



Industrial Attachment and Internship Process Documentation

				
Institution/Organization Name:		Tana Water Works Development Agency		
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Water, Sanitation and Irrigation		
Economic Sector Alignment:		Enabler		
Big 4 Alignment:		Enabler		
Accounting Officer:		Eng. Philip Gichuki		
Period: FY		2021/2022		
Process Documentation				
Service Name		Industrial Attachment and Internship		
Brief Description Document Purpose/Service		To offer industrial attachment and internship opportunities to students and graduates to enhance their skills		
Document Control: Change Record/ Version Number		Revision 01 Version 01		
Process Owner: Name and Position		Pauline Miriga Manager, Human Resource and Administration		
Process Writer (s); Name and Position		1. Pauline Miriga Manager, Human Resource and Administration 2. Human Resource Management Officer		
Process Reviewer (s) Name and Position		Pauline Miriga Manager, Human Resource and Administration		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. OfDays	Actor	
1.	Receipt of the applications	Industrial Attachments-ongoing process Internships- upon advertisement of vacancies	Records Management Assistant	
2.	Prepare a list of all applicants	2 days	Human Resource Officer	
3.	Selection of students as per the needs of various departments/divisions	2 days	Selected panelists/committee	
4.	Issue the successful students with offer letters	Within 14 working days from submission of application	Manager Human Resource and Administration	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
N/A	1.	N/A		
Process Maps/Visuals				

Business process flowcharts/ swim lanes/screen shots

