

# **UNIVERSITY OF NAIROBI**

## **STAFF HANDBOOK**



**University of Nairobi**

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## MESSAGE FROM THE VICE-CHANCELLOR

Welcome to the University of Nairobi, the premier institution of higher learning in Kenya.

You are now a member of a community comprising 4200 members of both teaching and non-teaching staff and 35,000 undergraduate and postgraduate students. This handbook gives an overview of the organizational operations at the University of Nairobi. It also highlights the benefits you will enjoy as well as your expected responsibilities as an employee of the institution. Please read the handbook in conjunction with the copy of the Terms of Service documents, the Code of Conduct and Ethics for Staff in Public Universities which have been issued to you, and the University Calendar which contains the University of Nairobi Act Cap 210 and the statutes made thereunder. The University Calendar is available in the office of your head of department.

The stewardship of this institution is hinged on the principles of good corporate governance and integrity, all geared towards the transparent, efficient and effective delivery of services, such that we maintain public confidence in the integrity of the institution, within the Vision and Mission of the University, and the provisions of the University of Nairobi Act.

You will be expected to espouse the same principles as you discharge your duties bearing in mind that as individuals and as an institution we must make efficient and accountable use of the resources entrusted to us in order to transparently meet our institution's objectives. You are also expected to adhere to University policies and the laws that govern this country, as well as the Code of Conduct and Ethics for Public Universities.

Please note that the University has zero tolerance for corruption.

Any questions or suggestions regarding the contents of this handbook, the Terms of Service or indeed any policy and operations of the University may be addressed to your Head of Department or the Office of the Deputy Vice-Chancellor (Administration and Finance).

Once again, I am pleased to welcome you as a member of this esteemed institution.

**G.A.O MAGOHA. IOM, MBS  
VICE-CHANCELLOR  
AND  
PROFESSOR OF SURGERY**

## SECTION I: GENERAL INFORMATION

### 1.1 INTRODUCTION

This handbook has been written as a guide to assist staff in understanding the responsibilities, conditions and benefits of employment while at the University of Nairobi. The well being and satisfaction of staff members are very important to the realization of the Vision and Mission of the University. With this in mind, the University has adopted policies, which ensure conducive working conditions, fair wages and salaries, standard hours of work and job security for efficient and committed employees.

The handbook is meant to complement your Terms of Service (ToS) document. As such, it should be read in conjunction with the Terms of Service applicable to your grade as well as with other relevant University documents. While it deals with almost every situation important to you, the handbook may not cover all issues because of the numerous departments, sections and units that exist within the six colleges of the University. In addition to overall University policies, specific instructions and operational guidelines may be issued from time to time by heads of department.

You are encouraged to familiarize yourself with University policies and practices. If the handbook leaves you with unanswered questions please consult your immediate supervisor or request a feedback from the Office of the Deputy Vice-Chancellor (Administration and Finance).

This handbook is not a contract of employment document.

## 1.2 BRIEF HISTORICAL BACKGROUND

The inception of the University of Nairobi can be traced back to 1956, with the establishment of the Royal Technical College of East Africa, which admitted its first lot of A-level graduates for technical courses in April the same year. The Royal Technical College was transformed into the second University College of East Africa on 25<sup>th</sup> June, 1961 under the name Royal College Nairobi and was admitted into a special relationship with the University of London whereupon it immediately began preparing students in the Faculties of Arts, Science and Engineering for the award of degrees of the University of London. Meanwhile, students in other faculties such as the Faculty of Special Professional Studies (later renamed Faculty of Commerce), and Faculty of Architecture, continued to offer diplomas for qualifications of professional bodies/institutions.

On 20<sup>th</sup> May 1964, the Royal College Nairobi, was renamed University College Nairobi, a constituent college of the inter-territorial, Federal University of East Africa, and henceforth enrolled students to study for degrees of the University of East Africa and not University of London as was the case before.

The University of East Africa was dissolved in 1970, leading to the setting up of national universities in each of the East African countries. In Kenya, the University of Nairobi was established by the University of Nairobi Act, (1970). This was repealed and replaced by the University of Nairobi Act (1985) which established the current structure (Colleges) of the University.



## **1.3 MISSION, VISION AND CORE VALUES**

### **1.3.1 MISSION**

*To be a leading centre of learning, scholarship and professional development; extending the frontiers of knowledge through research and creative works; fostering an intellectual culture that bridges theory with practice; and producing holistic graduates prepared for a life of purpose, service and leadership.*

### **1.3.2 VISION**

A world-class University committed to academic excellence and transformation of the lives of Kenyans and serving society with distinction.

