DEDAN KIMATHI UNVERSITY OF TECHNOLOGY

SCHOOL OF BUSINESS MANAGEMENT AND ECONOMICS

DEPARTMENT OF OPERATIONS AND SUPPLY CHAIN MANAGEMENT

BACHELOR OF PURCHASING AND SUPPLIES MANAGEMENT

*BY*

*ALOISE GAITHO MWAGO*

REG NO: B011-01-1196/2018

ATTACHMENT PERIOD: 3 MONTHS 4/05/2021-04/08/2021

AN INDUSTRIAL ATTACHMENT REPORT SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF DEGREE IN PURCHASING AND SUPPLIES MANAGEMENT IN THE DEPARTMENT OF OPERATIONS AND SUPPLY CHAIN MANAGEMENT, SCHOOL OF BUSINESS MANAGEMENT AND ECONOMICS OF DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY.

JULY 2021.

# DECLARATION

I declare that this field attachment report is original work and effort compiled from personal exposure and experience at the Nyandarua County Government in the Department of Lands, Housing and Physical Planning and it has not been presented anywhere for any award. Other sources of information have been duly acknowledged.

Signature................................................. Date………………………….

Aloise Gaitho Mwago B011-01-1196/2018

This attachment report has been submitted to me as the supervisor and a lecturer in Dedan Kimathi University of Technology.

Signature………………………………. Date………………………….

Mr. Zakary Njoroge

Dedan Kimathi University of Technology

# DEDICATION

I dedicate this industrial attachment report to Mr Timothy Njoroge who guided me throughout the attachment period at the Nyandarua County Government in the Department of Lands, Housing and Physical Planning for the moral support he accorded me towards the success of the attachment. It was through his unwavering support that I was able to achieve this. I also dedicate this report to friends who encouraged me and my family for their endless financial support. May God bless them.

# ACKNOWLEDGEMENT

It is always a pleasure to remind the fine people in the procurement department section for their sincere guidance I received in upholding my practical as well as theoretical skills in this profession.

First and foremost, I would like to acknowledge Chief Officer Florence W. Annan and the entire directorates in the Department of Lands, Housing and Physical Planning at large for giving me an opportunity to undertake my industrial attachment and gain valuable skills and experience in the department. I would also like to acknowledge Mr Timothy Njoroge who acted as my supervisor during the entire period for his effort and commitment to ensure success during the short period. It was through their words of wisdom and encouragement that I was able to maneuver against obstacles and teaching me work protocols.

I extend my gratitude to the Records Officer Miss Jacqueline Tundura for sharing her expertise and knowledge and the great willingness to help me and work hand in efforts to enlighten me on matters relating to store keeping and maintenance.

I would also like to acknowledge fellow interns; Esther Nungari, Esther Njeri, Judith Nyambura and Alice Muthoni for being on the same team with me and whom I delighted and had pleasure working with every time.

I extend my acknowledgement to Dedan Kimathi University of Technology, School of Business Management and Economics for impacting vast knowledge in me, that I was able to apply in the field and enhance my practical experience.

# TABLE OF CONTENTS

[DECLARATION ii](#_Toc80364443)

[DEDICATION iii](#_Toc80364444)

[ACKNOWLEDGEMENT iv](#_Toc80364445)

[TABLE OF CONTENTS v](#_Toc80364446)

[ACRONYMS vii](#_Toc80364447)

[EXECUTIVE SUMMARY viii](#_Toc80364448)

[CHAPTER ONE 1](#_Toc80364449)

[INTRODUCTION 1](#_Toc80364450)

[1.1 HISTORICAL BACKGROUND 1](#_Toc80364451)

[1.2 Main functions of the organization 1](#_Toc80364452)

[1.3 Vision 2](#_Toc80364453)

[1.4 Mission 2](#_Toc80364454)

[1.5 Core values 2](#_Toc80364455)

[1.6 Physical address 2](#_Toc80364456)

[1.7 Organizational Structure 2](#_Toc80364457)

[1.8 Duties of key personnel in the org 3](#_Toc80364468)

[1.8.1 Member of the County Executive Committee (CECM) 3](#_Toc80364469)

[1.8.2 Accounting Officer 4](#_Toc80364470)

[1.8.3 Accountant 4](#_Toc80364471)

[1.8.4 Records Officer 4](#_Toc80364472)

[1.8.5 Directors 4](#_Toc80364473)

