

MUKONO ZARDI
RECEIVED

NATIONAL AGRICULTURAL RESEARCH ORGANIZATION

Coordinating, Overseeing and Guiding Agricultural Research in Uganda

NARO Internship and Volunteer Policy

DATE: JUNE 2018

NATIONAL AGRICULTURAL RESEARCH ORGANIZATION
NARO Internship and Volunteer Policy

NATIONAL AGRICULTURAL RESEARCH ORGANISATION (NARO)

NARO Internship and Volunteer Policy

MUKONO ZARDI
07 NOV 2018
RECEIVED

DATE: JUNE 2018

Contents

Foreword		**4**
Part I: NARO INTERNSHIPPOLICY		**5**
1.0	Introduction:	5
1.1	Definition of terminology	5
	1.1.1 An intern	5
	1.1.2 Internship	5
	1.1.3 Effectiveness date	5
	1.1.4 Amendment of the policy	5
2.0	Premise of internship	5
3.0	Scope of policy	6
4.0	Aim of the Policy	6
5.0	Purpose of the policy	6
6.0	Policy commitments	6
7.0	Criteria for hiring interns	7
8.0	Procedure for hiring interns	8
9.0	Internship engagement conditions	9
10.0	Benefits of an intern	10
10.1	Lunch allowance/in kind	10
10.2	Transport	10
10.3	Leave	10
10.4	Salary	10
11.0	Personal Records	10
12.0.	Obligations of Interns	10
13.0	Obligations of NARO to Interns	11
14.0	Adherence Sec J – f of the Public Service Standing Orders	12
15.0	Occupational Health and Safety	12
16.0	Intellectual Property Rights	12
Part II: NARO VOLUNTEER POLICY		**13**
17.0	Introduction:	13
17.1	A volunteer	13
18.0	Scope of policy	14
19.0	Aim of the Policy	14
20.0	Purpose of the policy	14
21.0	Policy commitment	14
22.0	Conditions for hiring Volunteers	14
23.0	Criteria for engaging Volunteers	15

24.0	Application procedure	15
25.0	Selection of Volunteers	16
26.0	Volunteer engagement conditions	16
27.0	Termination of a voluntary appointment	17
28.0	Benefits to a voluntary worker	17
28.1	Lunch allowance/in kind	17
28.2	Transport allowance	17
28.3	Leave	17
28.4	Salary	17
29.0	Personal Records	18
30.0.	Obligations of NARO to volunteers	18
31.0	Obligation of NARO to volunteers	19
32.0	Occupational Health and Safety	19
33.0	Intellectual Property Rights	19

Foreword

The National Agricultural Research Organisation is committed to implementing Government of Uganda Strategy of equipping students in Universities and Tertiary Institutions of learning with knowledge and practical skills demanded by the labour market.

In compliance with the above, NARO has over the years been engaging interns and Volunteer workers and equipping them with practical on job training in form of internship, industrial training and apprenticeship. Unfortunately, the engagements were not supported by any written policy framework that defines how the Interns and Volunteers are acquired, engaged, the length of tenure and how they leave the organisation.

To address the above shortcoming, this internship and volunteer policy has been developed. The policy provides NARO Management and all staff in supervisory positions the procedure for acquiring, engaging, rewarding and separating Interns and Volunteers from the organisation.

I am of very strong view that this policy will streamline the Internship Management Process for the mutual benefit of NARO, the Interns and Volunteers.



Dr Ambrose Agona
DIRECTOR GENERAL

Part I: NARO INTERNSHIPPOLICY

1.0 Introduction:

This policy is designed to provide guidance and procedures for the National Agricultural Research Organisation (NARO) to engage interns as part of Government requirement to equip students in higher institutions of learning with practical skills in preparation of entry into the labour market.

1.1 Definition of terminology effectiveness date and ammendment of the policy

1.1.1 An intern.
An intern is generally a student who seeks and is engaged in work with an organisation purposely to gain practical skills which are to be applied at his or her future place of work.

1.1.2 Internship.
Internship on the other hand is the commitment by an organisation to provide short-term supervised work experience usually related to a student's specific field of study or career aspirations. It combines practical work experience with structured learning experience through specific briefs aimed at achieving the students learning objectives.

1.1.3 Effectiveness date
This policy shall become effective from 1st July 2018.

1.1.4 Amendment of the policy
The policy shall be amended from time to time upon management submission of a request for amendment to Council and upon Council's acceptance of the request.

