UNIVERSITY OF NAIROBI

SPEECH BY THE VICE CHANCELLOR, PROF. PETER M.F. MBITHI DURING THE STAFF MOVEMENT ADVICE AND STAFF CLEARANCE INFORMATION SYSTEMS LAUNCH HELD AT THE VICE CHANCELLOR’S PARLOUR ON MONDAY, JUNE 22, 2015
Deputy Vice Chancellors

College Principals

Members of UMB

Other Staff Present
We assemble here today to witness the launch of the University’s online clearance system, which has been developed by our ICT Centre and whose primary user is the Administration Department.

We are simultaneously also launching the automation of the Staff Movement Advice (SMA) following the development of the staff Movement Advice Information System.

**STAFF MOVEMENT ADVICE SYSTEM**

Staff Movement Advice is the University’s approved mode of communicating any changes of staff status in the University.

The primary function of the Staff Movement Advice System is to capture staff changes within the university, including monitoring and reporting of staff movement.
Staff movement advice is the one which triggers updates of employee personal details and payment details. Staff movement advices are initiated for every new appointment, promotion, transfer, retirement, death in service, termination, resignation, study leave among others.

The current process of raising a SMA is manual where the chairman or head of department raises a staff movement upon receiving communication on a member of staff on any of the reasons stated above and copies are distributed to Personnel and Finance sections for their action.
Whereas this system has served us well, there are situations when some of these copies get lost or never reach their intended destination or get there very late which may result in loss of money especially when staff are paid when they are not supposed to be paid.

It is due to these challenges that the University found it prudent to automate staff movement advice generation and processing. This has culminated in the development of the Staff Movement Advice Management Information System (SMAMIS).
**Objectives**

The objectives of developing the Staff Movement Management Information System are:

a) To maintain accurate and easily retrievable staff movement advice records.
b) To keep track of staff movement advice process.
c) To provide staff history
d) To improve the efficiency of movement advice.

**ON LINE STAFF CLEARANCE**

The staff clearance process ensures that all employees who are leaving the university return university property on or before their last day of employment.
The personnel and finance departments must be notified immediately of any separation(s) from the University in order to process final dues in a timely manner.

Employment separation from University of Nairobi can be initiated by resignation, termination, retirement and death in service.

The process of staff clearance has been manual where the staff download the clearance form from the University intranet and fills it in nine copies which he/she circulates to the nine clearing units.

The process is very tedious forcing some staff to abandon it midway. It is due to this challenge that the University deemed it fit to automate the staff clearance process.
Consequently ICT Centre teamed up with Administration Department and Finance to develop and implement the Staff Management Information System (SCMIS).

**Objectives**

The objectives of developing the staff clearance system were:-

a) To maintain accurate and easily retrievable staff clearance records.
b) To keep track of staff clearance process.
c) To keep track of lost items
d) To keep track of University debtors.
e) To improve the efficiency of clearance process by reducing service turnaround time.
It is my earnest hope that these systems will come in handy and give clarity and focus to the movement and clearance of staff as the case may be. Relevant users in the key Units, especially those dealing with staff issues therefore need to be trained on their use.

With those remarks, it is now my pleasure to declare the two systems officially launched.

Thank you and have a good day.

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AND
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