KENYA TSETSE AND TRYPANOSOMIASIS ERADICATION COUNCIL

(KENTTEC)

KENTTEC POLICY ON ENGAGEMENT OF INTERNS

JANUARY, 2017
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>2</td>
</tr>
<tr>
<td><strong>FOREWORD</strong></td>
<td>4</td>
</tr>
<tr>
<td>CHAIRMANS STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>CHAPTER ONE: BACKGROUND OF KENTTEC</td>
<td>6</td>
</tr>
<tr>
<td>CHAPTER 2 INTERNSHIP POLICY PROVISIONS AND REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>2.0 Introduction</td>
<td>7</td>
</tr>
<tr>
<td>2.1 Objectives of the Internship Programme</td>
<td>7</td>
</tr>
<tr>
<td>2.2 Declaration of Internship Opportunities</td>
<td>7</td>
</tr>
<tr>
<td>2.3 Eligibility and Duration of Internship</td>
<td>7</td>
</tr>
<tr>
<td>2.4 Selection Criteria and Placement Procedures</td>
<td>8</td>
</tr>
<tr>
<td>2.4.1 Selection Criteria</td>
<td>8</td>
</tr>
<tr>
<td>2.5 Roles and responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>2.5.1 The Council</td>
<td>9</td>
</tr>
<tr>
<td>2.5.2 Head of Human Resource Management and Development</td>
<td>9</td>
</tr>
<tr>
<td>2.5.4 Supervisor</td>
<td>10</td>
</tr>
<tr>
<td>2.5.5 Mentor</td>
<td>10</td>
</tr>
<tr>
<td>2.5.6 Intern</td>
<td>11</td>
</tr>
<tr>
<td>2.6 Payment of Stipend to Interns</td>
<td>11</td>
</tr>
<tr>
<td>2.7 Insurance</td>
<td>11</td>
</tr>
<tr>
<td>2.8 Security/Vetting</td>
<td>11</td>
</tr>
<tr>
<td>2.10 Discontinuation/Termination of Internship</td>
<td>12</td>
</tr>
<tr>
<td>CHAPTER THREE: INSTITUTIONAL FRAMEWORK</td>
<td>13</td>
</tr>
<tr>
<td>3.2 The Council</td>
<td>13</td>
</tr>
<tr>
<td>3.4 The National Treasury</td>
<td>13</td>
</tr>
<tr>
<td>CHAPTER FOUR : MONITORING AND EVALUATION</td>
<td>14</td>
</tr>
</tbody>
</table>
4.0 Monitoring and Evaluation of Internship Programmes.........................................................14

APPENDICES..................................................................................................................................15

INTERNSHIP GUIDELINES ..............................................................................................................15

DECLARATION OF INTERNSHIP OPPORTUNITIES .................................................................19

APPLICATION OF INTERNSHIP FORM .........................................................................................20

INTERNSHIP AGREEMENT FORM ..............................................................................................21

LETTER ON COMPLETION OF INTERNSHIP .............................................................................24
FOREWORD

The Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTEC) is responsible for eradication of tsetse and trypanosomiasis in the country. Tsetse Infestation is a major challenge in Kenya affecting 38 out of 47 counties. The tsetse belts in Kenya include Lake Victoria, Lake Bogoria-Baringo, Meru-Muea, Coast, Narok-Kajiado, Isiolo-Samburu and isolated fly belts in Moyale, Wajir, Turkana, Marsabit and Mandera. The economic losses associated with tsetse and trypanosomiasis include transmission of trypanosomiasis to human and a wide range of animal species; and threatening tourism, food security and livelihoods of communities in tsetse infested areas. Tsetse eradication is therefore critical to improve the environment for communities to diversify their economic activities and fight poverty.

Tsetse eradication requires a multi-stakeholder approach. One of the key stakeholders is the local communities whose involvement by KENTTEC in past initiatives has shown very positive impacts. By nature, tsetse eradication activities are labour intensive and KENTTEC realizes the need to work with people at the grassroots. However, there has not been any framework for engagement of local communities in the fight against the tsetse menace. The capacity of KENTTEC as currently constituted is inadequate to implement tsetse eradication activities across the country.

