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## **HUMAN RESOURCE DEVELOPMENT**

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### **MEMORANDUM**

**TO : OFFICE OF THE MEC  
OFFICE OF THE HEAD OF DEPARTMENT  
CHIEF FINANCIAL OFFICER  
ALL DDG'S  
ALL CHIEF DIRECTORS  
ALL CLUSTER CHIEF DIRECTORS  
ALL DIRECTORS  
ALL DISTRICT DIRECTORS**

**FROM : ACTING DIRECTOR- HRD**

**SUBJECT : MONITORING OF INTERNSHIP PROGRAMME FOR 2022/23  
FINANCIAL YEAR**

**DATE : 23 MAY 2022**

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1. The Department is in the process of implementing Internship Programme for a period of 24 months from 01 April 2022 - 31 March 2024.
2. Internship Programme is a Public Service graduate work experience programme targeting unemployed graduates with a learning experience that offers workplace exposure to explore the field of work which assist them in the mapping of their career path.
3. It has come to the attention of Human Resource Development that there is poor attendance amongst participants of the programme and some are not in their placed workstations.
4. In response to this matter, Human Resource Development has created a template for Monthly Reports to be filled and submitted by both Interns and their attached mentors.



5. Interns with poor work attendance and those not performing as per contract will be terminated from the programme.
6. All Departmental Interns are required to submit the monthly report no later than 15<sup>th</sup> of each month.
7. Attached, please find the monitoring tools.

**Yours in Quality Education**

**L. SIDIYA**  
**ACTING DIRECTOR - HRD**