2.0 Premise of internship.

This Internship policy is premised on Section (J-f) of the Public Service Standing Orders, which provides that Government shall work with training institutions and Universities to promote training programs requiring students to gain practical skills in the world of work in order to enhance their technical and professional capabilities in preparation of entry into the labour market. The training program under reference includes:

(a) Internship
(b) Industrial training
(c) Field attachment

(d) Apprenticeship
(e) Academic Research

For ease of nomenclature, this policy will treat each of the above programs as internship.

3.0 Scope of policy

This policy applies to non-appointed staff of NARO who nonetheless are involved in the implementation of the organisational activities as interns; it does not apply to regular employees of the organisation.

4.0 Aim of the Policy

The aim of this policy is to provide a framework for the management of the entry, stay and exit of interns into and out of the organisation.

5.0 Purpose of the policy

The purpose of this policy is to provide overall guidance to managers, staff and interns on the management of internship. The Policy therefore addresses such issues as the engagements, selection, obligations of the intern to the organisation and vice versa, and the general terms and conditions on which the interns are engaged.

This policy further provides mechanism for interacting with interns and defines the intern relationships with the organisation.

6.0 Policy commitments

Through this policy, NARO makes the following commitments to interns.

a. Provision of quality experience that involves meaningful participation in the Organisation activities.
b. Provision of opportunity to learn and gain practical experience in the chosen areas of study.
c. Provision of suitable supervision by competent staff who will monitor progress to ensure effective skills acquisition.

7.0 Criteria for hiring interns

In order to be enrolled as an intern, applicants shall be required to meet the following criteria:

a. Shall be citizens of Uganda in possession of either a National identity card or a Ugandan passport.

b. Are eighteen years and above.

c. Enrolled at a University or tertiary institution of learning.

d. Submit an introduction letter from the Institution where they are enrolled.

e. Students enrolled on a first degree or diploma program should have completed at least one year of fulltime study.



8.0 Procedure for hiring interns.

8.1 Applications for internship will be addressed to the Director General through the Director of Human Resources in case of applicants intending to undertake their internship at NARO Secretariat or to the Director of Research through the PARI Human Resources Officer, in case of applicants intending to undertake internship at a respective PARI.

8.2 Any internship application must be supported by an introduction letter from the training Institution.

8.3 Prospective interns submitting applications must state clearly and precisely in the application the specific internship for which they are applying, the skills and experience they expect to gain or develop within the period of internship.

8.4 At NARO Secretariat, interns will be selected from eligible applicants by a Committee composed of three persons, namely:

a. The Head of Directorate/Department/Unit where the applicant intends to undertake his or the internship.
b. The Director of Human Resources
c. The Senior Human Resources Officer in-charge of recruitment as Secretary.

4.5 At PARIs, interns will be selected by a Committee composed of the following staff:

a. The Program Leader in whose Program the Internship is to be undertaken.
b. The Human Resource and Administrative Officer of the respective PARI.
c. A designated Administrative Assistant who shall serve as Secretary.

8.6 Short listing, interviewing and engagement of interns.The Committees in (8.4) and (8.5) above shall shortlist and interview applicants.

8.7 The Director General or the Director of Human Resource on behalf of the Director General shall issue engagement letters to interns at NARO Secretariat. The PARI Director of Research or the PARI Human Resource and Administrative Officer on behalf of the Directors shall issue engagement letters to interns at the respective PARI.

8.8 The Secretary of the respective selection committee shall document the selection proceedings and have them filed in accordance to section 11.0.

9.0 Internship engagement conditions

9.1 Each functional unit will be restricted to a number of internees that can be effectively supervised at any one time to enable effective and efficient management of the internship.

9.2 Internship shall be for a period not exceeding the time spelt out in the introduction letter from the training institution.

9.3 Where the supply for interns is very high, interns may be deployed for a maximum period of one month in order to allow as many applicants as possible an opportunity for engagement.

9.4 An intern may begin internship only after he or she has accepted the terms and conditions of internship specified in the appointment instrument.

9.5 An intern is not considered to be a member of staff of NARO and therefore any benefits and remunerations agreed between regular employees and NARO do not apply to an intern.

9.6 An intern shall take an Official Oath and an Oath of secrecy administered by the Head of Human Resources.

9.7 An intern shall refrain from using existing records and information as his or her own ideas.

9.8 An intern may be paid duty facilitating allowances particularly per diem and transport refund if he or she is assigned duty outside the work station.