The council acknowledges the significant role played by the interns in tsetse eradication and this document has been developed to provide a clear framework for their engagement. The internship programme gives 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 engaged at the council, the interns are expected to get a first-hand perspective of the skills and attributes required for employment.

This document defines how the interns will be identified and engaged and the terms under which they will service. The details of age, academic requirements and the need for regional balancing and Gender and Disability mainstreaming are provided. Further, the period of engagement, provision of stipend, access to other benefits and aspects of insurance considerations have been clearly spelt out in this document.

All KENTTEC stations will be required to observe and show full commitment to this policy. All future engagement of interns will be guided by this policy and the Head, Human Resource Management will be required to monitor and report on implementation of the procedures. It is my sincere hope that this policy will go a long way in:

(i) Enhancing youth development and employability by creating clear linkages between education, training and work;
(ii) Providing hands-on experience to build upon skills learned in the classroom;

(iii) Fulfilling the legal requirement for registration by professional bodies;

(iv) Developing a culture of high quality life-long learning, positive work habits and attitudes; and

(v) Establishing a supply pipeline of skills to the public service and

(vi) Facilitating KENTTEC make use of the skills of young people who have completed their college/university studies and are unemployed to bridge the staffing gaps as a short term measure.

**DR. PAMELA A. OLET (PhD, MBA, MBS)**

**CHIEF EXECUTIVE OFFICER**

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**CHAIRMANS STATEMENT**

This policy provides guidelines for engagement and management of internship programmes in KENTTEC. It outlines the various provisions and requirements of the programme, selection procedures and roles and responsibilities. Further, it takes cognizance of the various legal and policy provisions on which the internship policy is based.

The development of this policy underscores the KENTTEC commitment to provide guidelines to ensure that internship program is handled on the basis of the set standards, values and principles underscored in our vision mission and mandate. Implementation of this policy will therefore contribute to effective management of interns and enhance skills transfer.

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.
CHAPTER ONE: BACKGROUND OF KENTTEC
The Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTTEC) was established by the government of Kenya through a gazette legal notice no. 77 of July 2012. It is the successor of the Pan African Tsetse and Trypanosomiasis Eradication Campaign (PATTEC) in Kenya. PATTEC was formed following a Heads of states and government declaration in Lome, Togo in July 2000, AHG/Dec.156 (XXXVI) to free the African continent from the devastating effects of tsetse flies and Trypanosomiasis.

In Africa, thirty eight (38) countries including Kenya are infested with tsetse flies. Tsetse flies transmit a parasite which causes Trypanosomiasis to human and animals. These flies spread Nagana to animals & Sleeping Sickness to humans, both of which are fatal diseases.

In Kenya, tsetse flies infest approximately 138,000 Km2 of land affecting 38 out of the 47 Counties with approximately 11 million people at risk of infection. The T&T problem directly affects Agriculture, Public Health and Tourism. The economic loss attributed to tsetse flies and the diseases is estimated at over Kshs. 20 billion annually according to the strategy for T and T eradication in Kenya, 2011-2021.

According to the World Bank (2008) per capita indicator, Africa has 20 of the world’s poorest countries, which are heavily infested with tsetse flies and a high prevalence of Trypanosomiasis, this is why a Tsetse fly is called a poverty insect.

It is for the above reasons that His Excellency the President after a decision by the Cabinet created the Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTTEC) through a gazette legal notice no. 77 of July 2012 to sustain the gains and expand the work of PATTEC.

**Mandate**

To coordinate all Tsetse and Trypanosomiasis eradication activities in Kenya.

**Vision**

An institution of excellence in creating a healthy, wealthy nation free of tsetse and trypanosomiasis

**Mission**
CHAPTER 2 INTERNSHIP POLICY PROVISIONS AND REQUIREMENTS

2.0 Introduction

Internship in the 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) fulfill 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 public service.

2.2 Declaration of Internship Opportunities

All internship opportunities in the Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTEC) shall be declared to the Public Service Commission (PSC). The Commission 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.

2.3 Eligibility and Duration of Internship

The internship programme is open to:
(i) unemployed Kenyan graduates from training institutions who have completed their degree, Diploma or Certificate 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.

