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REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

INTERNSHIP POLICY AND GUIDELINES FOR THE PUBLIC SERVICE

MAY, 2016

**Internship Policy and
Guidelines for the Public
Service**

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Foreword

The Constitution of Kenya requires the state to take measures to ensure that the youth gain access to relevant education, training and employment. To achieve economic, social and political development and secure the country's prosperity, the government has prioritized job creation and increased youth employment.

Measures have been put in place to strengthen youth employment and entrepreneurship through credit financial assistance and training. However, the youth are unable to take advantage of some of these opportunities as they lack vocational and entrepreneurial skills. To bridge this gap, the government commits to promote and strengthen internship programmes for the youth graduating from training institutions to enable them acquire practical experience.

The Public Sector has a responsibility to take the lead in creating internship opportunities for the youth in the country. However, for a long time, the public sector did not have a policy to guide the engagement and management of the interns. The Internship Policy for the Public Service establishes mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work.

As one of the largest employers, the public sector has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered the opportunity to gain practical work experience, which will likely improve their competitiveness. This will contribute to the government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience.

The Internship Policy for the Public Service has been developed as a guide on effective and fair management of internship programmes for those seeking such opportunities in the Public Sector.

A handwritten signature in black ink, appearing to read 'M. Kobia', with a small dot at the end.


**Prof. Margaret Kobia, PhD, CBS,
Chairperson, Public Service Commission.**

Preface

This policy provides a framework for engagement and management of internship programmes in the public service. It outlines the various provisions and requirements of the programme, selection procedures and roles and responsibilities of various stakeholders in the internship programme. 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 Commission's commitment to provide a framework to ensure that internship programmes are handled on the basis of set standards, values and principles. Implementation of this policy will therefore contribute to effective management of internship programmes and enhance skills transfer to the interns undergoing such programmes in the public sector.

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.

A handwritten signature in black ink, appearing to read 'Alice A. Otwala', is written over a horizontal line. The signature is stylized and cursive.

**Alice A. Otwala, CBS,
Secretary/Chief Executive,
Public Service Commission.**

Acronyms

CEO	Chief Executive Officer
HRM&D	Human Resource Management and Development
ID	Identity Card
MDAs	Ministries, Departments and Agencies
M&E	Monitoring and Evaluation
MHRMAC	Ministerial Human Resource Management Advisory Committee
NHIF	National Hospital Insurance Fund
PSC	Public Service Commission

Definition of Terms

Certificate

Is a certificate, diploma or degree issued by a recognized examining body/ institution.

Host Institution/Organization

A public institution charged with hosting and training interns.

Internship

A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfill the legal requirement for professional registration.

Intern

Unemployed person with relevant qualifications who has entered into a contract with a government organization for a period of between three and twelve months with the intent of acquiring relevant work experience for registration with respective professional bodies and/or to increase chances of employability.

Graduate

An individual who has completed a course of training and acquired a degree or diploma.

Line manager

The head of a technical department/unit/section responsible for identifying internship opportunities and deployment of interns.

Agreement/Contract

A binding agreement between an intern and an MDA to participate in an internship programme.

Monitoring and Evaluation

Mechanisms put in place to ensure adherence to quality, standards, cost effectiveness and relevance of an internship programme.

Learnership

A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.

Mentor

A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.

Public Service

The collectivity of all individuals other than state officers, performing a function within a state organ.

Supervisor

An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.

Youth

The collectivity of all individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years.

CHAPTER ONE: INTRODUCTION

1.0 Preamble

The high rate of unemployment in Kenya has been a source of great concern for policy makers in government and other key sectors. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

Every year, thousands of young people graduate from post school institutions and universities with certificates, diplomas and degrees from a wide range of academic and technical disciplines. However, their preparation for after-school work and life is generally low, leading to a sense of frustration and a great feeling of betrayal of the societal contract i.e. growing up, schooling and raising a family and contributing to the country's growth.

Employment opportunities for the youth marks an important transitional period towards independence, increased responsibility and active participation in national as well as societal development. The converse is also true; left on their own without attendant remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse, and religious fanaticism.

As one of the largest employers, the public service has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered opportunities to enable them gain practical work experience and/or fulfill the legal requirement for registration by professional bodies. It is therefore pertinent that the public service establishes an internship programme, which would be a contribution to the government's effort to alleviate youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search.