### **1.3.3 CORE VALUES**

- Responsible Citizenship.
- Good Corporate Governance.
- Freedom of Thought in Academic Enquiry.
- Excellence and Professionalism.
- Teamwork, Creativity, Innovativeness and Adaptation to Change.

## **1.4 ADMINISTRATIVE STRUCTURE**

**1.4.1** In accordance with Section 10 of the University of Nairobi Act, 1985, the President shall, unless he sees fit appoint some other person thereto, be the Chancellor of the University. In 2003, the President appointed Dr. J.B. Wanjui to be Chancellor of the University of Nairobi.

- 1.4.2** The University Council is the supreme authority and policy making body of the University.
- 1.4.3** The Senate is responsible for the administration and management of academic programmes.
- 1.4.4** (a) The University Management Board (UMB) is responsible for co-ordination of university and college development plans, management of resources, initiation of policies and matters that relate to the general management of the entire University.
- (b) The Students Affairs Management Board (SAMB) is responsible for students welfare.
- 1.4.5** (a) The College Management Board (CMB) is charged with the administrative functions of the respective college.
- (b) The College Academic Board (CAB) shall be responsible for the administration and management of academic programmes of the respective college.
- 1.4.6** The Vice-Chancellor is the academic and administrative head of the University. He is assisted by Deputy Vice-Chancellors (DVCs):
- (i) Deputy Vice-Chancellor (Administration and Finance) who heads the administration and finance portfolio.
- (ii) Deputy Vice-Chancellor (Academic Affairs) who is in charge of academic affairs.
- (iii) Deputy Vice-Chancellor (Student Affairs) who is in charge of student affairs.
- 1.4.7** The University comprises six Colleges, each headed by a Principal. The colleges are:

- (i) College of Agriculture and Veterinary Sciences (CAVS) situated at the Upper Kabete Campus
- (ii) College of Architecture and Engineering (CAE) situated at the Main Campus
- (i) College of Biological and Physical Sciences (CBPS) situated at Chiromo Campus
- (iii) College of Education and External Studies (CEES) situated at Kikuyu Campus
- (v) College of Health Sciences (CHS) situated at the Kenyatta National Hospital Campus
- (vi) College of Humanities and Social Sciences (CHSS) situated at Main Campus – Faculty of Arts, Parklands Campus – School of Law, Lower Kabete Campus – School of Business, Museum Hill – Institute of African, Anthropology and Gender Studies.

**1.4.8** Over and above the functions performed by colleges, there are some functions or services that are university-wide and can thus not be performed or provided by any one individual college. Such functions/services fall under the Central Administration.

**1.4.9** The Central Administration is located in the Main Campus and comprises many departments, key among them are as follows:

- Administration, Academic and Planning Divisions each headed by a Registrar

- Library headed by the University Librarian
- Finance Department headed by the Finance Officer
- Audit Department headed by the Chief Internal Auditor
- Estates Department headed by the Estates Manager
- University Health Services headed by the Chief Medical Officer
- Students' Welfare Authority headed by a Director
- Sports and Games Department headed by a Director
- University Bookshop headed by a Manager
- Dean of Students office headed by a Dean.
- Security Department headed by the Chief Security Officer
- Procurement Division headed by the Procurement Manager
- Transport Section headed by the Transport Manager
- Board of Postgraduate Studies headed by a Director
- Centre for International Programmes and Links headed by a Director
- Information Communication and Technology Centre headed by a Director
- Construction and Maintenance headed by a Manager

#### **1.4.10 WORKING HOURS**

The University office hours are as follows:-

Monday to Friday: 8.00 a.m. to 1.00 p.m.  
2.00 p.m. to 5.00 p.m.

Although the general working hours will be as stated above, Heads of Department shall not be restricted to

engaging their staff only during these hours. Members of staff will be available when there is any cause that requires their services before or beyond the stipulated hours.

#### **1.4.11 STUDENT AFFAIRS**

Student affairs are managed at two levels:

##### **1.4.11.1 STUDENTS' WELFARE AUTHORITY (SWA)**

Functioning under a Management Board, the Student Welfare Authority (SWA) is charged with the responsibility of providing efficient catering and accommodation services to support the students to pursue their academic goals in the University.

