

UW-Kenya

Recruitment & Hiring Requirements

A. RECRUITMENT/ HIRING INSTRUCTIONS

All hires through UW-Kenya should follow the steps as outlined in the [hiring process](#). P.I 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 a 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 exercise). This 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 responsible for 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, recruitment activity log (plus relevant attachments), 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, provide the information below to the UW-K HR and Operations Analyst: rkemunto@uwkenya.org:

- ☐ Employee full name as per ID or Passport
- ☐ Postal Address

- ☐ Contact information (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 designation and full name
- ☐ Gross salary
- ☐ Level of FTE expected from the employee e.g. 100%, 75% etc.
- ☐ Any other relevant information

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
- ☐ Fully 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) • Group Life Insurance

			<ul style="list-style-type: none"> • 28 days of annual leave: Accrued @ 2.33 days per month • Statutory deductions <ul style="list-style-type: none"> ○ Pay As You Earn (PAYE): Graduated scale for primary employees and 35% if the employee has a primary employer other than UW-Kenya ○ National Social Security Fund (NSSF): Employer and Employee each give matching contributions. ○ Social Health Insurance Fund (SHIF): 2.75% of gross monthly income. ○ Affordable Housing Levy (AHL): 1.5% of monthly gross salary with a matching contribution from the employer.
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) • Group Life insurance • 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 35% if the employee has a primary employer other than UW-Kenya ○ National Social Security Fund (NSSF): Employer and Employee each give matching contributions. ○ Social Health Insurance Fund (SHIF): 2.75% of gross monthly income. ○ Affordable Housing Levy (AHL): 1.5% of monthly gross salary with a matching

		contribution from the employer.
Hourly Employees	<50% FTE input	<ul style="list-style-type: none"> • WIBA cover • No leave days • Statutory Deductions <ul style="list-style-type: none"> ○ Pay As You Earn (PAYE): Graduated scale for primary employees and 35% if the employee has a primary employer other than UW-Kenya ○ National Social Security Fund (NSSF): Employer and Employee each give matching contributions. ○ Social Health Insurance Fund (SHIF): 2.75% of gross monthly income. ○ Affordable Housing Levy (AHL): 1.5% of monthly gross salary with a matching contribution from the employer.