

Guide for Process Documentation

 Republic of Kenya	 GDC Geothermal Development Company <small>Green Energy for Kenya</small>		
Institution/Organization Name:	GEO THERMAL DEVELOPMENT COMPANY		
Affiliations; Ministry / Department/ County /Parent Company:	MINISTRY OF ENERGY		
Economic Sector Alignment:	ENERGY		
Big 4 Alignment:	MANUFACTURING		
Accounting Officer:	ENG. JARED O. OTHIENO		
Period: FY	2021/2022		
Process Documentation			
Service Name			
Brief Description Document Purpose/Service	Acknowledging candidates performance in job interviews		
Document Control: Change Record/ Version Number	ISO Documentation		
Process Owner: Name and Position	Ms. Irene Onyambu- General Manager Human Resource and Administration.		
Process Writer (s): Name and Position	1.Lucy Mukiri, Chief Officer HRP		
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Process Reviewer (s) Name and Position	1. Mariam Yunus, Manager HRD		
	2. Irene Onyambu, GM HRA		
STEPS/ FLOW/SEQUENCE			
Step	Event/ Activity/ Action	Time/ No. Of Days	Actor
1.	Describe the Process Boundaries; what triggers start, inputs, outputs and end <ul style="list-style-type: none"> The Selected candidate(s) shall be subjected to a vetting process Upon successful vetting, the offer letters signed by the General Manager, HR and Administration shall be given to the successful candidates stating the terms of employment. 	Acceptance or rejection of appointment within 21 days.	GM HRA MD & CEO Head of recruiting department Candidate Government Advertising Agency (GAA)

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	<ul style="list-style-type: none"> The signed offer letters will be given to the candidate who will signify the acceptance or decline the appointment by signing in the provided part within 21 days. 		
2.			

(Add rows as necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Rejection of appointment	1.	Rejection of appointment within 21days	Within 21 days	Prospective candidates GM HRA
	2.			
(if any other, add rows)				

Process Maps/Visuals

Business process flowchart attached