

ISSUE QUERY REVIEW

Based on the current setup... Kindly effect the changes stated below.

1. Teamleads should be able to issue queries to staff within their department.
2. Registrar and Head Administrative/HR department should be able to issue queries to all active staff on the staff register.
3. Staff have 24 hours to respond to the queries issued by any of Teamlead, Head Administrative/HR or Registrar.
4. Teamlead, Head Administrative/HR or Registrar to acknowledge the response and send it to HR for filing.

VACANCIES SECTION

We would appreciate a full review of how this section works