory deductions |

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| | | | <ul style="list-style-type: none"> ○ Pay As You Earn (PAYE): Graduated scale for primary employees and 30% if the employee has another primary employer other than UW-Kenya ○ National Social Security Fund (NSSF): Employer and Employee each contribute Kes.200 unless otherwise stated by the government ○ National Health Insurance Fund (NHIF): depending on salary level (graduated scale) as stated by the government |
| Regular Employees | Part-Time | 50-99% FTE input | <ul style="list-style-type: none"> ● Work Injury Benefit Act (WIBA) ● Medical cover (As shall be defined by UW; must have an appointment for at least 6 months) ● Annual Salary Restitution (ASR): 15% of annual gross (only payable upon completion of 12 months contract under UW-K) ● Prorated 28 annual leave days accrued @ the rate of = 2.33 days X *FTE* 12 months ● Statutory deductions <ul style="list-style-type: none"> ○ Pay As You Earn (PAYE): Graduated scale for primary employees and 30% if the employee has another primary employer other than UW-Kenya ○ National Social Security Fund (NSSF): Employer and Employee each contribute Kes.200 unless otherwise stated by the government ○ National Health Insurance Fund (NHIF): depending on salary level (graduated scale) as stated by the government |
| Hourly Employees | | <50% FTE input | <ul style="list-style-type: none"> ● WIBA cover ● No leave days ● Statutory Deductions <ul style="list-style-type: none"> ○ PAYE on graduated scale if staff not in employment elsewhere. If the employee has another primary employer other than UW- |

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| | | <p>Kenya then PAYE deducted at 30% rate.</p> <ul style="list-style-type: none">○ All staff with UW-K as their primary employer will have NSSF and NHIF deducted from their gross salaries per month. However, those with a different primary employer but engaged part time by UW-K won't have NSSF and NHIF deducted from their gross pay (deducted by the primary employer under statutory regulations). |
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