**2.4.2 Selection Procedures**

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

i) The Council will advertise vacancies for interns in daily newspapers, our website and through notice;

ii) The advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application;

iii) The Human Resource Advisory Committee will coordinate the interview and placement of interns; and

iv) The Head of Human Resource Management and Development (HRM&D) will provide guidance on job posting and competency standards/requirements.

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

2.5.1 The Council:

The Council shall:

i) adhere to statutory guidelines with regard to engagement of interns;
ii) plan and budget for internship programmes;
iii) declare internship opportunities to the PSC on an annual basis;
iv) identify and communicate available internship opportunities through advertising in newspapers with wide national circulation;
v) Conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;
vi) Provide the necessary facilities to enable interns to acquire the required skills and knowledge;
vii) Pay the prescribed stipend to interns in accordance with the guidelines;
viii) Appoint supervisors and trainers/mentors for the interns;
ix) ensure that interns are properly engaged in relevant work assignments;
x) Monitor and evaluate the progress of internship programmes in their organizations;
xii) Issue a letter of completion of internship to interns upon successful completion of the programme.

NOTE:

(i) The Council shall not be under any obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies declared for filling by MDAs.

(ii) The Council shall be required to engage a reasonable number of interns in their organizations.

2.5.2 Head of Human Resource Management and Development

The Head of Human Resource Management and Development shall:

i) Facilitate and coordinate internship programmes across the organization;
ii) Prepare, plan and budget for internship programmes;
iii) Coordinate selection and engagement of interns based on set criteria;
iv) Administer performance management systems that involve the intern, mentor and manager;
v) Provide advice to MHRMAC on internship programmes and activities;
vi) Liaise with other departmental heads in setting criteria for selection of interns, mentors and supervisors;

vii) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;

viii) Conduct induction programmes for interns;

ix) Align internship programmes with HRM&D plans and institutional strategic plans;

x) Facilitate payment of the prescribed stipend to interns in accordance with the guidelines;

xi) Coordinate the monitoring, assessment and evaluation of the performance of interns; and

xii) Compile and disseminate quarterly and annual reports on progress and challenges of internship programmes.

**NOTE:**

All internship placements shall be presented by the Head of Human Resource Management & Development to KENTTEC Human Resource Management Advisory Committee (KHRMAC) for deliberation and recommendation for approval before engagement.

### 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;

iii) providing experiential learning activities to the intern;

iv) assigning tools/equipment to the intern; and

v) 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) Enter into performance agreement with intern;

iv) Provide experiential learning activities to intern;

v) Provide supportive environment for the intern to facilitate the intern’s development; and

vi) Conduct ongoing monitoring and assessment of intern and provide regular feedback on performance.
2.5.6 Intern

The intern shall be required to:

i) Abide by rules, regulations and protocols of the unit and the organization;

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 as per guidelines provided by the regulatory body;

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 stipend as per the public service Commission circular attached to this manual. The Council will be expected to make budgetary allocation for the stipend on annual basis.

2.7 Insurance

All interns in the Council shall be required to have a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm.

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.

### 2.10 Discontinuation/Termination of Internship

a) An intern may be discontinued from a programme on any of the following grounds:
   i) absence from the hosting institution 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 public service ethos;
   iv) involvement in fighting at the hosting institution;
   v) charged in a court of law with a criminal offence;
   vi) willfully 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 Chief Executive Officer (CEO) 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) The Council 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

3.2 The Council:

The Council will be responsible for the management and implementation of the internship programme within their organizations. 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 to the Public Service Commission;
iv) Develop an internal database and submit quarterly reports on internship to the Public Service Commission;
v) Select and place interns;
vi) Liaise with The National Treasury on funding the internship programme; and

3.4 The National Treasury

The current budgetary allocation for internship programmes in the Council is 8,100,000

The recruitment will be based on the availability of resources
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 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 The Council have benefited from the programme.