[1.8.6 Procurement officer 4](#_Toc80364474)

[CHAPTER 2 6](#_Toc80364475)

[ACTIVITIES UNDERTAKEN AND ATTACHMENT DETAILS 6](#_Toc80364476)

[2.0 Introduction 6](#_Toc80364477)

[2.1 Key activities at Nyandarua County Government in the Department of LHPP 6](#_Toc80364478)

[2.2 Knowledge and Skills gained. 7](#_Toc80364479)

[CHAPTER 3 8](#_Toc80364480)

[Challenges and How I Overcame them 8](#_Toc80364481)

[3.0 Introduction 8](#_Toc80364482)

[3.1 Challenges encountered 8](#_Toc80364483)

[3.2 How I overcame the challenges 8](#_Toc80364484)

[Chapter Four 10](#_Toc80364485)

[Conclusion and Recommendations 10](#_Toc80364486)

[4.0 Introduction 10](#_Toc80364487)

[4.1 Conclusions 10](#_Toc80364488)

[4.2 Recommendations 10](#_Toc80364489)

[4.2.1 To the organization 10](#_Toc80364490)

[4.2.2 To the Dedan Kimathi University 11](#_Toc80364491)

[References 12](#_Toc80364492)

# ACRONYMS

AIE – Authority to Incur Expenditure

LHPP-Lands, Housing and Physical Planning

CG – County Government

ICT - Information and Communications Technology

CECM – County Executive Committee Member

IFMIS – Integrated Financial and Management Information System

KISM – Kenya Institute of Supplies Management

# EXECUTIVE SUMMARY

Industrial attachment is a structured, credit bearing work experience in a professional work setting during which a student applies and acquires knowledge and skills (Benard, 2018). Industrial attachment is an essential part of a student’s academic program which normally lasts for a period of three (3) months. A student is expected to be attached in organization that offers services that are relevant to course of study to student. Attachment is set to train a student on organizational values practiced in any organization. At the end of the attachment period, a student is expected to write an attachment report aimed at giving the intuition of the period. This is always an opportunity for students to apply their knowledge to the real world. I had the opportunity to be part of the Nyandarua County procurement officers. I was attached at the department of Lands, Housing and Physical Planning of the County Government of Nyandarua. This report contains detailed information of about the organization structure of the Nyandarua County Government, all the activities I undertook, the skills I gained, strengths and weaknesses during the attachment period. I not only gained practical experience but also got exposed to interpersonal skills that are needed to work effectively and build up my own abilities and confidence.

# CHAPTER ONE

# INTRODUCTION

## 1.1 HISTORICAL BACKGROUND

Following the enactment and promulgation of the 2010 constitution of Kenya, the devolution of the National Government to regional Governments lead to the formation of County Governments. The promulgation dictated the 47 County Governments serializing each County with an identical number. The County Governments came to an existence after the 2013 General elections with Daniel Waithaka as the first governor and Francis Kimemia as the second Governor.

Nyandarua County is a county from the former Central Province bearing a 018 as its identical serial number. The county has its headquarters in Ol Kalou town. The county has a population of 596,268people with an extension area of 3304 square Kilometers. The county is subdivided into five sub-counties namely Kinangop, Kipipiri, OlKalou, Oljororok, and Ndaragwa Constituencies headed by the Member of Parliament.

The Nyandarua county government is organized into 10 departments each headed by a Cabinet Secretary who is also a member of the County Executive Committee Member. The 11 departments includes the County Service Board, Department of Youths Sports, Gender and Social Services, department of Health Services, Department of Water, Environment, Tourism and Natural Resources, department of Education, Culture and Arts, Department of Finance and Economic Development, Department of Industrialization, Trade, Cooperatives and Urban Development, Department of Public Administration and ICT, Department of Transport, Energy and Public Works, Department of Agriculture, Livestock and Fisheries, Department of Lands Housing and Physical Planning and Olkalou Municipality which is an independent body.

For a period of three months, I have been attached in the department of Lands, Housing and Physical Planning.

## 1.2 Main functions of the organization

The Department of Lands Housing and Physical planning has the mandate of settling land disputes that are existing or arising within the county boundaries at any particular time to the people of Nyandarua County. The department is secondly mandated in the development of county land bank marks all around the county. Also the department is mandated in the following activities, acquisition of land parcels for social amenities and roads of access, resettlement of squatters in the county, planning, surveying and titling of public land in the economy, vetting and approving building plans and subdivision, development control and ensuring compliance, formulation and implementation of county policies and legal frameworks, establishment and maintenance of GIS based database, development and promotion of affordable housing, facilitate leasing of county offices and residential houses, preparation and maintenance of land registration maps, provide guidelines on boundaries and fence, and generation and provision of geospatial data outputs for use by other development agencies.