9.9 The duty facilitating allowance shall be paid at the existing rates at the entry level of the post held by the intern.

9.10 An intern will not normally represent NARO at any forum as an employee.

9.11 Internship may be terminated by either party without requirement for notice.

10.0 Benefits of an intern

An intern is eligible to receiving any or all of the following benefits at a station of deployment.

10.1 Lunch allowance/in kind

Interns may be provided lunch or paid a lunch allowance applicable to the regular employees of a given work station.

10.2 Transport

Interns shall be eligible to use official transport to and from work accorded to regular staff. Where regular staff are paid transport allowance, interns may be paid the same allowance at the appropriate rate.

10.3 Leave

During the period of internship, interns will be granted two rest days per month in addition to Saturdays, Sundays, and Public holidays.

10.4 Salary

For avoidance of doubt, interns shall not be entitled to a salary.

11.0 Personal Records

A personal file shall be opened and maintained in Human Resources Registry on every intern. All correspondence relating to the intern shall be kept on the personal file.

12.0. Obligations of Interns

An intern shall be required to adhere to the following conditions:

12.1 Demonstrate willingness to participate fully and actively in the learning experience by planning his/her program of work with supervisors.

12.2 Participate in the introduction and orientation of programme as shall be organized.

12.3 Conduct oneself at all times in a manner that will not be detrimental to the image of the NARO.

12.4 Abide with the NARO Code of Conduct as provided in Chapter 11.0 of the Human Resources Manual of NARO Staff terms and Conditions of Service.

12.5 In performance of his/her duties, the intern shall be required to adhere to

existing regulations and rules applicable to his/her assignment.

12.6 Regularly discuss his/her progress with his/her supervisor.

12.7 NARO shall reserve the right to terminate an internship without notice if the required standard of behavior and/or Code of Conduct are not met.

12.8 At the end of the internship, the performance of an intern shall be assessed by the immediate supervisor and the assessment form shall be forwarded to the Director of Human Resources for future reference.

12.9 With the assistance of his/her supervisor, an intern will prepare a report on his/her assignment to be submitted to the training institution with a copy to NAROSEC or a PARI, as appropriate.

12.10 An intern shall prepare a written handover report including all assignments handled and completed, outstanding assignments, official documents and equipment made available to him or her during the course of engagement. The completed report shall be signed by the supervisor who shall forward it to the Human Resource Directorate/Human Resource and Administrative Officer.

12.11 On receipt on an acceptable handover, the Director Human Resources or the Human Resources and Administrative Officer shall prepare and issue a certificate of completion of internship and an appropriate recommendation.

MUKONO ZARDI
07 NOV 2018
RECEIVED

13.0 Obligations of NARO to Interns

NARO/PARI shall be obliged to provide conducive working conditions to interns and shall specifically provide;

13.1 Reasonable space and equipment to undertake their assignment.

13.2 Effective coaching, mentorship and supervision.

13.3 Pay duty facilitating allowance to interns.

13.4 Grant intern two days leave per month served.

13.6 The Directorate/Program/Unit will regularly review the learning experience of interns to ensure that the objectives of the internship are achieved.

14.0 Occupational Health and Safety

NARO shall not provide workers compensation cover to interns. Nonetheless, NARO will ensure that interns work in a safe and healthy environment. Where the engagement require that interns use protective gears, the intern's supervisor shall provide the gear and ensure that the intern uses the same.

15.0 Intellectual Property Rights

Any innovation or discovery an intern makes during the period of internship shall be owned by the organisation.

The intern shall however, benefit from the innovation or discovery in accordance with the intellectual property right policy.

16.0 Adherence Sec J – f of the Public Service Standing Orders.

The internship policy shall in all aspects be in harmony with section J-f of the Public Service Standing Orders.

Part II: NARO VOLUNTEER POLICY

17.0 Introduction:

NARO recognizes and values the contribution of volunteers in the attainment of her mission and strategic objectives. It is on the basis of this understanding that this policy has been formulated. The policy seeks to provide guidance for the sourcing, deploying, monitoring and engaging of volunteer workers.

17.1 A volunteer

A volunteer is an individual who, without compensation or expectation of compensation in cash or kind other than reimbursement of expenses incurred in the course of his or her volunteer engagement, performs tasks at the direction of and on behalf of the organisation without expectation of future employment in the organisation. A volunteer must be formally issued with an appointment letter prior to performance of the task.

