





# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR ESTABLISHMENT OF NEW POSITIONS (CUEA/DVC ADM/HRM/01)</b>	<b>HR MANAGER</b>
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the HR and the DVC ADM Office	

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**0.2 Record of Changes**

No	Date	Details of Changes		Authorization
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1	21-06-2011	3	6.0 (Reviewing the method to make it adequate)	HR Manager
2	26-05-2015	3	6.0 Review of Method to make it adequate	HR Manager

**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant functions for authorized users.

**1.0 PURPOSE**

To guide the administrators, both academic and non-academic, in the creation of new positions.

**2.0 SCOPE**


The procedure applies to all Campuses, Divisions, Faculties, Offices, Departments and Units of the University and all categories of staff.

**3.0 TERMS AND DEFINITIONS**

**3.1 Definitions of Terms Used**

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual:

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**3.1.1 New Position:** For the purpose of this procedure, a ‘New Position’ refers to a job that is neither included in the approved University’s organizational structure nor provided for in the CUEA’s Strategic Plan.

**3.1.2 Justification Write-up:** Is a proposal explaining why the new position should be created.

**3.1.3 Relevant DVC:** The DVC under whose division the new position falls. This can either be; the DVC Academic, DVC Administration or DVC Finance.

### **3.2 Abbreviations and Acronyms**

3.2.1 HR - Human Resources

## **4.0 REFERENCES**

This procedure makes reference to the following documents which form part of the QMS documentation:

4.1 HR Policies and Procedures Manual

4.2 ISO 9001:2008, Quality Management systems –Requirements clause 6.0

## **5.0 PRINCIPAL RESPONSIBILITIES**

The HR Manager shall be responsible for the adequacy and implementation of this procedure.

## **6.0 METHOD**

6.1 The HR Manager shall issue a circular to all the Deans and HODs four (4) months before the end of the CUEA financial year requesting them to furnish the HR Office with any requirements for establishment of a new position.


6.2 If there is need to create a new position in a department, the HOD shall write to the HR Manager through the Dean or equivalent within 3 weeks after the date of the circular, a proposal justifying why the new position should be created. The HOD shall attach a detailed job description and specification to the justification write-up with proposed entry level / grade.

6.3 The HR Manager shall forward the proposal within 3 working days to the relevant DVC for consideration in consultation with the DVC Finance.

6.4 The relevant DVC shall return the proposal to the HR Manager with recommendations within 10 working days.

6.4.1 If the recommendations are negative, the HR Manager shall communicate to the relevant Dean / HOD within 3 working days.

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6.4.2 If positive, the HR Manager shall forward the proposal to the UMB / University Council within 10 working days for proposal through the DVC Administration, in accordance with the Human Resource Policies and Procedures Manual.

6.5 The UMB / University Council within 6 weeks shall communicate the decision to the HR Manager through the DVC Administration.

6.5.1 If not approved, the HR Manager shall communicate to the relevant Dean / HOD within 10 working days giving reasons.

6.5.2 If approved, the HR Manager, will start the process of filling the position as per the procedure for staff recruitment (CUEA/DVC ADM/HR/02)

## 7.0 APPENDICES

NONE

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