## 1.3 Vision

A leader in the provision of a serene environment to live and work

## 1.4 Mission

To improve county citizens’ livelihoods through land administration and management, planning, surveys and dissemination of low-cost housing technology.

## 1.5 Core values

Core values are what supports a corporates vision and mission which concurrently shapes the culture of a corporate. Nyandarua County Government has embraced the decision in actualizing core values which includes, integrity, effectiveness and efficiency, innovativeness, inclusiveness, equity and equality, high standards of professional ethics, and accountability and transparency. The Nyandarua county Government has geared employees towards achieving the mentioned values.

## 1.6 Physical address

County Government of Nyandarua

Olkalou town

P.O. Box 701-20303

Telephone: 02026608

## 1.7 Organizational Structure

Nyandarua CG (Governor)

County Public Service Board

Public Administration and ICT

Transport, Energy and Public Works

Education, Culture and Arts

Health Services

Agriculture, Livestock and Fisheries

Water, Environment, Tourism and Natural Resources

Lands Housing and Physical Planning

Industrialization, Trade, Cooperatives and Urban Development

Youths Sports, Gender and Social Services

C.E.C.M

Chief Officer

Survey and Mapping

Land Administration and Management

Physical Planning

Housing

SUPPORT SERVICES

* ICT
* Accounts
* Procurement
* Records
* Cartography

## 1.8 Duties of key personnel in the org

### 1.8.1 Member of the County Executive Committee (CECM)

The County Executive Committee Members are the heads of each and every department existing in a county. They are accountable to the County Governor in the performance of their functions and exercise of their powers. Some of the functions undertaken by the CECM includes implementing county legislative policies, prepare proposed legislations for consideration by the county Assembly and provide the County Assembly with full and regular reports on matters relating to the county.

### 1.8.2 Accounting Officer

The accounting officer is also the chief officer of a department within the county borders. He/she is the authorized officer of the department for approvals. The Accounting Officer is answerable to the CECM in general administration and coordination of the department, and initiation, development and implementation of strategic plans in specific departments where one is placed.

### 1.8.3 Accountant

The accountant is responsible for compiling, presenting financial and budget reports regularly, monitoring spending and budgets, providing financial information to management by analyzing accounting data and preparing reports, documenting financial information so that they recommend ways to help the organization run proficiently and analyzing accounts and business plans.

### 1.8.4 Records Officer

the records officer is the custodian of all records in a registry office pertaining to all data in a department. The records officer is responsible for creating and maintaining the departments databases to ensure quick information retrieval, developing record distribution and storage policies, auditing information that is created and stored within the department, overseeing the switch from paper to electronic record keeping, dealing with enquiries and requests for information from both internal and external clients.

### 1.8.5 Directors

Directors are the heads of specific functions undertaken in department aiding in organizing and staffing a department with the right personnel. For example, in the Lands department there is the director of Land Administration, director Survey and Mapping, and director Physical Planning. They act as dispute reconcilliators to the junior staff. Last but not limited to they provide suggestions/recommendations to particular directorates.

### 1.8.6 Procurement officer

the procurement officer is an officer whose job involves buying equipment, supplies and services in an organization. The procurement officer in responsible for assessing products, services, supplies

and negotiating contracts. The officer is also responsible for creating, maintaining and updating the procurement plan, monitoring stock levels and identifying purchase needs, updating internal databases with order details such as dates, vendors, quantities and discounts. Conducting market research to identify pricing trends, ensuring approved purchases are of sufficient quality and are cost efficient, and assessing products, services and suppliers are all the functions of a procurement officer.

# CHAPTER 2

# ACTIVITIES UNDERTAKEN AND ATTACHMENT DETAILS

## 2.0 Introduction

This chapter entails details about the activities undertaken during the field attachment. It highlights all the relevant departments assigned. It also provides relevance to these tasks and assignment to the degree program and area of attachment. It provides detailed account of all different activities undertaken at the County Government of Nyandarua in the Department of Lands, Housing and Physical Planning.