Ordinarily, a volunteer will have completed academic and/or practical technical training and is engaged on job training in order to obtain experience necessary to enable him or her secure formal employment.

18.0 Scope of policy

This policy applies to persons who are engaged in NARO as volunteers to undertake specific assignments for purposes of gaining work experience. The policy does not apply to regular employees of the organisation.

19.0 Aim of the Policy

The aim of this policy is to provide a framework for the management of the entry, stay and exit of volunteers into and out of NARO.

20.0 Purpose of the policy

The purpose of this policy is to provide overall guidance and direction to managers, supervisors and staff on the management of volunteers. The Policy provides procedures for engagement, deployment, and separation with the volunteers.

21.0 Policy commitment

Through this policy, NARO makes the following commitments to volunteers.

21.1 Provision of quality experience that involves meaningful participation in the Organisation activities.

21.2 Provide volunteers an opportunity to learn and gain practical experience in the chosen areas of work.

21.3 Provide quality supervision by competent staff to volunteers to enhance skills acquisition.

21.4 Volunteers will not normally represent the organisation in any official capacity.

22.0 Conditions for hiring Volunteers.

A volunteer worker shall be appointed at the request of a head of an administrative unit which may be a Directorate, PARI, Program, Department or a Unit on any of the following grounds:

22.1 When a regular employee is to be away from duty on sick, maternity, study, annual or any other approved leave lasting more than two months.

22.22 Where the volume of work increases beyond the capacity of existing staff

to handle and the increase in volume of work is expected to last for a period of at least three months.

22.3 In circumstance of under establishment.

22.4 The tasks to be performed by a volunteer worker shall be those of a position graded between UR8 – UR5 (i) salary grade only.

23.0 Criteria for engaging a Volunteer.

In order to be enrolled as volunteers, applicants shall be required to meet the following criterion:

23.1 Shall be acitizen of Uganda in possession of either a National identity card or a Ugandan passport.

23.2 Is eighteen years and above.

23.3 Must be in possession of original academic, technical or apprentice qualification and with 9 certificate(s).

23.4 Must submit an introduction letter from the immediate last Institution of training or supervisor in an institution proceeded to after completing the course of training.

24.0 Application procedure

24.1 Application for volunteer service shall be addressed to the Director General through the Director of Human Resources in case of applicants intending to undertake voluntary service at NARO Secretariat or to the Director of Research through the Human Resources Officer in case the applicant intends to undertake voluntary work at a PARI.

24.2 All applications for voluntary service must be supported by an introduction letter from the immediate last Institution of training/learning or the previous employer

24.3 Prospective volunteer workers must state clearly and precisely in the application the specific discipline or function for which they are applying, the skills and experience they expect to gain or develop within the period of voluntary engagement.

25.0 Selection of Volunteers

25.1 At NARO Secretariat, a prospective volunteer shall be selected from eligible applicants by a Committee composed of three persons namely:

a. The Head of Directorate/Department/unit where the applicant intends to undertake his or the internship.
b. The Director of Human Resources as Chairman
c. The Senior Human Resources Officer in-charge of recruitment as Secretary.

25.2 At PARIs, 9 Volunteers will be selected by a Committee composed of at least the following staff:

a. The Program Leader in whose Program the Volunteer is to be undertaken.

b. The Human Resource and Administrative Officer of the respective PARI.

c. A designated Senior Administrative Assistant who shall serve as Secretary.

25.3 Shortlisting, interviewing and appointment of volunteers.

The respective Committee shall shortlist and interview applicants.

25.4 The Director General shall sign letters of engagement of volunteers at NARO Secretariat and the PARI Director of Research shall sign letters of engagement of volunteers at the respective PARI.

25.5 The Secretary of the respective selection committee shall document file the selection proceedings in accordance with section 29.0.

26.0 Volunteer engagement conditions

26.1 A voluntary worker shall be appointed only if there is work on which he/she can be engaged.

26.2 Each functional unit will be restricted to a number of volunteers' workers that can be effectively supervised.

26.3 Voluntary service shall be for a maximum period of one year and at the request of the engaging department, program or unit may be extended subject to performance for a period not exceeding one year.

26.4 A volunteer worker may begin engagement only after he or she has accepted the terms and conditions of engagement specified in the appointment instrument.

26.5 A volunteer worker shall not be regarded as a member of staff and therefore any benefits and remunerations agreed between regular employees and NARO do not apply to him/her.