In order to enhance the delivery of services to the student community, SWA was decentralized in 1996/97, with the creation of ten (10) Strategic Management Units (SMUs), each providing quality life to students.

##### **1.4.11.2 DEAN OF STUDENTS OFFICE**

The Dean of Students office caters for those non-academic aspects of student life that fall outside the ambit of SWA. Such aspects include: student welfare and conduct, provision of counselling, vocational, and career guidance services.

## **1.5 SUBSIDIARY COMPANIES OF THE UNIVERSITY**

### **1.5.1 UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LIMITED (UNES)**

The University of Nairobi Enterprises and Services Limited (UNES) is a company wholly owned by the University of Nairobi. Its objectives include undertaking, planning, and co-ordinating income-generating activities. It is managed by a Board of Directors whose membership is drawn from the University, the public, and the private sector.

### **1.5.2 UNIVERSITY OF NAIROBI PRESS**

Founded in 1984, the University of Nairobi Press (UONP) is a publishing house owned by the University. Although its objective is essentially academic and scholarly, this must be achieved within a cost-effective environment that promotes long term survival, growth and to maintain a reputable impression through quality publications.

Currently, the UONP has strategically initiated a publishing programme for schools textbooks and general publications, thereby making available to the community the full range and value of research and scholarship.

**1.5.3** The other subsidiary company of the University of Nairobi is the Numerical Machining Complex Limited.

## **SECTION 2: STAFF UNIONS**

### **2.1 KUDHEIHA**

Members of staff in Grades I-IV serve under Terms of Service contained in the Collective Bargaining Agreement (CBA), which is negotiated between the University and the trade union, Kenya Union of Domestic Hotels, Educational Institutions, Hospitals and Allied Union (KUDHEIHA), every two years.

### **2.2 UNTESU**

Members of staff in the middle level Administrative, Technical, Library, Finance, and Catering fields serve under the "Senior Clerical, Administrative, Catering and Technical Staff" Terms of Service. Middle level staff recently had their union – Universities Non-Teaching Staff Union (UNTESU) registered by the Registrar of Societies and staff may elect to be members.

### **2.3 UASU**

Members of staff in Academic, Administrative, Technical, Library, Catering and Finance serve under the "Terms of Service for Academic, Senior Library and Administrative Staff". Academic staff may elect to be members of the Nairobi Chapter of Universities Academic Staff Union (UASU).

## SECTION 3: APPOINTMENTS, DEPLOYMENT, STAFF PERFORMANCE APPRAISAL AND PROMOTION

### 3.1 APPOINTMENTS

- 3.1.2 Only Kenya citizens qualify for appointment on permanent and pensionable terms.
- 3.1.3 All appointments are carried out against existing vacancies within each department's establishment.
- 3.1.4 On first appointment, new members of staff are required to register and obtain a payroll number from the office of the Registrar, Administration.
- 3.1.5 On first appointment, and on termination of appointment, employees are entitled to passage and baggage allowance.
- 3.1.6 On first appointment, a member of staff will be issued with a staff identification name tag. Staff identification name tags are processed by the office of the Chief Security Officer
- 3.1.7 Every member of staff is required to wear their identification name tag in order to gain access to University facilities.
- 3.1.8 Upon cessation of employment, a member of staff is required to surrender their staff identification name tag to the Chief Security Officer.



## **3.2 DEPLOYMENT**

- 3.2.1** Whereas an initial appointment may be at College or Central Administration level, the University may deploy an employee to any other College/Department.
- 3.2.2** Within colleges, all staff in Grades I to F are deployed by the College Principals.
- 3.2.3** For all other administrative grades within the Colleges and Central Administration, deployment is done by the Deputy Vice-Chancellor (A & F).
- 3.2.4** Teaching staff are deployed to departments or disciplines to which they are appointed.
- 3.2.5** Staff who wish to be deployed outside their departments, must make an application to the Deputy Vice-Chancellor (A & F) through their respective Chairmen, Deans, Directors and Principals. The Deputy Vice-Chancellor (A & F) will then constitute a committee to consider the request.
- 3.2.6** Deployment for service teaching is done by the respective Deans.
- 3.2.7** Non-teaching staff wishing to be redeployed within the College where they are posted should apply to the Principal of the College. Those wishing to be re-deployed from one college to another or to any of the central Administration departments shall apply to the Deputy Vice-Chancellor (A & F) through their respective heads of department and the principal, as the case may be.

