



KENYA FOREST SERVICE

DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 11

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	SNR ADMIN. OFFICER	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	SNR ADMIN. OFFICER	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	HRPM	Human Resource Procedure Manual
3	WI	Work Instructions
4	SP	Strategic Plan 2018-2022
5	GC	KFS/Government Circulars
6	COK	Constitution of Kenya 2010
7	TP	Housing Policy
8	FCMA	Forest Conservation Management Act 2016
9	HA	Housing Act, 2012 Cap. 117
10	LRA	The Labour Relations Act, 2007
11	PHA	Public Health Act,
12	LIA	The Labour Institutions Act, 2007
13	LTB	The Landlord and Tenant Bill, 2007
14	SPNHPK	The Sessional Paper No. 3 of 2004 on National Housing Policy for Kenya

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	MHRA
4	CAO

PREPARED BY: Manager, HR & Admin

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:2 of 11

RECORDS/ANNEXES

REC. NO	REC. TITLE
KFS/HOU/VOL.	Requests for house allocation by staff
KFS/HOU/VOL.	House allocations
KFS/HOU/VOL.	House repairs
KFS/HOU/VOL.	Housing committee minutes

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DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:3 of 11

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	2
1. TERMS AND DEFINITION.....	4
2. SCOPE	4
3. PURPOSE.....	4
4. OBJECTIVE	5
5. RESPONSIBILITY AND AUTHORITY	5
6. RESOURCES, INPUTS AND OUTPUTS.....	5
7. CRITERIA OF MEASUREMENT	6
8. RISK AND OPPORTUNITIES.....	6
9. EVALUATION OF PROCESS	6
10. DETAILS OF PROCEDURE	6
11. PROCESS FLOW CHART.....	10

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KENYA FOREST SERVICE

DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:4 of 11

1. TERMS AND DEFINITION

TERM	DEFINITION(S)
EC	Ecosystems Conservator
HOC	Head of Conservator
CAO	Chief Administrative Officer
CCF	Chief Conservator of Forests
KFC	Kenya Forestry College
MHRA	Manager Human Resource and Administration
QPM	Quality Policy Manual
HRPM	Human Resource Procedure Manual
WI	Work Instructions
SP	Strategic Plan 2018-2022
GC	KFS/Government Circulars
COK	Constitution of Kenya 2010
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2. SCOPE

- 2.1. Establish clear guidelines and procedures on staff housing, creating a single, authoritative source for information and regulation.
- 2.2. Articulate the linkages between staff housing and other important policies, thereby ensuring uniformity & consistency across the Service.

3. PURPOSE

- 3.1. Ensure that well maintained facilities & grounds are available for staff who choose to rent staff houses
- 3.2. Ensure equitable allocation & provision of housing for all cadres of eligible staff

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KENYA FOREST SERVICE

DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:5 of 11

3.3. Ensure compliance with housing guidelines for public officers

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. The Chief Conservator of Forests

5.1.1. To facilitate resources and mobilize the same towards the construction

5.1.2. Maintenance and repairs of residential buildings.

5.2. The KFS National Housing Committee

5.2.1. Provide guidelines on the implementation of this policy and give advice to the Director on matters concerning staff houses.

5.3. The Human Resource and Administration Department

5.3.1. To carry out monitoring and evaluation to ensure adherence and assist the Regional Committees administratively in the implementation of the housing policy.

5.4. The Principal KFC, HOCs and ECs

5.4.1. Establish Regional Housing Committees to assist in the implementation of the housing policy in conjunction with the KFS National Housing Committee

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

6.1.1. Finances

6.1.2. Personnel

6.1.3. Infrastructure

6.2. Inputs

6.2.1. House Requisition

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KENYA FOREST SERVICE

DOCUMENT TITLE: HOUSING
MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:6 of 11

- 6.2.2. House inspection
- 6.2.3. Repair Requisition
- 6.2.4. Vacation report
- 6.2.5. Approval

6.3. Outputs

- 6.3.1. Staff housed
- 6.3.2. Staff Houses Repaired
- 6.3.3. Staff vacates

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10. DETAILS OF PROCEDURE


10.1. Allocation of Institutional Houses

10.1.1. It is the responsibility of the line manager to indicate the degree of priority for each employee. However the actual allocation of staff houses shall be undertaken by the housing committee at the Head Office and by the Regional Housing Committees in the field after receiving an application. All employees will be required to submit their requests through their respective line managers/CAO.

10.1.2. Individuals who pose a clear and present danger to other residents are not eligible to live in the staff houses. All allocations and housing transfer shall be made without regard to religious affliction or lack of it or gender or ethnic affliction except for purposes or affirmative action. Officers of the opposite gender will not occupy the same house neither will a non-commissioned officer share a house with a commissioned officer in the case of the disciplined staff.