26.6 A volunteer worker may be paid duty facilitating allowances particularly per diem and transport refund if he or she is assigned duty outside the work station.

26.7 The duty facilitating allowance shall be paid at the existing rates at the entry level of the post held by the volunteer.

26.8 A volunteer worker will not normally represent the organisation on fora as an employee.

27.0 Termination of a voluntary appointment.

27.1 A voluntary appointment may be terminated by either party without requirement for notice.

28.0 Benefits to a voluntary worker.

A voluntary worker is eligible to receiving any or all of benefits at the station of deployment subject to a variety of funds enjoyed by regular employees.

28.1 Lunch allowance/in kind

A voluntary worker may be provided lunch in kind or paid a lunch allowance as applicable to regular employees at a given work station.

28.2 Transport allowance

A voluntary shall be eligible to use official transport to and from work accorded to regular staff. Where regular staff are paid transport allowance, volunteers may be paid the same allowance at the appropriate rate.

28.3 Leave

During the period of engagement, a volunteer will be allowed two rest days per month in addition to Saturdays, Sundays, and Public holidays.

28.4 Salary

For avoidance of doubt, volunteers shall not be entitled to a salary.

29.0 Personal Records

A personal file shall be opened and maintained in the Human Resources Registry on every volunteer. All correspondence relating to the volunteer shall be kept on the personal file.

MUKONO ZARDI
07 NOV 2018
RECEIVED

30.0. Obligations Volunteers

Volunteers shall be expected to;

30.1 Demonstrate willingness to participate fully and actively in the learning experience by planning their program of work with supervisors.

30.2 Participate in the introduction and orientation of programme as shall be organized by the organisation.

30.3 Conduct oneself at all times in a manner that will not be detrimental to the image of NARO.

30.4 Abide with the NARO Code of Conduct as provided in Chapter 11.0 of the Human Resources Manual of NARO Staff Terms and Conditions of Service.

30.5 Observe rules, regulations and procedures applicable to the task assigned.

30.6 Regular engagement of the supervisor to discuss work progress and challenges being encountered.

30.7 NARO shall reserve the right to terminate the voluntary appointment without notice if the required standard of behavior and Code of Conduct are not met.

30.8 At the end of the engagement, the performance of voluntary worker shall be assessed by the immediate supervisor and the assessment form shall be forwarded to the Director of Human Resources for future reference.

30.9 At the end of the engagement, the voluntary worker will prepare a report on his/her assignment, indicating the knowledge acquired and experience attained from the engagement.

3.10 Before leaving the station, the voluntary worker shall prepare a written hand over report including all assignments handled and completed, outstanding assignments, official documents and equipment made available to him or her during the course of engagement. The completed report shall be signed by the supervisor who shall forward it to the Human Resource Directorate in case of NAROSEC.

30.11 On receipt of an acceptable handover, the Human resource shall prepare and issue a certificate of completion of the voluntary engagement. Upon request, he/she shall prepare an appropriate recommendation to prospective employers.

31.0 Obligation of NARO to volunteers

NARO is obliged to provide conducive working conditions to volunteers and will specifically;

31.1 Provide a conducive working and learning environment.

31.2 Provide reasonable space and equipment to undertake their assignment.

31.3 Provide effective coaching, mentorship and supervision to the intern.

31.4 Pay duty facilitating allowance to interns.

31.5 Grant volunteer two days leave per month served.

31.6 The Directorate/Program/Unit will regularly review the learning experience of volunteer to ensure that the objectives of the voluntary service are achieved.

32.0 Occupational Health and Safety

NARO shall not provide workers compensation cover to Volunteer. Nonetheless, NARO will ensure that Volunteer work in a safe and healthy environment. Where the engagement require that Volunteers use protective gears, the intern's supervisor shall provide the gear and ensure that the Volunteer uses the same.

33.0 Intellectual Property Rights

Any innovation or discovery a Volunteer makes during the period of internship shall be owned by the organisation.
The Volunteer shall however, benefit from the innovation or discovery in accordance with the intellectual property right policy.

Plot 11-13, Lugard Avenue, Entebbe I P.O.Box 259, Entebbe, Uganda Tel: +256 414 320512, 320341/2 I Email: dgnro@naro.go.ug

www.naro.go.ug @narouganda NARO Uganda NARO Uganda

Printed for NARO
by Facts Stationery Investments Ltd
P.O. Box 5387 Kampala
Tel: +256 777 912558 / +256 772 524 951
Email: fatcs.satioinvest8@gmail.com