### **3.4 STAFF PERFORMANCE APPRAISAL (SPA)**

Staff Performance Appraisal is a process of assessing, summarizing and developing the work performance of an employee. The Staff Performance Appraisal exercise is carried out annually and the results communicated to individual staff.

### **3.5 PROMOTION**

**3.5.1** The University is an equal opportunity employer. As such, all vacant positions in the University are advertised either externally or internally, as the case may determine. Applicants who meet the specified criteria, apply and are shortlisted to appear before an appointment committee. Before a qualified employee is promoted to the next grade, he must have served at least three years in his current grade. Staff are encouraged to familiarize themselves with the scheme of service relevant to them and the Policy on Training and Promotion.

## SECTION 4: REMUNERATION AND ALLOWANCES

### 4.1 STAFF MOVEMENT ADVICE (SMA)

Staff Movement Advice (SMA) is a tool used in reporting any change in the status of a member of staff, especially with regard to absence from duty, on account of: Sickness, Local/Overseas leave, Study leave, Unpaid leave and Unauthorised Absence. Members of staff are advised to note that issuance of the Staff Movement Advice (SMA) is a precondition to registration as University of Nairobi staff and upon exit from University service. It is issued by the Head of Department.

### 4.2 SALARIES

Salaries and wages will be paid through the individual staff bank accounts. Cheques are released to the banks two full working days before the end of the month.

Staffs are required to provide the details of their bank accounts to the Finance Officer for this purpose.

### 4.3 ALLOWANCES

Over and above salaries and wages, the University pays a number of allowances. Currently, the following allowances are in force:

- Leave Allowance
- Housing Allowance
- Responsibility Allowance

- Acting Allowance
- Mileage Allowance
- Subsistence Allowance
- Entertainment Allowance
- House to Office Allowance
- Day trip Allowance
- Clinical Allowance (where applicable)
- Special Responsibility Allowance

The nature and conditions under which the allowances are paid are spelt out in the Terms of Service.

## SECTION 5: STAFF DEVELOPMENT AND WELFARE

### 5.1 STAFF DEVELOPMENT

- 5.1.1** The University places a high premium on staff development through sponsoring and/or granting study leave to staff.

To support the above, the University makes provision in its annual budget for staff development.

#### COLLABORATIVE LINKS

- 5.1.2** The University has a number of collaborative Links and Exchange Programmes with other universities/research bodies locally and world wide, which enable it pursue its staff development objectives. The appropriate legal documentation is then developed by the Legal office. The linkages are coordinated by the Centre for International Programmes and Links [CIPL].

#### STUDY LEAVES

- 5.1.3** The University provides for both short-term and extended periods of study leave, sabbatical leave or special leave as per the Terms of Service.
- 5.1.4** Employees who benefit from a study leave of more than 31 consecutive days, are, in return, bonded to serve the University for a specified post-qualification period depending on the duration of the study leave as follows:

DURATION OF LEAVE	PLACE OF STUDY	LENGTH OF BOND
32 days – 6 months	Kenya Outside	One year Two years
7 months – 1 year	Kenya Outside	Two y ears Three years
13 months and above	Kenya Outside	Three years Three years

- 5.1.5 Study leave beneficiaries who fail to serve the bond applicable to them are required to reimburse the University the actual amount of money spent on them during the study leave or such portions of that amount as represents the unserved bond.
- 5.1.6 Besides external training, the University runs in-house training programmes which are tailored to meet the specific training needs of various categories and cadres of staff.
- 5.1.7 The University has also established a Staff Education Support Fund (SESF) to assist members of staff whose children are enrolled in the University's education programmes.

## 5.2 WELFARE AND BENEFITS

### 5.2.1 SHORT - TERM LOANS

The University has made arrangements with financial institutions to provide short-term loan facilities to staff. The terms of the loans and assessment of credit worthiness of each applicant is the responsibility of the respective financial institution. The University facilitates the servicing of the loans through the check-off system.

## **5.2.2 ADVANCES**

Except in special circumstances, the University does not grant salary advances to staff for personal reasons. However, where the advance is granted, with the approval of the Vice-Chancellor/Deputy Vice-Chancellor (A & F), it will be recovered from the applicant's salary within a period of three months as provided in the financial regulations. Due to cash flow constraints, staff are advised to use the short term loan facility referred to in 4.2.1 above instead of applying for salary advances.

