

STAFF RECRUITMENT POLICY

1. Objective/Purpose

The purpose of the policy is to

- **offer equal opportunities to applicants**
- **ensure inclusion and fairness**
- ensure that the right calibre of workers are employed to work in the College
- ensure that preference is given to women who are qualified to be employed

2. Scope

This policy applies to all recruitments: academic and non-academic

3. Policy Statement

The staff recruitment policy is committed to ensuring that qualified professionals are given **fair opportunity to work in the College for both sexes**. The policy statement seeks to avoid the following:

- appointment of people on the basis of religious affiliation and ethnicity
- **discrimination on the basis of gender**
- appointment of unqualified staff
- abuse of power in relation to appointment

4. Recruitment

All recruitment processes will be subject to the process of declaration and advertisement of vacancies, application, shortlisting, interviewing, and appointing of a suitable candidate to fill the vacant position in the College.

4.1 Declaration and Advertisement of Vacancies: Vacancies shall normally be declared and advertised and shall only be advertised externally if no suitable candidate is available as stated in the Harmonized Scheme of Service for Staff of Colleges of Education (NCTE, 2015). The advertisement should carry explicit statement that the College prefers qualified female applicant particularly in department or section where females are few or non-existent.

4.2 Applications: All applications shall be in writing with necessary certificates, curriculum vitae of the applicant and a supporting letter outlining how he/she meets the criteria in the person specification. Applicants shall be informed of the deadline for submission of their application letters and the address to which the letters are to be sent.

4.3 Shortlisting of Qualified Applicants: All applications will be scrutinized according to specific criteria by the Appointments and Promotions Committee. Applicants who meet the criteria will be shortlisted to proceed with the recruitment process. All shortlisted applicants will be contacted.

4.4 Interview(s): Interview(s) of senior and junior staff shall be conducted by the Appointments and Promotions Committee as stated in the Harmonized Statutes for Colleges of Education (NCTE, 2015). The Committee shall meet prior to the interviews to decide on the mode of conducting the interview.

In the case of principal officers the College Council shall institute a Search Committee which shall make recommendation to Council for consideration.

After the interview(s), written report shall be completed and centrally filed for a period of six months.

4.5 Appointment: A candidate shall be appointed to work in the College after the Search Committee/Appointments and Promotions Committee makes recommendation to the College Council. An appointment letter shall be forwarded to the successful candidate with a start date. Also, candidates who are unsuccessful will be given letters.

4.6 Personal File: The Administrative Officer shall keep a personal file for every employee which shall be treated as STRICTLY CONFIDENTIAL. Access shall be limited to only the College management and the staff for whom the file has been opened. The file must contain the following:

- Application letter and Curriculum Vitae;
- Personal details/records;
- Copies of certificates, and
- All other relevant documents

5. Supporting Procedure

Any aggrieved applicant should have opportunity for redress by formally writing to

- the Chairperson of the Search Committee/Appointments and Promotions Committee

6. Responsibility for Implementation

The Appointments and Promotions Committee shall be responsible for the implementation of the policy

7. Responsibility for Monitoring and Compliance

Academic Board