1.1 Rationale

Kenya is faced with the challenge of high rate of unemployment particularly amongst the youth. The challenge is exacerbated by the lack of practical work experience that is demanded by the job market. The high unemployment level especially among the youth, has led to increased dependency levels, slow economic growth, increasing poverty levels and rising national security challenges that negatively impacts on the realization of the Kenya Vision 2030.

To achieve economic, social and political development and secure the country's prosperity, the government has prioritized job creation and increased youth employment by promoting internship for those graduating from training institutions. The internship programme aims at enabling them acquire practical workplace experience.

Some sectors in the public service have been running internship programmes, however there has been no policy to guide the engagement and management of the interns. The Internship Policy for the Public Service will establish a mechanism for managing an effective and efficient internship programme that aims to bridge the gap between academic and the world of work. This policy is therefore part of the government strategy for promoting youth inclusion in the workplace experience development programme.

1.2 Objectives of the Policy

The objectives of the Internship Policy for the Public Service are to:

- i) ensure a well-structured and coordinated internship programme;

- ii) provide a framework and standards applicable to all interns;
- iii) ensure effectiveness and efficiency in implementation and management of internship programme; and
- iv) provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

1.3 Principles of Internship

The following principles shall govern internship management in the public service:

1. Promotion of equity and fairness by ensuring inclusivity and accessibility of opportunities to interns from diverse backgrounds at any one time to represent the country's demographics through transparent recruitment and selection procedures.
2. Professionalism in ensuring that the interns are provided with and acquire the practical experience required for their professional and career development. Professionalism can also be encouraged by assisting interns to develop human relations skills, decision-making abilities and management of office activities.
3. Capacity of the public organizations to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.
4. Efficiency of the internship programmes on the basis of cost-effectiveness.
5. Relevance, fit to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualifications.
6. Adherence to government/public agency programmes and activities.

1.4 Scope

This Policy shall apply to the Public Service, except the public service institutions listed in Article 234 (3) of the Constitution. However, these institutions are free to adopt the provisions of this policy.

1.5 Policy Statement

The Government is committed to providing opportunities in public service organizations to the youth who have completed their courses to acquire workplace experience to enhance their employability. Further, graduates with professional qualifications will continue to be granted internship opportunities to enhance their professional development for registration with respective bodies.

1.6 Legal and Policy Framework

This policy is in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. Some of these include:

1.6.1 The Constitution of Kenya

- a) Article 10 - national values and principles of governance.
- b) Article 232(1)(i)- values and principles of public service.
- c) Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

1.6.2 International Labour Organization (ILO) Conventions

The labour laws in Kenya draw their provisions for the safety and protection of workers from the ILO conventions.

1.6.3 The Employment Act 2007

The Act provides for non-discrimination in the process of recruitment and appointment/contract of service and protection of workers at the work place.

1.6.4 Persons with Disabilities Act, 2003

The Act provides that persons with disabilities shall be eligible for engagement as apprentices or learners where their disability is not such as to impede their performance in a particular occupation.

1.6.5 Work Injury Benefits Act, 2007

The Act requires persons employed to have insurance and to be compensated when injured during work-related assignments.

1.6.6 Occupational Safety and Health Act, 2007

The Act provides for security, safety, health and welfare of persons at work.

1.6.7 Labour Relations Act, 2007

The Act provides for protection of workers' rights.

1.6.8 Technical and Vocational Education and Training Act, 2013

The Act provides foundation for productive and satisfying careers by offering special preparation for initial employment i.e. linkage between technical skills, entrepreneurial skills, labour market needs and employable skills.

1.6.9 The Public Service (Values and Principles) Act 2015

The Act provides that a public institution or an authorized officer shall ensure that public officers are appointed and promoted on the basis of fair competition and merit. This shall apply when selecting interns in the Public Service.

1.6.10 Kenya National Youth Policy

The policy envisions a society where youth have equal opportunity to realize their fullest potential and identifies

the most important youth issues as unemployment and underemployment; health; school and college drop-outs; crime and deviant behaviour; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

1.6.11 Human Resource Development Policy for the Public Service

The policy recognizes that trainees graduating from training institutions join the labour market with academic and theoretical approach to work and therefore require practical exposure in real work environment. The public service uses internship programmes as part of on-the-job training for the purpose of molding interns to acquire experience and become responsible citizens who will contribute effectively to the socio-economic development of the country.

