



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR SELECTING PROFESIONALS DURING STUDENT ACTIVITIES (CUEA/DVC ACA/DOS/13)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	THREE (3) 7.1 – 7.3
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students office	

0. CONTENTS AND RECORD OF CHANGES

Revision	02	Date	21 Nov 2018
----------	----	------	-------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACD/DOS/13
Title	Procedure for Selecting Professionals During Student Activities	Page 2 of 6

0.1 Table of Contents

0.	Contents And Record Of Changes	1
1.0	Purpose.....	2
2.0	Scope.....	2
3.0	References.....	3
4.0	Definition Of Terms.....	3
5.0	Principal Responsibilities.....	3
6.0	Method	3
7.0	Appendices.....	4
7.1	Context.....	4
7.1.1	External / Internal Factors.....	4
7.1.2	Relevant Interested Parties.....	4
7.2	Risk Analysis And Control	5
7.3	Required Organizational Knowledge.....	6
7.4	Process Map	Error! Bookmark not defined.
7.5	Work Instructions.....	Error! Bookmark not defined.

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1.	21 Nov 2018	All	Review of Procedure	DOS

0.3 Distribution / Circulation


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

1.0 PURPOSE

This procedure aims to ensure that there is fair selection of qualified professionals during student activities.

2.0 SCOPE

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACD/DOS/13
Title	Procedure for Selecting Professionals During Student Activities	Page 3 of 6

This procedure applies to all procedures used by CUEASO and the Dean of Students' office to hire professionals for student activities.

3.0 REFERENCES

3.1 CUEA Quality Management Manual

4.0 DEFINITION OF TERMS

4.1 CUEASO Constitution: a set of laws by which The Catholic University of Eastern Africa Students' Organization is governed.

4.2 Student activities: all non-academic activities organized by the Dean of Students' office and CUEASO.

4.3 Quotation: a document sent by the professional stating his costs and terms.

4.4 Professional: hired person who helps the organizing committee in ensuring the event is successful. They include:

4.4.1 Choreographer – A hired professional who trains models on how to catwalk and other requirements for the Mr. & Miss CUEA Beauty Pageant.

4.4.2 Judges – A panel of five prominent persons in the field of modeling invited by the Mr. & Miss CUEA Beauty Pageant Committee.

4.4.3 Event Organizer – Company that assists in organizing the Beauty Pageant.


4.4.4 Performing Artiste – A musician who performs at the Beauty Pageant.

5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that that this procedure remains adequate for its intended purpose and it is effectively applied.

6.0 METHOD

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACD/DOS/13
Title	Procedure for Selecting Professionals During Student Activities	Page 4 of 6

- 6.1 The CUEASO Secretary General on behalf of the committee shall ask prospective professionals who meet the requirements to send quotations.
- 6.2 The Committee and Dean of Students shall scrutinize the quotations and choose those that meet the requirements of the specific activity.
- 6.3 The successful applicant(s) shall meet with the Dean of Students and the Committee and shall be apprised of the terms of appointment.
- 6.4 He/she shall sign a performance contract (CUEA/DVC ACAD/DOS/13/fm1) and receive a down payment as stipulated in the quotation.

7.0 APPENDICES

- 7.1 Appendix A: Flow Chart
- 7.2 Appendix B: Performance Contract

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Competition	Missing an opportunity to hire the best
(ii)		
(iii)		
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Lack of funds	May result in hiring unprofessional
(ii)		
(iii)		

7.1.2 Relevant Interested Parties

Party	Needs and Expectations
(i)	
(ii)	
(iii)	


Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACD/DOS/13
Title	Procedure for Selecting Professionals During Student Activities	Page 5 of 6

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1.	Missing an opportunity to hire the best	Competition	3	3	9	High	Source for sponsors/Provide
2.	May result in hiring unprofessional	Lack of funds	3	3	9	High	Provide the funds
			3	3	9	High	
			2	3	6	Medium	
			2	2	4	Medium	
			1	3	3	Low	

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ACD/DOS/13
Title	Procedure for Selecting Professionals During Student Activities	Page 6 of 6

7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

- CUEA Core Values
- Human Resources Policies and Procedure Manual

Revision	02		Date	21 Nov 2018
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