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LAMU COUNTY ACTS, 2022

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THE LAMU COUNTY INTERNSHIP SERVICE ACT, 2022

No. 3 of 2022

Date of Assent: 6th January, 2022

Date of Commencement: 12th January, 2022

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THE LAMU COUNTY INTERNSHIP SERVICE ACT, 2022

AN ACT of the County Assembly of Lamu to provide establishment of internship service and for connected purpose

ENACTED by County Assembly of Lamu, as follows—

PART I – PRELIMINARY**Short title**

1. This Act may be cited as the Lamu County Internship Service, 2022.

Interpretation

2. In this Act, unless the context otherwise requires—

“County Executive Committee Member” means the County Executive Committee Member for the time being responsible for County Public Service;

“department” means department responsible for the County Public Service;

“graduate” means a person who has graduated from a university, college, polytechnic or home craft center;

“internship” means placement of a person in workplace for purpose of gaining work experience, knowledge and practical skills;

“placement unit” means the internship placement unit established under section 5; and

“student” means a person who is enrolled in a university, college, polytechnic or home craft center.

Object of the Act

3. The object of this Act is to provide for a legal framework for promotion and fulfillment of Article 55 of the Constitution through establishment of the County Internship Service in order to facilitate and enable university and college students and graduates to –

(a) gain necessary practical work experience;

(b) learn appropriate and relevant professional knowledge and practical skills; and

Internship Placement Unit

5. (1) There shall be in the department, the Internship Placement Unit.

(2) The Internship Placement Unit shall be responsible for—

- (a) coordinating of the the internshipservice;
- (b) receiving and reviewing internships applications;
- (c) coordinating placement persons recruited under service;
- (d) organizing and coordinating training provided to persons serv
in the internship service;
- (e) promoting the development of the internship service;
- (f) ensuring effective implementation of this Act; and
- (g) handling disputes arising from the internship service.

Placement Officers

6. There shall be such internship placement officers in the department as may be determined by the County Executive Committee Member.

Placement entity

7. A placement entity where a person recruited in the internship service shall be —

- (a) County Executive departments and entities;
- (b) National Government ministries and entities; or
- (c) non state entity.

Collaboration and partnership

8. The department shall initiate collaboration and partnership with the placement entities described under section 7 (b) and (c) for the purposes of placing persons in the internship programme with the entities.

Eligibility

placed in the internship service which shall provide for the allocations per county department or entity, national government and private entities.

(2) For the purpose of preparing the placement plan under subsection (1)—

- (a) each County department or entity shall, before thirty first of March in each financial year, submit to the Internship Placement Unit the number of available internship positions, and where applicable the required fields of training or professions; and
- (b) the Internship Placement Unit shall, before thirty first of March in each financial year, ensure that it has compiled a list of national government and private sector institutions with their respective available internship positions or vacancies including where applicable the required fields of training or professions.

(3) The plan prepared under subsection (1) shall be approved by the County Executive Committee.

(4) For the purposes of commencing the first internship programme under this Act during the financial year 2020/2021, the County Executive Committee shall approve the number of internship positions for each department that shall be available during the financial year.

Application for internship

11. (1) A person who qualifies for internship under this Act, may apply in the prescribed form for internship to the Internship Placement Unit.

(2) An application made under this section shall be accompanied by—

- (a) in the case of a student, a commendation letter for internship from the college or university where the student is enrolled; and
- (b) in the case of a graduate, a university or college certificate

(4) The Internship Placement Unit shall upon the completion of review process under subsection (3) prepare a database of applicants and their respective fields of training or professions.

Internship placement

12. (1) The Internship Placement Unit shall convene an interdepartmental forum, consisting one representative from each department within one month upon the coming into force of this Act and thereafter at least once in each period of 3 months for the purposes of placing various applicants to the respective departments.

(2) The forum convened under subsection (1) shall consider and approve the applications for persons to be granted internship opportunities in the various placement entities.

(3) In placing the applicants for internship, the Internship Placement Unit shall—

- (a) ensure that there is balance in regard to matters such as gender, Ward representation and ethnic diversity; and
- (b) where applicable, place each person whose application has been approved in a job area that is related to the applicant's area of training.

(4) Nothing in this Act shall be deemed to prohibit a person who is eligible under section 9 to be placed in an internship position on the account that the person is not a resident in the county.

Letter service of internship

13. The Department shall issue a letter of internship offer to a person whose application has been approved under section 12, which shall indicate among others the terms and conditions of the internship and job placement offered.

Term of service

14. (1) The term of service for internship shall—

- (a) in the case of a student, for a period not exceeding three months; and graduates six months.

(3) Notwithstanding subsection (2) a person who has served internship term as a student is qualified to serve in internship program as a graduate.

Terms and conditions of service

15. (1) An internship service shall not be construed to be employment with the county government or any private sector entity participating in the programme.

(2) A person serving in the internship programme may be paid stipend allowances as shall from time to time be determined by County Executive Committee.

(3) Subsection (2) shall be applicable to any person serving in the internship programme irrespective of whether the person is placed in public or private organization.

(4) A person serving in the internship programme shall be bound by the code of conduct and practice governing the County Public Officers.

Duties of a placement entity

16. A placement entity shall have a duty to—

- (a) facilitate learning and exposure to the person serving in the internship;
- (b) assign duties or tasks to the person serving in the internship;
- (c) assign a supervisor to the person serving in the internship programme; and
- (d) provide administrative support to the person serving in the internship for the purposes of carrying out the assigned tasks.

Duties of a person serving in the internship programs

17. A person serving in the internship programme has a duty to—

- (a) carry out duties and tasks assigned; and
- (b) comply with code of conduct for County Public Officers.

Supervision

Training

19. (1) The placement unit shall in collaboration with other placement entities design and facilitate training for all persons participating in the internship programme.

(2) The training described under subsection (1) shall address matters such as devolution, leadership, life skills, public sector management, public policy, national values and entrepreneurship among others.

(3) The Internship Placement Unit shall ensure that the training conducted as part of orientation of the persons participating in the internship programme.

Termination of internship

20. A person serving in the internship programme shall cease to serve under the programme through—

- (a) resignation from the programme through a two week written notice; or
- (b) the department terminating the service on account of breach of county government code of ethics and practice governing county public officers.
- (c) the expiry of the internship period unless otherwise extended in accordance with section (14) of this Act.

Internship exit report

21. (1) Each person participating in the internship programme shall compile an exit report at the end of the term of service which shall be submitted to the supervisor.

(2) The report shall cover matters such as—

- (a) lessons learnt;
- (b) challenges experienced;
- (c) recommendations for improving the programme; and
- (d) any other matter as may be required by the placement

Annual internship service report

23. The placement unit shall prepare an annual report on internship service which shall be submitted to the County Executive Committee for consideration then forwarded to the County Assembly for discussion.

PART III— FINANCIAL PROVISIONS**Funding of the internship service**

24. The funding of the internship service shall consist of—

- (a) such monies as may be appropriated by the County Assembly for that purpose; or
- (b) such grants and donations from any lawful source.

PART IV—GENERAL PROVISIONS**Regulations**

25. (1) The County Executive Committee Member may make Regulations for better carrying out of the objects of this Act.

(2) Without prejudice to the foregoing the regulations shall provide for—

- (i) application forms;
- (ii) criteria for placement.