



SOUTH EASTERN KENYA UNIVERSITY

STAFFING REQUEST AUTHORIZATION FORM

POSITION INFORMATION			
Requested Job Classification: Teaching () Administrative ()			
JobTitle:			
Department/Unit:		No. of Vacancies Requested:	
Dean/Dir./HoD/CoD/HoS:		MobileNo.:	
Appointment Terms:		Permanent ()	Contract ()
		ShortTerm ()	
Academic and Professional Qualifications and experience:			
JobDescription:			

FUNDING INFORMATION		
Nature of Position	New ()	Replacement ()
Budgetary Allocation	Budgeted ()	Not Budgeted for ()
If not budgeted for in the current Financial Year, please indicate how the position will be funded:		



Justification for filling the vacancy:

AUTHORIZATION		
Head of Department/Section Requisitioning:	Signature:	Date:
Deputy Vice Chancellor (AHRM)	Signature:	Date:
Vice Chancellor	Signature:	Date:

The Staffing Request Authorization Form is used as a trigger document to start the recruitment and selection process to fill a vacant or newly created position. Once the Form is completed and duly signed, all requests shall be directed to the Deputy Vice Chancellor, Administration and Human Resources for further processing.

Requirements for staffing requests for vacant or newly created positions:

1. Deans/Directors/Heads of Departments/ Sections shall fill and sign the Staffing Request Form and route the Form for the remaining approval signatures in the sequence as needed. The Form must be fully signed prior to beginning the recruitment or job posting process.
2. Staffing requests for positions not budgeted for in the current year should include justification for the request, which shall be approved by Vice Chancellor.
3. A statement justifying the need to fill this vacancy currently should be included on the Form.
4. The request shall include a detailed job description for review by approving officers.
5. Once submitted, the approved document shall be taken as authorization for the HR department to begin the recruitment and selection process.

