

(West Pokot Legislative Supplement No. 1)

LEGAL NOTICE NO. 1

THE WEST POKOT COUNTY COMMUNITY SERVICE PROGRAMME ACT

(West Pokot County Act No. 2 of 2018)

IN EXERCISE of the powers conferred by section 17 of the West Pokot County Community Service Programme Act, 2018, the County Executive Committee Member for Tourism, Culture, Gender and Social Development makes the following Regulations—

THE WEST POKOT COUNTY COMMUNITY SERVICE PROGRAMME
REGULATIONS, 2018

Citation.

1. These Regulations may be cited as the West Pokot County Community Service Programme Regulations, 2018.

Interpretation

2. In these Regulations, unless the context otherwise requires—

“Executive Committee Member” has the same meaning assigned to it under section 2 of the West Pokot County Community Service Programme Act;

“recruitment” means engagement of a person as a community service personnel.

3. The Executive Committee Member shall, in consultation with area leadership, appoint Locational Community Service Supervisors.

4. Community Service Personnel shall be eligible for recruitment into the programme if—

- (a) is a resident of the location;
- (b) possesses certain knowledge and skill as may from time to time be determined by the Executive Committee Member ;
- (c) is ready to volunteer to serve the community;
- (d) exhibits honesty and hard work;
- (e) possess socially acceptable values;

5. A Community Service Personnel may be dismissed from the programme if —

- (a) in the opinion of the supervisor, the personnel is unfit to provide a service;
- (b) engages in gross misconduct;
- (c) is absent without the permission of the supervisor;
- (d) insubordination.
- (e) has no skill or knowledge of the work assigned; and
- (f) negatively influences other community service personnel.

6. (1) A Locational Community Service Co-coordinator, with the approval of the Executive Committee Member, shall dismiss a Community Service Personnel from the service;
- (2) a report containing the reasons for the dismissal shall be sent to the Executive Committee Member within 7 days from the date of dismissal;
- (3) any appeals shall be handled by the executive committee member

SCHEDULE I

PROJECT WORK PLAN

(Working days shall not exceed 3 days per week)

DATE _____ LOCATION _____ WARD _____

Nature of Work	Timeline	Expected Outcome	Person Responsible	Comments
Nature of Work	Timeline	Expected Outcome	Person/Area Responsible	Comments
Nature of Work	Timeline	Expected Outcome	Person/Area Responsible	Comments

SIGNED _____ NAME OF LOCATIONAL SUPERVISOR _____

SCHEDULE II

JOB APPLICATION FORM

Instructions: Complete the following form

Personal Information

First Name: _____ Middle Name: _____

Last Name: _____

Street Address: _____ City, State, Zip Code: _____

Phone Number: _____

Position and Availability

Position Applying For: _____

Desired Salary: _____ (Must not exceed KES 333.33 per day)

Start date: ___ / ___ / ___ End date: ___ / ___ / ___

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

Education, Training and Experience

What is your highest level of education?

Employment History

Have you ever been employed?

Certification

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

Signature: _____ Date: _____

SCHEDULE III

WEEKLY ATTENDANCE REGISTER

DATE: _____ LOCATION: _____ WARD: _____

S/N	NAME	ID NUMBER	DAY 1	DAY 2	DAY 3
1					
2					
3					
4					
5					
6					
7					
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NAME OF LOCATIONAL SUPERVISOR _____ SIGN _____

Made on the 29th May, 2018

EMILY CHEPOISHO,
*County Executive Committee Member for Tourism, Sports, Culture and Community
Service.*