The internship programme in the Council, 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, and obtain a letter of completion of internship.
iii) Determine the number of interns who secure employment before the completion of the programme for none regulated courses;
iv) ascertaining the degree to which management of the Council is satisfied with the value of and contribution made by the interns;
v) preparing annual reports on the internship programmes; and
vi) reviewing the overall programme for purposes of improvements and alignment with the Council strategic goals.
APPENDICES

INTERNSHIP GUIDELINES

1. Declaration and Application for Internship Opportunities

All internship opportunities in the Council shall be declared to the Public Service Commission (PSC) within two weeks of the commencement of the financial year as per the prescribed format attached to this manual. The declared internship vacancies in the Council shall be guided by the available opportunities and the budgetary allocation.

The Commission 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. The Council will also be expected to upload the same information in our 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 in the Council's offices.

2. 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.

3. 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.

4. Selection

Selection of interns shall be undertaken by The Council who shall be guided by the principles of merit, fairness and inclusivity. Once selected the intern shall sign an internship agreement with the Council using the prescribed format given by the Council.

5. Placement

(i) The Council 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 Interns supervisors.
(ii) Placement shall be done in accordance with the academic/professional qualifications of the intern.

6. 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 the relevant regulatory body.

7. Stipend and Subsistence Allowance

Each intern will be entitled to:

(i) a monthly stipend; and

(ii) subsistence allowance when out of station

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

The Council shall make budgetary provisions for the stipends and subsistence allowance every financial year.

8. Post Internship Gains

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

9. Insurance

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

10. 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.

11. Protective Clothing/Working Tools

The Council 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, 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. Training

The Council shall organize an induction programme for all newly engaged interns. In addition line managers 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:

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 upto 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.

15. Supervision

Host organizations or 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

Interns shall conduct themselves in line with established codes of conduct, rules and regulations of the public service, host organization and regulatory body.

17. Discipline

Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, Public Service Commission 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.

18. 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.

19. Completion of Internship Programme

Upon completion of internship an intern shall be:

i) (i) required to present a report/paper to the programme coordinator;
    ii) Provided with a letter of completion of internship by The Council, signed by the chair of KHRMAC and copied to the Commission.
    iii) Registered by the relevant professional body where applicable.

20. Intern’s Liability and Loss of Property

i) Any loss occasioned by an intern shall be promptly reported to the programme coordinator 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.

21. Programme Co-ordination

The Council is required to have a well-documented structure/plan for managing the programme, which should be coordinated by the Head of Human Resource Management & Development.
DECLARATION OF INTERNSHIP OPPORTUNITIES FORM

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
APPLICATION FOR INTERNSHIP PROGRAMME FORM

Please complete this form in BLOCK LETTERS and submit to KENTTEC Headquarters or Regional Offices.

1. Full name ........................................................................
2. Date of Birth.................................................................
3. Identity Card Number.................................
4. Gender
   Female ☐
   Male ☐
5. Personal Identification Number (PIN) .........................
6. Certificate of Good Conduct Number .........................
7. Postal Address .......... Postal Code ........... Town....... 
8. E-mail Address.................................................................
9. Mobile Number ..............................................................
10. Home County ................. Sub-county ..............
11. Ethnicity .................................................................
12. Disability Status ........................................................
13. Educational/Professional Qualifications

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<th>Year of</th>
<th>Class/Grade</th>
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14. Area of Interest........................................................

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

Kenya Tsetse and Trypanosomiasis Eradication Council

P.O.BOX 66290-00800
WESTLANDS

TERMS AND CONDITIONS OF INTERNSHIP AGREEMENT

1. Bio-Data

(a) Name of Intern.................................................................
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 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, insofar 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 record obtained as a result of his or her employment, to the detriment of the government/organization except if it is used in the exercise or protection of any right or legitimate expectation, conferred by 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 MDA 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 organization 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 AUTHORIZED ORGANIZATION REPRESENTATIVE

...........................................................................Date.................
LETTER ON COMPLETION OF INTERNSHIP

Kenya Tsetse and Trypanosomiasis Eradication Council
P.O.BOX 66290-00800
WESTLANDS

To whom it may concern

REF: RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that Mr/Ms ....................................ID Number......................... was on an.....................months internship in the Ministry/Department/Agency/ Institution of .......................................................... 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.

**Chairperson KHRMAC, Cc: Secretary/CEO**

**Public Service Commission.**

**Way forward**

**The document to ready by end of next week**