



# **MACHAKOS UNIVERSITY**

## **OFFICE OF REGISTRAR**

### **(ADMINISTRATION AND PLANNING)**

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#### **Frequently Asked Questions**

##### **1. How do I apply for an advertised university job or internship?**

Vacancies and internships are advertised on the university website, notice boards or in national newspapers. Applications must be submitted online or physically through the Office of the Deputy Vice-Chancellor (Administration, Planning and Finance) as per the instructions provided.

##### **2. What is the procedure for requesting official documents (e.g., employment confirmation, appointment letter, introduction letter)?**

Submit a written request (physical or via official university email) to the office. Include your full name, staff ID or payroll number, department, and the type of document required.

##### **3. How are new staff members inducted or oriented into the university?**

The university conducts staff orientation programs regularly, organized by the Office of the Registrar Administration and Planning. New employees are notified in advance with the schedule and participation details.

##### **4. Who handles matters related to staff promotions, transfers, and disciplinary issues?**

These are handled by the Human Resource section under the Registrar – Administration and Planning. All cases follow university policies and staff regulations.

##### **5. How do I replace a lost staff identification card?**

Report the loss to the security office, then proceed to the Registrar – Administration and Planning office with police abstract or loss report. You may be required to fill out a replacement form and pay a fee.

##### **6. How can I raise concerns about my work environment, safety, or general staff welfare?**

Staff can raise such concerns formally in writing to the Registrar – Administration and Planning office or through the staff welfare committee. Anonymous suggestions or concerns can also be submitted via suggestion boxes across the University.



## 7. Who manages the allocation of office space and furniture?

The Planning and Development section under the Registrar – Administration and Planning office handles space planning and facility allocation. Requests must be submitted through departmental heads.

