



KAIMOSI FRIENDS UNIVERSITY
Office of the Registrar (Administration)

Memo

FROM: Deputy Registrar (Admin) **DATE:** 8th May, 2024
TO: All Staff **REF:** KAFU/302/HRA/043/VOL 1. (228)

SUBJECT: NOTICE FOR PUBLIC PARTICIPATION/INVITATION FOR COMMENTS ON THE PROPOSED REVIEW OF HUMAN RESOURCE INSTRUMENTS

The University Management Board approved review of Human Resource instruments as stated below. Pursuant to article 10 (2a & c) of the Constitution of Kenya on National Values and Principles of Governance, the Management hereby invites members of staff, interested parties and all stakeholders to submit comments and memorandum on the Review of the Instruments: -

1. Statutes
2. Human Resource Policy and Procedure manual
3. Scheme of Service for Non-academic staff
4. Appointment and promotion criterial for academic staff
5. Policy on Sabbatical leave
6. Policy on visiting professors
7. Allowances policy
8. Staff Establishment

Note that the documents are available on the University's website: www.kafu.ac.ke
The call for submissions/comments will run until Monday 13th May 2024 by 5:00 pm.

Comments and submissions may be sent to registrar.admin@kafu.ac.ke copy to dvcfd@kafu.ac.ke or hand delivered to: -

Office of the Registrar
Human Resource and Administration
P O Box 385 – 50309
KAIMOSI.

Dr. ChRP Patrick Agesa Mugesani PhD, CHRP (K), FMHRM(K)
DEPUTY REGISTRAR (ADMIN)

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (AFP&D)
- Deputy Vice Chancellor (ASA&R)



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