1.6.12 Human Resource Policies and Procedures Manual for the Public Service

The manual provides that internship programmes shall be guided by the relevant provisions of the Constitution, relevant professional bodies and other policy guidelines and shall not exceed one (1) year.

CHAPTER TWO: POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme

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) fulfil 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 public service 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 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) Ministries/Departments/Agencies will advertise vacancies for interns in daily newspapers, their websites and through notices;
- (ii) the advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application;
- (iii) the Ministerial Human Resource Management Advisory Committees (MHRMAC) in Ministries, Departments and Agencies (MDAs) 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 Ministries, Departments and Agencies

The Ministries, Departments and Agencies 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;
- (xi) report to the Public Service Commission, on a quarterly and annual basis, on internship

programmes undertaken in their organizations and any challenges experienced; and

- (xii) issue a letter of completion of internship to interns upon successful completion of the programme.

NOTE:

- (i) MDAs 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) MDAs 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 MHRMAC for deliberation and recommendation for approval before engagement.

2.5.3 Line Manager

The line manager shall be responsible for:

- (i) identifying available internship opportunities/vacancies in the department/unit and forwarding them to the head of HRM&D for processing;
- (ii) receipt and placement/deployment of interns within the department/unit;
- (iii) developing a structured training programme for interns;

- (iv) ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- (v) nominating mentors within the department/unit in accordance with set criteria;
- (vi) supervising internship and mentorship programmes; and
- (vii) reporting on implementation of internship and mentorship activities.

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;
- (iv) providing experiential learning activities to the intern;
- (v) assigning tools/equipment to the intern; and
- (vi) 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 may be determined by the Commission from time to time. MDAs will be expected to make budgetary allocation for the stipend on annual basis.

2.7 Insurance

All interns in the public service 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.

2.9 Intern Entitlements

An intern will be entitled to the following:

- (i) sick leave as applicable in the prevailing regulations;
- (ii) annual leave;
- (iii) compassionate leave;
- (iv) stipend; and
- (v) subsistence allowance when out of station at a rate to be determined by the Commission from time to time.

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) An MDA 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

3.0 Institutions/Agencies for Management and Implementation of the Policy

For proper management and effective implementation of the programme, the following institutions/agencies will be involved:

- (i) Public Service Commission
- (ii) Ministries/Departments/Agencies
- (iii) Regulatory bodies
- (iv) The National Treasury

3.1 Public Service Commission

The Public Service Commission will oversee the management and implementation of the internship programme. The Commission will undertake the following:

- (i) Issue policies and guidelines;
- (ii) Collect, collate and put in the public domain information on internship opportunities in the public service;
- (iii) Establish an appeals mechanism to hear appeals that may arise;
- (iv) Receive reports and maintain a database on internship;
- (v) Monitor and evaluate the implementation of the internship programme in the public service; and
- (vi) Undertake annual reviews and analyze performance of internship programmes in the service.

3.2 Ministries/Departments/Agencies

Ministries, Departments and Agencies 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
- (vii) Monitor, evaluate and report on the internship programme.

3.3 Regulatory Bodies

Regulatory bodies will:

- (i) develop programmes consistent with the fulfillment of the learning objectives of the internship programme;
- (ii) set and review the duration of internship programme;
- (iii) develop norms, standards and evaluation criteria for the internship programme;
- (iv) accredit internship institutions;
- (v) register and license professionals after successful completion of internship; and

(vi) disseminate code of professional conduct

3.4 The National Treasury

Provide budgetary allocation for internship programmes in MDAs.

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 MDAs have benefited from the programme.

The internship programme in the Public Service, 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, obtain a letter of completion of internship and secure employment after the completion of the programme;
- (iii) ascertaining the degree to which management of MDAs are satisfied with the value of and contribution made by the interns;

- (iv) preparing annual reports on the internship programmes; and
- (v) reviewing the overall programme for purposes of improvements and alignment with MDAs' strategic goals.

4.1 Framework for Monitoring and Evaluation of the Internship Programme

M&E framework will be designed to ensure adoption of a participatory approach in the implementation of the internship programme in the public service. Focus shall be on the following:

- (i) definition of the main objectives and targets;
- (ii) selection of indicators to measure the efficiency and effectiveness of the internship activities;
- (iii) identification of lessons learnt and the reapplication of best practices; and
- (iv) involvement of MDAs and stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

The policy will be reviewed every three years or as need arises in order to address emerging issues.