## **5.2.3 MORTGAGE REPAYMENTS**

The University has provision for check-off deductions with the Housing Finance Company, and Savings and Loans Kenya Ltd.

## **5.2.4 OTHER CHECK-OFF DEDUCTIONS**

Any other check off deductions from the payroll must be approved by Deputy Vice-Chancellor (A & F).

## **5.2.5 MEDICAL BENEFITS**

The University runs a non-contributory medical scheme for members of staff and their immediate families. The immediate family of a member of staff shall comprise one spouse and the member's own children either legally or adopted (up to four children) up to the age of 22 years. Children of staff who are beyond this age limit will be catered for only if they are full time students in educational institutions.

In addition, in the event of the death of a member of staff:

- The University waives mortuary storage charges exclusive of postmortem for bodies stored at the Chiromo funeral parlour.
- Cost of storage in all other mortuaries will be reimbursed up to the cost of storage at the Chiromo funeral parlour.
- The University provides assistance for the mortuary storage charges for the staff members spouse and for own or legally adopted children covered under the medical scheme and in accordance with the Terms of Service.
- The University provides a hearse and a contribution towards the purchase of the coffin.

### **5.3 FINANCIAL ASSISTANCE IN DEATH**

The University provides financial assistance to the family of a deceased member of staff as follows:

#### **5.3.1 COFFIN**

KShs. 3,000 for staff in grades 1-IV  
KShs. 5,000 for staff in grades A-F  
KShs. 7,000 for staff on Academic grades

### **5.4 RETIREMENT BENEFIT SCHEMES**

**5.4.1** The University has sponsored a retirement benefits scheme known as University of Nairobi Pension Scheme (UNPS).

**5.4.2** Members of staff on permanent and pensionable terms of service from grades A and above are



eligible to join. Full details can be obtained from the Scheme Administrator.

**4.4.3** Members of staff in grades I to IV are members of the National Social Security Fund (NSSF) to which both the University and the employee concerned contribute on monthly basis.

**4.4.4** In addition, staff in grades I to IV are entitled to a service gratuity governed by conditions laid down in the Collective Bargaining Agreement (CBA).

## **SECTION 6: LEAVE AND HOLIDAYS**

### **6.1 TYPES OF LEAVE**

University staff are entitled to the following types of leave:- annual leave, home leave, maternity leave, study leave, sabbatical leave, sick leave, unpaid leave, paid leave, compassionate leave and leave to accept public office.

The conditions under which any one of the above is granted are specified in the Terms of Service of each category. Staff on contract, however, do not qualify for sabbatical leave.

### **6.2 HOLIDAYS**

The University observes gazetted and any other holiday declared by the Government.

## **SECTION 7: SERVICE CHARTER, RULES OF CONDUCT AND DISCIPLINARY PROCEDURES**

### **7.1 SERVICE CHARTER**

The contribution of every member of staff is crucial to the realization of the University's Vision, Mission and Goals. Therefore, staff are expected to work diligently, conscientiously and to respect and protect University property. The University is committed to the improvement of customer service and towards this end, the University has developed a Service Charter which provides guidelines on the types of services that are on offer in all its units.

### **7.2 CODE OF CONDUCT AND ETHICS FOR PUBLIC UNIVERSITIES**

The University is subject to the Code of Conduct and Ethics for Public Universities in compliance with the Public Officers Ethics Act (2003).

### **7.3 DECLARATION OF INCOME, ASSETS AND LIABILITIES**

In compliance with the Public Officer Ethics Act 2003, and the Code of Conduct and Ethics for Public Universities, all University staff are required to make their declarations annually. The process is facilitated through the Legal Office and an appropriate announcement is circulated.

#### **7.4 DRESS CODE**

Members of staff shall observe decorum in their manner of dress. However, every Friday, members of staff are allowed to wear a University of Nairobi branded T-shirt as appropriate.

#### **7.5 SEXUAL HARASSMENT**

Sexual harassment is not condoned/tolerated in the University. A member of staff shall not sexually harass a member of the public or a fellow member of staff, or a student. Such behaviour shall be in contravention of the Public Officer Ethics Act, 2003, and the Code of Conduct and Ethics for Public Universities.

Sexual harassment includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome:

- a) Making a request or exerting pressure for sexual activity or favours;
- b) Making intentional or careless physical contact that is sexual in nature; and
- c) Making gestures, noises, jokes or comments including innuendoes regarding another person's sexuality.