## 2.1 Key activities at Nyandarua County Government in the Department of finance

The Department of finance in Nyandarua County is where I had the opportunity to put down to work all the skills and knowledge, I learnt during the course work. Since the 2020/2021 financial year was coming to an end, all contracts had to be duly completed and all file documents had to be compiled together. I was attached in the internal audit department whereby I also assisted on matters relating to accounting .

Below are the duties and responsibilities I undertook at the department: -

1. Taking part in field work in financial audit test for danida fund, examining of various book of account like cashbook, bank reconsilation and bank statements.
2. Assisting in preparation and examining of payments.
3. Assisted in confirming payments of public officers and entering them in excel spreadsheet.
4. Also i assisted in routine office work by making copies of payments and filling, compiling of department financial reports.
5. Writing of sample financial reports based on observations collected during fieldwork.
6. Analysis reports and conducting training for the financial management skills for incharges responsible for different organizations.
7. Undertaking public procurement processes.
8. Taking part in different audit systems like IFMIS, IDEA and TEAM MATE systems.

## 2.2 Knowledge and Skills gained.

The two months period during the attachment has been way full of a learning experience gaining the excellent skills and competencies at place of work. By this I gained quite a great vast of learning outcome in terms of work experience.

1. Receiving, inspection and analyzing received orders through the IFMIS online portal. I learnt how to receive materials delivered and how to analyze the received orders to ensure that they meet the specifications called for.
2. Team working among colleagues in the organization fostered smoothened interaction with a lot of people and this perfected my skill of working as a team to ensure that activities run smoothly.
3. Accounting - I learnt the skill in handling general accounting principles such as, preparing management accounts, the general ledgers, balancing of accounts among other accounting functions, and the IFMIS accounting system of validation and
4. Negotiation skills - I developed ability to persuade, influence and explore positions and alternatives to reach substantiated outcomes that will gain acceptance to all parties and will also meet an organization’s strategic procurement objectives.
5. Integrity and Discipline – I developed high levels of integrity demonstrated in my ability to follow instructions from superiors as well as handling financial information with utmost confidentiality.
6. Stock management – I specifically gained versatility in the stock processing, procuring, inventory management, storing and issuing.
7. Supply Chain Management- I gained an acute knowledge in elements of procurement, for example, Stores and stock management, supplier selection, tender document preparation and evaluation.
8. Computer skills - i learnt how to use excel spreadsheet to record payments,word document to write financial reports and also how to use printers.

# CHAPTER 3

# Challenges and How I Overcame them

## 3.0 Introduction

The attachment duration at County Government of Nyandarua was very educative, fun and very informative. However, challenges always exist in any organization and so I encountered them which in some instances limited the learning process. This chapter highlights some of the challenges encountered during my attachment and how I overcame them.

## Challenges encountered

1. Insufficient information in records kept especially when you have to retrieve some information dated some time back bearing the fact that this was my first time in a job environment.
2. Inadequate financials to finance my travels from home to work place. This became a challenge since commuting from home to work place required transport costs and since the department had quite a good number of interns, the officials sought that I was receiving monetary benefits just like the interns.
3. Unnoticed work. Well, it goes without saying that one does well in any field expecting a recognition. Sometimes there were overwhelming jobs that I could leave the work place at night just to make sure that urgent works assigned are ready. Most are the times I was never appreciated. This was very discouraging.
4. Adapting to the working environment. This was the first time I was in a work facility and thus I had to adapt to new people, new roles and responsibilities.
5. Shortage of training equipment’s such as computers for accessing the IFMIS portal. The procurement officer required a laptop in order to access the IFMIS portal but the available laptops for office use were limited.

## How I overcame the challenges

1. Due to the insufficient information I possessed, I had to relook on fully paid files on display with assistance from my supervisor and gained a whole new knowledge on how to assort files and surrender them to the finance department for payment. I spent the first week of my attachment trying to learn hoe the department operates.
2. I owe my supervisor a lot because he used to finance my travels, picking and dropping me off after work hours in the evening on his way home. This was made possible after I talked to him at personal levels. I owe him much gratitude for he understood me.
3. I later came to learn that most of the times hard goes unrewarded by perseverance is key. I had the motivation that hard work doesn’t go for long without being recognized. This were the words my supervisor echoed before his bosses and seniors.
4. Adapting to a new environment is sometimes a challenge since everything is new and one doesn’t know what to do, and if one knows, he/she doesn’t know if they are doing it right or wrong depending on the complexibility of work. Teamwork management skills helped me in the interaction with new people, thereby creating a good rapport and an enabling environment to work in.
5. To at least cover up the shortage of training equipment, my supervisor had to provide his personal laptop and also made use of my personal computer to bridge the gap.