APPENDICES

Appendix I: INTERNSHIP GUIDELINES

1. Scope

The internship guidelines shall apply to the public service, except the public service institutions listed in Article 234(3) of the Constitution. These include the Judicial Service Commission, Parliamentary Service Commission, Teachers Service Commission, National Police Service Commission and the County Government Public Service, among others. However, these institutions are free to adopt the provisions of this policy.

2. Declaration and Application for Internship Opportunities

All internship opportunities in the public service 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 as Appendix II. The declared internship vacancies in each MDA 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. MDAs will also be expected to upload the same information in their websites indicating when the positions will be advertised.

Once internship opportunities have been advertised, prospective interns shall apply for the positions using the prescribed form attached as Appendix III.

3. 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.

4. 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.

5. Selection

Selection of interns shall be undertaken by MDAs who shall be guided by the principles of merit, fairness and inclusivity. Once selected the intern shall sign an internship agreement with the MDA using the prescribed format at Appendix IV.

6. Placement

- (i) Ministries, Departments and Agencies 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 the line managers.

- (ii) Placement shall be done in accordance with the academic/professional qualifications of the intern.

7. Public Private Partnership

Private sector institutions are encouraged to partner with MDAs with a view to providing internship opportunities to unemployed graduates or offer any other form of support.

8. 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.

9. 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.

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

10. Post Internship Gains

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

11. Insurance

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

12. 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.

13. Protective Clothing/Working Tools

MDAs 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.

14. 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.

15. Training

Each MDA 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.

16. 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.

17. 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.

18. Conduct

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

19. 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.

20. 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 inter secures an offer of employment before expiry of the agreed intership period.

21. Completion of Internship Programme

Upon completion of internship an intern shall be:

- (i) required to present a report/paper to the programme coordinator;
- (ii) provided with a letter of completion of internship by the respective MDA, signed by the chair of MHRMAC and copied to the Commission. (Sample format of a letter of completion is attached as Appendix V); and
- (iii) registered by the relevant professional body where applicable.

22. 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.

23. Programme Co-ordination

All MDAs are required to have a well-documented structure/plan for managing the programme, which should be coordinated by the Head of Human Resource Management & Development.

Appendix II: DECLARATION OF INTERNSHIP OPPORTUNITIES



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

DECLARATION OF INTERNSHIP OPPORTUNITIES FORM

Ministry/Department/Agency/Institution

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

Appendix III: APPLICATION OF INTERNSHIP FORM



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

APPLICATION FOR INTERNSHIP PROGRAMME FORM

Please complete this form in BLOCK LETTERS and submit to the Ministry/ Department/ Agency/Institution that has advertised internship opportunities.

1. Ministry/Department/Agency/Institution
2. Full name
3. Date of Birth.....
4. Identity Card Number..... 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 CountySub-county.....
- 11. Ethnicity.....
- 12. Disability Status.....
- 13. Educational/Professional Qualifications

S/No	Examination	University /Institution	Year of Graduation	Class/Grade

14. Area of Interest

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

Name:

Signature:

Date:

Appendix IV: SAMPLE INTERNSHIP AGREEMENT FORM

TERMS AND CONDITIONS OF INTERNSHIP AGREEMENT

NAME OF MINISTRY/DEPARTMENT/AGENCY.....

1. Bio-Data

- (a) Name of Intern
- (b) Date of Birth.....
- (c) Identity No Sex M F
- (d) PIN No.
- (e) County of birth
- (f) Ethnicity.....
- (g) Address..... Post code.....Town Tel
- (h) Next of kin Relationship Tel
- (i) Qualifications.....
- (j) Are you a person living with disability? Yes No
- (k) Section
- (l) Directorate
- (m) Station

- 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.....

WITNESSDate.....

SIGNATURE OF AUTHORIZED ORGANIZATION REPRESENTATIVE

.....Date.....

Appendix V: SAMPLE LETTER ON COMPLETION OF INTERNSHIP

To whom it may concern

REF: RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that Mr/Ms
ID Number..... was on a.....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 MHARMAC,
Cc: Secretary/CEO
Public Service Commission.