#### **7.6 DISCIPLINARY PROCEDURES**

Discipline is administered in accordance with the staff Terms of Service, and the Code of Conduct and Ethics for Public Universities.

#### **7.7 CONFLICT OF INTEREST**

A member of staff shall use his best efforts to avoid being in a position in which his personal interests conflict with his official duties.

## SECTION 8: SERVICES

### 8.1 LIBRARY FACILITIES

The University has an elaborate library system consisting of the Jomo Kenyatta Memorial Library (JKML) as the hub and College, Institute, Departmental and other specialised libraries in its various campuses. Staff are free to borrow books or otherwise use the library facilities in consultation with the University Librarian.

### 8.2 ICT SERVICES

Computing, Internet and E-mail facilities are available at all the campuses of the University of Nairobi through local and wide area networks. Members of staff are encouraged to access these resources for research and teaching. E-mail accounts under the University of Nairobi (UoN) domain are given to all staff and students.

### 8.3 PROCUREMENT

The University of Nairobi has a Procurement Division based at the Central Administration. It is managed by a Procurement Manager, supported by several officers. The Division is represented in the Colleges and SWA, by College Procurement Officers.

The University of Nairobi is a procuring entity, and as per the regulations, the procurement functions in the University are centralized. However, because of the peculiar nature of the University, some procurement is carried out in the colleges with the authority of the principal and in SWA, authority of the Director.

## 8.4 SPORTS AND GAMES

The University offers facilities for various sports and games. Staff are encouraged to take part in these activities in consultation with the Director of Sports and Games, and Games personnel at the campuses.

## 8.5 CHAPLAINCY SERVICES

**Spiritual Nourishment:** For those staff members who may need the services of clergymen, the Dean of Students office has chaplaincy services. Within that structure, there is a Protestant chaplain, Catholic chaplain and a Muslim priest. Although these are mainly engaged in students affairs, they are also available for staff members who need their attention. The University Chaplaincy is located in Gandhi Wing, Main Campus. On the other campuses, the religious leaders function in the offices of the Assistant Dean of Students.

## 8.6 STUDENT SUPPORT SERVICES

The university offers the following services to students:

- Counselling, chaplaincy, placement and students with disabilities services through the office of the Dean of Students.
- Catering and accommodation services, through the Student Welfare Authority.
- Health services, through the University clinics.
- Finance services, through Student Finance Office (main campus).
- Sports and Games services in all campuses of the University.

## **8.7 SECURITY**

All University facilities are appropriately insured thus, ensuring security of all users. In addition, the University operates a full fledged security service manned by both internally appointed staff and contracted external security services.

## **8.8 UNIVERSITY OF NAIROBI ALUMNI ASSOCIATION (UONAA)**

The University has an active Alumni Association (UONAA). The UONAA office is located in Room 107, Administration Block.

## **8.9 CHUNA CO-OPERATIVE SOCIETY**

**8.9.1** All employees are free to join Chuna Cooperative Savings and Credit Society Ltd. which is located behind the Engineering Block. Details of joining can be obtained from the Manager. Chuna also incorporates a burial and benevolent fund known as Chuna Members Benevolent Fund (CHUMBEFU) and a Front Office Services Activity (FOSA) where one can open a savings account and also obtain an advance.

**8.9.2** Chuna Housing Co-operative Society assists its members buy land and put up residential houses.

## **8.10 HIRE-PURCHASE FACILITY**

The University facilitates purchase of various items by members of staff through the hire-purchase check-off system. The University can enter an arrangement with various hire-purchase companies, so that staff can

obtain goods and pay for them through deductions from the payroll at a small service charge fee.

### **8.11 INSURANCE COVER BENEFITS**

University staff are covered by Group Personal Accident (GPA). This is a 24 hour cover for University employees for body injury caused by violent accidental, external, and visible means resulting directly and independently in death, permanent or temporary disability.

All permanent employees of the University are covered by this policy. In case of injury or death resulting from the above circumstances.

### **8.12 PERSONS WITH PHYSICAL DISABILITIES**

In compliance with the Persons with Disabilities Act, the University has put in place amenities for the physically challenged members of the Society.

### **8.13 TRANSPORT SERVICES**

The University offers transport for official use subject to formal bookings and endorsement of requests by Heads of Department.

### **8.14 UNIVERSITY HEALTH SERVICES (UHS)**

In compliance with Terms of Service for members of staff, and terms and conditions of students admission, the University has set up the Health Services Department. The Department provides a wide range of services including emergency services on 24 hour basis.