# Chapter Four

# Conclusion and Recommendations

## 4.0 Introduction

My attachment period at the Nyandarua County Government ended on 4th of August, 2021. This chapter outstretches the conclusions and recommendations to both the industrial organization and the training organization regarding the entire attachment period.

## 4.1 Conclusions

The attachment added great value to myself having learnt new skills as well as building relationships, trust and also improving on the skills. I have gained competence in areas such as confidence, communication, negotiation and also interpersonal skills. The attachment endeavor was a successful experience which gave me a chance to apply the knowledge gained from books into the field of work. Contacts made during the attachment period will be of great help since they will facilitate growth of my career through mentorship and career guidance. The attachment period greatly helped me improve on interpersonal skills, listening, conflict resolution, presentation skills and also the organization skills. I had the privilege of interacting with attachés and interns from other universities which has contributed largely in gaining a lot of knowledge and experience. I got to listen to different ideas from many and different colleagues at the Department of Lands, Housing and Physical Planning thereby increasing my know-how on land processes and procedures. I got the chance to gain knowledge on the government work system and how protocols and procedures must be followed in the execution of works, services and goods for the system to function effectively.

Finally, the attachment was fun filled, educative and successful and therefore I would encourage the County Government of Nyandarua in collaboration with the National Government to continue giving continuing students industrial attachments as it is part of the academic requirements from training institutions.

## 4.2 Recommendations

### 4.2.1 To the organization

The County Government of Nyandarua is an equal opportunity provider for all students in training institutions. However, the County does not have enough learning materials to students at the tertiary level. I would rather recommend more resources be allocated to the County to ensure that the training sessions at the industry is effective and efficient in a manner that is both satisfactory to both the student and the organization at large. I would propose that the County Government of Nyandarua to put in place special programs for guiding and assigning duties to students so as to accommodate everyone and ensure that everyone has a chance to work at the County Offices of their choice with respect to their area of jurisdiction during the attachment period.

Finally, it would be a humble request to the County Government of Nyandarua to consider offering internship programs to attachés the moment they are done with their fourth-year learning so as to absorb them in the job market. This is because, currently most of the Universities in Kenya prefer students going for their industrial attachment after the end of the fourth academic year. This will facilitate an easy job entry forum for the students and may be the few renumerations compensated to the students, can be used to register into professional bodies such as Kenya Institute of Supplies Management (KISM), Certified Public Accountants and many other professional bodies.

### 4.2.2 To the Dedan Kimathi University

First and foremost, I would recommend the University to start assisting students in securing industrial attachments. In the wake of the Covid-19, organizations have continued to enforce strict measures to curb the spread of the Corona Virus. One of the ways industries are using to curb the spread is through reducing the number of employees in a work station. This has therefore made it hard for person to secure an attachment in various organizations. The university can secure industrial attachments for its students through partnering with government organization which are offering attachments throughout the country.

The university should make arrangement on constant assessments to students, at least twice during the attachment period. I recommend the university to be conducting constant monitoring and supervision of students so as to encourage the students on attachment to work fully, efficiently and more accurately. This will put a close link to the academic supervisor and the field supervisor so as to foster appropriate training is carried. This will also be beneficial to the academic supervisors as they will always be updated on emerging issues in the field of work.

# References

Kenya, G. o. (2021). Retrieved from GOK: https://www.president.go.ke

Makaa, E. B. (2018, March 6). *Importance of Industrial attachment/internship for students or interns*. Retrieved from Educationgroup: htttps:// www.educationgroup.com

Nyandarua, C. G. (2020). County Integrated Development Plan 2020/2022. Olkalou: Government Printers.

Nyandarua, C. G. (2021). Retrieved from County Governmemt of Nyandarua: https://www.nyandarua.go.ke

Printers, G. (n.d.). Public Procurement and Asset Disposal Act 2015 .

(n.d.). *Student Attachment Logbook.*

Thomas, R. (2014). Internationa Review of Administrative Sciences. *The Duties and Responsibilities of Civil Servants and Ministers: A Challenge within British Cabinet Government*.

Wilson, M. (2016). International Journal of Business Management. *Industrial Attachment challenges: Lessons drawn from Gweru Polytechnic College in Zimbabwe.*