



NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION BOARD
NON-CITIZEN EMPLOYEES IN NON-GOVERNMENTAL ORGANIZATIONS
ENDORSEMENT FORM FOR RECOMMENDATION FOR WORK PERMIT

1. NAME OF ORGANIZATION:

2. PHYSICAL ADDRESS:

3. POSTAL ADDRESS:

4. TEL NO: 5. E-MAIL ADDRESS:

6. NAME OF EMPLOYEE:

7. JOB TITLE:

8. RESIDENTIAL ADDRESS:

9. PASSPORT NO.....*PLACE OF ISSUE*.....

DATE OF ISSUE..... *DATE OF EXPIRY*-----

10. POSTAL ADDRESS:

11. TEL NO: 12. E-MAIL ADDRESS:

13. NATIONALITY: 14. SEX: Male Female

15. AGE

- | | |
|---|-------------|
| 1 | 18-25 years |
| 3 | 31-35 years |
| 5 | 41-45 years |
| 7 | 51-55 years |
| 9 | 61-65 years |

- | | |
|---|---------------|
| 2 | 26-30 years |
| 4 | 36-40 years |
| 6 | 46-50 years |
| 8 | 56-60 years |
| | Over 66 years |

16. EMPLOYEES QUALIFICATIONS (GIVE FULL DETAILS)

A) HIGHEST LEVEL OF EDUCATION

1	PhD	5	Certificate
2	Masters	6	Secondary
3	Bachelors	7	Others (specify
4	Diploma		

B) PROFESSION

1	Medical Doctor	10	Communication specialist
2	Engineer	11	Procurement specialist
3	Administrator/Human Resource	12	Architect
4	Lawyer	13	Researcher
5	Development worker	14	Logistician
6	Nutritionist	15	Agriculturalist
7	Nurse	16	Counselor
8	HIV aids specialist	17	Accountant
9	Financial specialist	18	Other (specify

C) CONTRACT DURATION

1	Less than 6 months	2	6 months -1 year
3	1 year	4	2 years
5	3 years	6	4 years
7	5 years	8	Over 5 years

D) APPLICATION TYPE

i) First application Renewal

ii) (Indicate No. of times renewed)

1	Once
2	Twice
3	Thrice
4	More than Thrice

iii) Previous employment in Kenya.....

E) CATEGORY OF THE CONTRACT

- 1 Paid
- 2 Unpaid

F) ANNUAL SALARY (KES)

- 1 Less than 1M
- 3 1.6M-2.0M
- 5 2.6M-3M
- 7 3.6M-4.0M
- 9 4.6M+

- 2 1M-1.5M
- 4 2.1M-2.5M
- 6 3.1M-3.5M
- 8 4.1M-4.5M
-

G) ANY OTHER BENEFITS

- 1 Medical
- 3 Housing
- 5 Stipend(volunteers)

- 2 Travelling
- 4 Children education
- 6 Other (specify)

17. REASONS FOR SEEKING AN EXPATRIATE

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18. HAS THE JOB BEEN ADVERTISED LOCALLY?

- Yes No

19. IF YES GIVE THE DATE AND NAME OF DAILY NEWSPAPER:(attach a copy)

20. IF NO GIVE REASONS:

21. WHAT ARE THE SPECIFIC JOB REQUIREMENTS FOR THE EXPATRIATE POSITION?

Education.....

Skills.....

22. HAS THE NGO IDENTIFIED A KENYAN CITIZEN TO UNDERSTUDY THE EXPATRIATE WHO WILL TAKE UP THE POSITION?

1 Yes

2 No

B) WHAT IS THE MINIMUM ENTRY REQUIREMENTS FOR THE UNDERSTUDY?

1 PhD
 2 Masters
 3 Bachelors
 4 Diploma

5 Certificate
 6 Secondary
 7 Others (specify

C) GIVE PARTICULARS OF THE KENYAN CITIZEN UNDERSTUDY

i. FULL NAMES:

ii. ACADEMIC AND PROFESSIONAL QUALIFICATION:

23. A) PROVIDE A LIST OF EXPATRIATES CURRENTLY WORKING IN THE ORGANIZATION

NO	NAME	POSITION	DATE EMPLOYED	DATE WORK PERMIT ISSUED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

B) PROVIDE A LIST OF KENYANS HOLDING KEY POSITIONS IN THE ORGANIZATION

NO	NAME	POSITION	DATE EMPLOYED	LOCATION AND FULL CONTACTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

C) TOTAL NUMBER OF STAFF IN THE ORGANIZATION

24. EXCLUSIONS

Work permit recommendations shall not be issued in the following instances: -

1. Paid positions for which there are sufficient skills in the country.
2. Where organizations have more than three non-kenyan staff.
3. Where the applicants are not qualified for the positions they have applied for.
4. Where renewals have been issued more than twice.
5. Where there is no evidence that kenyans were given a reasonable opportunity to apply.
6. Where there is proven cases of discrimination by the Organization.

25. I HEREBY CERTIFY THAT THE ABOVE PARTICULARS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME:

DESIGNATION:

SIGNATURE:

DATE:

Affix Stamp

Note: *Provision of false information shall lead to automatic disqualification of the applicant and legal action taken against the organization.*