Service delivery points have been set up in all campuses. The main service delivery point is located along State House Road. The services not available at the UHS are outsourced on the recommendation and through UHS doctors under the general direction of the Chief Medical Officer.

### **8.15 HEALTH AND SAFETY**

The University has health and safety committees in all the Colleges, and is set to appoint health and safety officers. The University is in the process of ensuring full compliance with the Persons with Disabilities Act, 2003.

### **8.16 HOUSING FOR ELIGIBLE MEMBERS OF STAFF**

The University offers residential accommodation to eligible members of staff through the Housing Allocation Committee as per the laid down housing policy.

### **8.17 UNIVERSITY BOOKSHOP**

The University runs a Bookshop at the Main Campus where staff can make purchases in cash or through a check-off system. Details can be obtained from the Bookshop Manager.

### **8.18 CAFETERIAS**

The University either directly, or through its subsidiaries, runs a Cafeteria system in various campuses, which serve soft drinks, beverages and meals to staff and outsiders.



### **8.19 SENIOR COMMON ROOM AND CHIROMO STAFF CLUB**

These are clubs for Senior members of staff. They are located at the Main and Chiromo campuses respectively.

### **8.20 INTERNAL MAIL SYSTEM**

The University operates an inter-campus mail system which is limited to university business.

[www.uonbi.ac.ke](http://www.uonbi.ac.ke)

## OFFICERS OF THE UNIVERSITY

### **Chancellor**

Dr. Joseph B. Wanjui, CBS, B.S. (Ohio Wesleyan University), M.Sc. (Columbia), Hon. D.Sc. (Nairobi), FKIM

### **Chairman of Council**

Mr. John P.N. Simba, MBS, OGW, LL.B. (Dar-es-Salaam)

### **Vice-Chancellor**

Prof. George A.O. Magoha, MBS, IOM, MBBS. (Lagos), FRCS, FWAC, FICS, FABI, FIBA, FCS (ECSA), MSIC, FMSC (Urol), MKNAS

### **Deputy Vice-Chancellor (Administration and Finance)**

Prof. P.M.F. Mbithi, BVM. (Nairobi), MSc. (Nairobi), MVSc. (Saskatchewan), Ph.D. (Nairobi)

### **Deputy Vice-Chancellor (Academic Affairs)**

Prof. J.T. Kaimenyi, BDS. (Nairobi), MDS. (Mysore), Ph.D. (Nairobi)

## **PRINCIPALS**

### **Principal, College of Agriculture and Veterinary Sciences**

Prof. A.W. Mwang'ombe, B.Sc. (Makerere), M.Sc. (Nairobi), Ph.D. (London)

### **Principal, College of Architecture and Engineering**

Prof. F.W.O. Aduol, B.Sc. (Nairobi), M.Sc. (Nairobi), Dr. Ing. (Stuttgart)

### **Principal, College of Biological and Physical Sciences**

Prof. L.W. Irungu, B.Sc. (Nairobi), M.Sc. (Liverpool), Ph.D. (Liverpool)

**Principal, College of Education and External Studies**

Prof. H.W. Mutoro, B.Ed. (Nairobi), M.A. (Nairobi), C.Phil.,  
Ph.D. (UCLA)

**Principal, College of Health Sciences**

Prof. J.M. Kitonyi, M.B.Ch.B., M.Med. (Nairobi), M.Sc.  
(London), Diploma, H.C.E. (Toronto)

**Principal, College of Humanities and Social Sciences**

Prof. I.M. Mbeche, B.Ed. (Nairobi), M.A. (Nairobi), Ph.D.  
(Lancaster)

**Deputy Principal, College of Humanities and Social  
Sciences**

Prof. P.O. K'Obonyo, B.A. (Makerere), MBA (Nairobi),  
Ph.D. (South Carolina)

**Administration Registrar**

Mr. C.O. Ombati, B.Com. (Nairobi), M.Sc. (Manchester)

**Academic Registrar**

Mr. S. Mbalu, B.A. (Dar), MPA (CSULB)

**Planning Registrar**

Mr. W.J. Asilla, B.Ed., P.G.Dip. M.C. (Nairobi) (Ag.)

**University Librarian**

Mr. M.J. Ongany, B.Ed. (Makerere), P.G.Dip. Lib.  
(Manchester), M.Sc. (Sheffield) (Ag.)

