

**UNIVERSITY OF
NAIROBI**



***Presentation on Integrity
Programme in the Estates Dept.***

**Presenter:
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Estates Department

Core Functions of the Department

a) Property Management

- Housing administration
- Management of commercial buildings
- Leases administration
- Valuation services etc.

b) Land Management

- Securing University assets
- Maintenance of asset register
- Payment of statutory charges etc.

ESTATES DEPARTMENT

CONT'D.

c) Utilities Management

- Ensure constant supply of water and electricity
- Payment of utility bills etc.

d) Environmental management

- Caretaking
 - Grounds etc.
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Estates Department - Cntd.

From the core functions, we have identified areas where opportunities for corruption exists and issues of integrity can arise.

Risk Area: Allocation of houses

Manifestation: Perception that allocation is done selectively.

Action Taken:

- Formed a committee within the department which prepares names of applicants to be recommended to the Housing Allocation Committee for allocation.
- Documented the Housing Allocation Procedure.

Estates Department

Challenges:

Large number of applications

Valuation for Rental Assessment

Manifestation: The University paying rent in excess of the market.

Action Taken:

- Taken the technical staff to seminars organized by the Institution of Surveyors of Kenya (ISK) on ethics and Code of Conduct.
 - Encourage the technical staff to act professionally and adhere to the Code of Conduct.
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Estates Department

- Cntd.

Challenges : None

- **Outsourced services**

Manifestation:

- Poor services, malfunctioning equipments, poorly maintained equipment.
- Payments for services not provided.

Action Taken:

- Close monitoring of the service providers. Weekly inspections with the cleaning company.
 - Making sure that service providers adhere to their contractual obligations.
 - Make sure servicing of equipments is done as scheduled and when there is a malfunction of the same the service provider is called to undertake the servicing.
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Estates Department

- Cntd.

Risk Area

- Electricity and water bills.

Manifestation

- Paying for estimated bills which are excessive.
- Paying for non-existent.

Action Taken

- Carried out an audit of all electricity and water meters.
 - Consistently undertaking joint meter readings with the service providers.
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- Counter-checking all bills to ascertain authenticity?

ESTATES DEPT. -CTD.-

Risk area

- Idle and under-utilized facilities

Manifestation

- Danger of property repossession by the Government.
- Invasion by outsiders.

Action Taken

- Secured 20No. title documents and processing of the remaining 7No. through the Commissioner of Lands
- Repair of idle physical facilities is being handled by the Construction and Maintenance and Department.

Challenges

- Slow and bureaucratic processes within the Department of Lands.

Estates Department -Ctd.

Risk Area

- Inadequate monitoring of University properties

Manifestation

- No clear records of the assets the University owns.

Action Taken

- Prepared an Assets Register in both soft and hard copies
- Being vigilant and frequent monitoring of all University land e.g. the Kilimani plot, Kasarani plot.

Challenges: None

Estates Department - Cntd.

Risk Area

- Condition of fire fighting equipment.

Manifestation

- Presence of faulty equipment or absence of this in case of emergency.
- Fire fighting equipment which have not been serviced for long.

Action Taken

- Purchase and installed additional fire fighting equipment
- Serviced all fire fighting equipment
- Staff have participated in fire fighting drill conducted by Jolemac Fire Company
- Staff trained on disaster management

Estates Department Cont'd

Risk Area

- Unoccupied University houses.**

Manifestation

- Incurring heavy loses through external security services**
- Deterioration of houses due to non-occupancy thus loosing value.**

Action Taken

- Making sure houses are occupied as soon as they are vacated and making sure repairs are done as soon as possible.

Challenges

- Some houses are located in very insecure areas such as next to Karura Forest.
 - Repair of houses take too long due to financial constraints and lack of staff.
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Estates Department Cont'd

Risk Area

- Rent collection

Manifestation

- Very little collection of rent especially from those on leave of absence, secondment.

Action Taken

Close monitoring of rent collected from staff on Leave of Absence

and giving notices to pay/vacation for those with areas.

Challenges

- Staff on Leave of Absence not paying regularly and therefore need for constant follow-up.

Estates Department

Cont'd

Risk Area

- Abuse of duty house facility

Manifestation

- Policy on allocation of duty house not clear.
- Duty houses are located far away from work places.
- Increased and selective allocation of duty houses to evade rent payment.

Action Taken

- Make sure staff entitled to duty houses are only allocated the houses within their work stations.
- Make sure that only those entitled to free duty houses are not paying rent.

Challenges

- Availability of duty houses
- Proximity to where a member of staff entitled to one is stationed.

Estates Department Cont'd

The department has taken the following measures to ensure fully compliance with integrity programme.

- ❑ Ensured proper distribution and encouraged staff to lead manuals on “public service integrity programme and National Anti-corruption Prevention in the registry”.
- ❑ Encourage staff to observe and adhere to their professional ethics and Code of Conduct as required by the professional body namely the Institution of Surveyors of Kenya (ISK).
- ❑ Held sensitization meeting on integrity and corruption prevention.
- ❑ Appointed 3 champions to spearhead corruption prevention activities.

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- ❑ Installation of Corruption Prevention box and encouraging staff and our clients to report incidences of corruption encountered.
 - ❑ Attendance of all workshops, training, seminars on integrity and corruption prevention.
 - ❑ Make the housing allocation process transparent and accountable by establishing committee and computerizing the process. Adhering to the housing application waiting list.

END.