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	<h1>KENYA FOREST SERVICE</h1>	DOCUMENT TITLE: HOUSING MANAGEMENT	
REF NO:KFS-HR&AD-012	ISSUE NO: 2	REVISION NO: 1	PAGE:7 of 11


10.1.3.The demand for housing greatly exceeds the available supply, thus houses will be allocated on a first come basis. The Head of Administration will ensure all housing information is provided to the relevant staff at all times on a regular periodic basis. Assessing of housing application as submitted will be carried out with the reference to the nature of duty, seniority, and class of the house and date of application, based on the categories.


10.1.4.The allocation process will incorporate the following;

- a) Priority for allocation of staff house will be given to the KFS staff. Non staff may be accommodated after all staff applications have been met.
- b) The priorities for allocation of houses to staff will be determined by the Housing Committee and sub committees.
- c) All requisitions for staff housing will be done to the relevant housing committees.
- d) Successful applicants will be offered a house allocation letter together with a Tenancy Agreement.
- e) Unsuccessful/ ineligible applicants will be informed accordingly. Unsuccessful applicants who are legible for allocation will put in the waiting list.
- f) Unsuccessful applicants may lodge appeals to the Director.
- g) If the appropriate size of accommodation is unavailable, an employee may be offered alternate and/or shared housing according to availability,
- h) An employee who:
 - Cannot be accommodated; or,
 - Is over/under accommodated; or,
 - Requests a move of convenience

Will be placed on a waiting list, maintained and monitored by the housing committees until appropriate accommodation becomes available.

- i) The Housing Committees reserves the right to approve, reject or defer requests for housing. The Committees may give preferential treatment to staff with disability, chronic illness or any other consideration that the committees may deem fit.

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	KENYA FOREST SERVICE	DOCUMENT TITLE: HOUSING MANAGEMENT
REF NO:KFS-HR&AD-012	ISSUE NO: 2	REVISION NO: 1
PAGE:8 of 11		

- j) An officer shall be considered to have been allocated a house upon receipt of a duly signed allocation letter & tenancy agreement. All officers who occupy staff houses will be required to pay market rate rent & associated costs.


10.2. Vacation of Institutional House

10.2.1.Reasons for Vacation, eviction or rejection of Institutional House. A tenant may vacate or be evicted from a house for the following reasons:

- a) Voluntary vacation,
- b) Failure to pay rent and associated costs
- c) Vandalism
- d) Subletting of house
- e) Putting up structures within the compound without authority
- f) Using the house for non residential purpose
- g) Illegal occupation of the house.
- h) Termination of service (retirement, dismissal, death, end of contract)
- i) Being a nuisance/ infringing on the privacy of other tenants
- j) Were evicted from staff housing within the last two (2) years; or,
- k) Have outstanding arrears owing for rent and/or damages from previous tenancy
- l) Breach of the Tenancy Agreement
- m) Any other reason that the Housing Committees may deem to warrant vacation of staff.

10.2.2.Procedure for Vacation.

- a) The tenant will give written notice of intent to vacate the house and will be responsible for the payment of rent and associated costs.
- b) After the house is vacated, the designated officer or his representative will inspect the house with the tenant present for the inspection.
- c) In the event of separation, the tenant will vacate the property within thirty (30) days after termination of employment. He/she should also clear all dues / amounts arising out of taxes / damages / non-payment of electricity and telephone bills or any other bills.

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MANAGEMENT

REF NO:KFS-HR&AD-012

ISSUE NO: 2

REVISION NO: 1

PAGE:9 of 11

d) If a tenant fails to vacate as per (c) above and as per section 15.1, an eviction notice shall be issued for eviction within seven days.

10.3. Repairs & Maintenance

10.3.1. Repairs and maintenance of institutional houses will be carried out as stipulated in the KFS Repairs and Maintenance Policy.

10.3.2. The Housing Committees is responsible for inspecting the condition of housing facilities on a regular basis least twice a year for deferred maintenance, health, safety, and by-laws compliance. Such inspections will take into account the fair wear & tear on the quarters & the condition of the grounds. Towards this end the Service will set aside funds from its annual budget for covering operating costs and the costs of financing capital improvements for residential building.

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11. PROCESS FLOW CHART

11.1. Allocation of Houses

Request from applicant submitted to the line Manager	Applicant
Line manager forwards request to the Housing Committee at the HQ or Region	Line Manager
Committee allocates house	CAO/Committee
Move in Form filled, signed and filed	CAO/Line Manager
Notification to payroll for deductions	CAO/Line Manager

11.2. Vacation of Houses

Request from applicant submitted to the line Manager/CAO	House occupant
Line manager/CAO inspects the house with the move out form and compares it with the move in form	Line Manager/CAO
If any damage has been done to the house, housing committee deliberates on measures to take	CAO/Committee
Communication is done to payroll to stop deductions	Line Manager/CAO

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11.3. Repair and Maintenance of Houses

Request from applicant submitted to the line Manager/CAO	House occupant
↓	
Line manager/CAO forwards request to the In charge Housing Unit if it exceeds imprest threshold	Line Manager/CAO
↓	
In charge Housing Unit compiles and forwards to CCF for approval	CAO/Committee
↓	
Once approved, in-charge Housing Unit undertakes the repairs	In charge Housing Unit
↓	
Notification to payroll for deductions	CAO/Line Manager

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