



# UNIVERSITY OF NAIROBI

## CENTRE FOR SELF SPONSORED PROGRAMMES (CESSP)

---

### PHYSICAL FACILITIES AND STAFF HANDOVER NOTES

#### Preamble

Upon separation of UNES and CESSP effective March 1, 2015 the two entities became distinct in all areas. As a result of these the staff and facilities they used while UNES had to be shared. These were shared and handed/taken over as summarized below:

#### 1. Physical facilities

##### a) Handed over to the new managing Director

The physical facilities handed over by the outgoing Managing Director to the new Managing Director UNES are as listed below:-

- a) UNES Consultancy Block which houses the UNES Consultancy Offices and Arziki gardens. The equipments and tools held in the Consultancy Offices are as per attached document **(Annex 1)**
- b) Three UNES Arziki restaurants located in Chiromo, Main Campus and Consultancy block (mentioned in a) above). The equipments and tools held in the restaurants are as per attached document **(Annex 2)**
- c) UNES Bookstores located in Main Campus, Kisumu and Mombasa. The equipments and tools in these offices are as per attached document **(Annex 3 )**
- d) The former Deputy Managing Director's office which now becomes the Managing Director's office. The equipments and tools in the office are as per the attached document **( Annex 4)**
- e) The UNES Archives next to the finance block building. The equipments and assets in this office are as per attached document **(annex 5)**
- f) The maintenance office housed in the container offices. The equipments and assets in this office are as per attached document **(Annex 6)**
- g) The expenditure office housed in finance block. The equipments and assets in this office are as per attached document **(Annex 7)**
- h) The deputy finance Managers office housed in finance block now the Finance and Administration Managers. The equipments and assets in this office are as per attached document**(Annex 8)**

**b) Shared offices and facilities**

The offices shared by UNES and CESSP are as indicated below:

- (i) The former HR and Administration office. The equipments and assets in this office are as per attached document **(Annex 9)**
- (ii) The reception area. The equipments and assets in this office are as per attached document **(Annex 10)**
- (iii) The Business Advisory office housed adjacent to the Administration Block. The equipments and assets in this office are as per attached document **(Annex 11)**
- (iv) The Audit Office housed in finance block. The equipments and assets in this office are as per attached document **(Annex 12)**
- (v) The records office housed in the container offices. The equipments and assets in this office are as per attached document **(Annex 13)**
- (vi) The ICT office housed in the container offices. The equipments and assets in this office are as per attached document **(Annex 14)**
- (vii) The procurement offices housed in bookstore main campus. The equipments and assets in this office are as per attached document **(Annex 15)**

**c) Offices taken over by the Director CESSP (former Managing Director UNES)**

- (i) The former Managing Director's office now the Directors Office. The equipments and assets in this office are as per attached document **(Annex 16)**
- (ii) The former Managing Directors Committee room now the Deputy Director's Office **(Annex 17)**
- (iii) The Payroll Office housed in the finance block office. The equipments and assets in this office are as per attached document **(Annex 18)**
- (iv) The Revenue and Reception offices housed in the finance block. The equipments and assets in this office are as per attached document **(Annex 19)**
- (v) The Academic Revenue offices (G3) in main campus. The equipments and assets in this office are as per attached document **(Annex 20)**
- (vi) The Finance Managers office housed in finance block. The equipments and assets in this office are as per attached document **(Annex 21)**
- (vii) The kitchen in the Finance Block now the office of the Head, Revenue in CESSP. There are no equipments and tools in the kitchen.

**2. Staff handover**

At the time of handover UNES had 135 active members of staff out of which forty three were deployed to CESSP. In this case the Director CESSP takes over the forty two staff and hands over 93 employees to the Managing Director UNES. The list of the staff handed over and those taken over are as per attached schedules **(Annex 22 a,&b)**.

In addition to handing over the staff all the files for the 135 employees are also handed over.

**PROF JULIUS OGENG'O**  
**OUTGOING MANAGING DIRECTOR**