**Finance Officer**

Mr. M. Karue, B.Com. (Nairobi), C.P.A. (K)

## UNIVERSITY CONTACT ADDRESSES

### UNIVERSITY CONTACT ADDRESSES, TELEPHONE NUMBERS AND WEBSITE

The various offices of the University of Nairobi can be reached at the addresses shown below while more information about the University can be accessed from the University's website – <http://www.uonbi.ac.ke>

#### University Administration

*Postal Address*

P.O. Box 30197 00100 Nairobi, Kenya

Telephone: 254-020-318262-63  
Telegraphic Address: Varsity, Nairobi  
Telex Number: 254-020-22095  
Fax: 254-020-245566

University Health Services  
Telephone: 2725496

Students Welfare Authority  
Telephone: 2728673

#### College of Agriculture & Vet. Sciences

*Postal Address*

P.O. Box 29053, Nairobi, Kenya  
Telephone: 254-020-632143/632211  
Fax: 254-2-631255  
Email:  
Principal-cavs@uonbi.ac.ke

Kibwezi Dryland Field Station  
Telephone: 044-350002

#### College of Health Sciences

*Postal Address*

P.O. Box 30197-00100 Nairobi, Kenya

Telephone: 254-020-2726300  
Telegraphic Address: Medken Nairobi  
Fax: 254-020-720509  
Kenyatta National Hospital  
Telephone 2726300

Kenyatta National Hospital  
Telephone: 2726300

#### College of Humanities & Social Sciences

*Postal Address*

P.O. Box 22856, Nairobi, Kenya  
Telephone: 254-020-318262-63  
Fax: 254-2-224457  
Email: principal  
isambech@yahoo.com

Lower Kabete Campus  
Telephone: 581650

Institute of African  
Anthropology and Gender  
Telephone: 3742078/3742080

Parklands Campus  
Telephone:  
340856/340622/340677

**College of Architecture & Engineering***Postal Address*

P.O. Box 30197-00100 Nairobi, Kenya  
Telephone: 254-020-318262-63  
Fax: 254-020-338688

Email: principalcae@uonbi.ac.ke  
Website: cae.uonbi.ac.ke

**College of Biological & Physical Sciences***Postal Address*

P.O. Box 30197-00100, Nairobi, Kenya  
Telephone: 254-020-4442121  
Fax: 254-020-449902  
Email: principalbps@uonbi.ac.ke

**College of Education & External Studies***Postal Address*

P.O. Box 92, Kikuyu, Kenya  
Telephone: 254-066-32021/32117-8  
Fax: 254-066-33135

*Resident Lecturer*

Nairobi Extra-Mural Centre  
Next to Taifa Hall  
P.O. Box 30197-00100 Nairobi  
Telephone: 020-318262

*Resident Lecturer*

Mombasa Extra-Mural Centre  
Jubilee Insurance Building  
P.O. Box 83732, Mombasa  
Telephone: 041-223540

*Resident Lecturer*

Kisumu Extra-Mural Centre  
Sifa House  
P.O. Box 825, Kisumu  
Telephone: 057-21534

**University of Nairobi Press***Postal Address*

P.O. Box 30197-00100 Nairobi, Kenya  
Telephone: 254-2-318262  
Fax: 254-020-245566  
Email: nup@uonbi.ac.ke  
varsitypress@yahoo.com

**The Bookshop Manager***Postal Address*

P.O. Box 30197-00100 Nairobi,  
Kenya  
Telephone: 254-020-318262  
Email: uonbksho@uonbi.ac.ke

**The University Library***Postal Address*

P.O. Box 30197-00100 Nairobi,  
Kenya  
Telephone: 254-020-318262

*Chairman*

Department of Extra-Mural Studies  
Tel: 066-32020, Kikuyu

*Resident Lecturer*

Nakuru Extra-Mural Centre  
Catholic Diocese of Nakuru, Bldg  
Moi Road, Off Kenyatta Avenue  
P.O. Box 1120, Nakuru  
Telephone: 051-212484

*Resident Lecturer*

Nyeri Extra-Mural Centre  
N.D.C.U Building  
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*Resident Lecturer*

Kakamega Mural Centre  
Jubilee House  
P.O. Box 422, Kakamega  
Telephone: 056-212038





# **UNIVERSITY OF NAIROBI**

## **STAFF HANDBOOK**

**June, 2006**

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