Heads of Central Administration Units,

Staff,

Ladies and Gentlemen,

Good morning,
The Central Administration unit in the University offers vital services to all the other University Units and our stakeholders as well. You are the face of the University and therefore need to demonstrate good leadership.

As you all know, corruption is a perception and when you fail to deliver as expected you are actually creating opportunity for corruption.
Corruption is the abuse of entrusted power for private gain. It hurts everyone who depends on the integrity of people in positions of authority. To this end, the University of Nairobi has put in place mechanisms to eradicate corruption in order to improve service delivery.

However, in order to deliver your mandate effectively and efficiently as per our service charter, there are some issues that need to be addressed.
The following are some of the corruption risks areas in Central Administration which I will highlight for further discussion during this sensitization:

1. **Delay in opening files for new students leading to loss of vital student records, non-adherence to service charter and denial of services.**

2. **Execution of procurement requests outside the Procurement Plans, non-adherence to budgets and procurement regulations, and failure to ensure right quality of goods and services.**
3. Use of advances to procure emergency services leading to non-observance of the Government of Kenya financial regulations, delays in accounting for funds, falsification of accounting records, and delayed payments to suppliers for goods and service provided.

4. Abuse of the overtime facility.

5. Delayed reception of phone calls.
6. Loss of funds due to poor workmanship in repairs and maintenance.

7. Loss of funds through abuse of fuel cards by staff.

8. Theft of tyres through fraudulent substitution of old tyres for new ones during procurement.

9. Delays in disposal of project and donated vehicles which are not registered in the name of the University of Nairobi, leading to depreciation in value of assets, cannibalism of vehicles, depreciation in value, access to University premises and facilities by unauthorized persons.
and keeping of dead stock leading to expiry of stores and wastage.

10. Poorly kept store’s records leading to loss of stores and assets.

11. Poor accountability which causes pilferage of goods for sale leading to shortages, incomplete inventory of records on supplies, non-accountability and delays in settlement of customer payments.
12. Leakage/peddling of information leading to failure to document authentic records of actual activity, delayed processing of mail resulting in communication gaps regarding adherence to activity timelines as prescribed in the service charter, failure to register mail leading to loss/misplacement or hiding/destruction of mail and poor storage and maintenance of records/documents leading to damage or loss of records.
13. Bad human resource management practices including giving access to records/ documents by unauthorized persons, failure to update staff biodata promptly, delays in recruitment and promotions, nepotism and tribalism in recruitment and promotions and absenteeism from work.

Ladies and gentlemen, to deal with these issues, we need effective supervision of staff. As central administration staff we have to handle records with integrity.
Way forward

Challenge staff to develop innovative ways of improving service delivery through automation, effective supervision of staff, complying with QMS management system, maintaining high standards of performance and level of professionalism ensuring integrity and security of records and most importantly, taking personal responsibility for the consequences of any actions/omissions.
**Integrity is personal, I hope that this training will enable you to have a paradigm shift and be men and women of integrity.**

Thank you.

**PETER M.F MBITHI, PhD, EBS**
**VICE-CHANCELLOR**
**AND**
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