



UNIVERSITY OF NAIROBI

CENTRE FOR SELF SPONSORED PROGRAMMES (CESSP)

CESSP STAFF REPORT

1) Staff Establishment

- a) CESSP has an approved staff establishment of 51 staff with 41 staff in post. The 41 are distributed in five departments as follows:- Directors Office, Finance, Audit, Operations and Marketing
- b) CESSP complies with Government directive of 30% gender representation as its employees constitute 25 (61%) Male 16 (39%) female.

2) Ethnic and Gender Distribution

- a) CESSP complies with Government directive of 30% gender representation as its employees constitute 25 (61%) Male 16 (39%) female.
- b) The CESSP staff establishment of 41 employees has seven out of the 42 tribes of Kenya represented.

The ethnic and gender distribution of CESSP staff is as summarised in the table below:

Table 1: Ethic and Gender Distribution

Ethnic Distribution			Gender Distribution			
Ethnic Group	Total No. of staff per group	Percentage per Total Group	Total for each Gender per Ethnic Group		percentage of each for total employees	
			Male	Female	Male	Female
Kamba	2	4.9	1	1	2.44	2.44
Kikuyu	18	43.9	9	9	21.95	21.95
Kisii	2	4.9	2	0	4.88	0.00
Luhya	7	17.1	6	1	14.63	2.44
Luo	7	17.1	5	2	12.20	4.88
Masai	1	2.4	0	1	0.00	2.44
Meru	4	9.8	2	2	4.88	4.88
Total	41	100	25	16	61	39

3) Age Distribution

According to the age distribution of the CESSP staff, the highest number of employees is in the age bracket of 30-40 and the lowest 20-30. The distribution of staff as per age bracket is as indicated below:

Age Bracket	Female	Male	Total	Percentage Total
20 – 30	1	1	2	4.9
30 – 40	10	13	23	56.1
40 - 50	4	4	8	19.5
50 - 60	1	7	8	80.5
Total	16	25	41	100

9. INFRASTRUCTURE REPORT

9.1. Physical Infrastructure

The Physical infrastructure for CESSP is sufficient for now; any future arising needs will be communicated. These are as indicated in the table below:

S/no	Block	Housed Function/Offices
1	Finance Block	Reception and Finance Department
2	Finance Block Annex	Archives
3	Prefab	Record and ICT Offices,
4	Administration Block	Reception, Director, Deputy Director and Head operations , Board room and Executive Baordroom
5	Administration Block Extension	Marketing and procurement
6	Gandhi Wing, GF (G3)	Fees collections

9.2. Vehicles and Related Assets

CESSP has only one vehicle for use by the Director and a Motor Bike used for running its operations. To run its operations more efficiently it requires a utility vehicle. These are as indicated below:

S/no	Asset Type	Registration No.	Make	Function
1	Motor Vehicle	KBW 039 V	Toyota Corolla	Director's Car
2	Motor Bike	KBJ 886 U	Honda	Daily Operations

9.3. Other Facilities

Request to FGPC

- i) Note the information on physical infrastructure and others
- ii) Approve acquisition of a Utility Vehicle by CESSP