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# NUBA CHRISTIAN DEVELOPMENT ORGANIZATION (NCDO)

## **Administration Policies and procedures.**

### **1.0 Introduction**

1.1 This administration manual contains the basic principles , policies and regulations that are to guide NCDO operations (Hereinafter "policies" The policies re meant to provide all employees with clear understanding about administrative functioning , including the roles , power, rights and responsibility of employees of NCDO. These policies seek to promote the core values stated above as basis to demand compliance from members and partners in human development

### **1.2 The vision of NCDO**

### **1.3. The mission**

1.4. The core mandate of **NCDO** include not limited to:

- (a) Provision of adequate water and sanitation
- (b) Education for all
- (c) Improved agricultural practices
- (d) Faith growth through Christian Ministry

1.5 NCDO Scope of operation

Nuba Christian Development Organization currently is operating in the two counties of Dilling and Lagawa in western Nuba Mountains; with the future intention of covering the all of Southern Khordofan and there after in some regions of Sudan with the main focus on water and sanitation.

## **2.0 NCDO PEACE BUILDING COMPONENT**

2.1 NCDO as humanitarian organization adhere with Christian principles of service delivery without discrimination, favour but obliged to access services to all and not use humanitarian aid as a weapon against other parties.

## **3.0 NCDO STAFF EMPLOYEMENT**

Recruitment shall be carried after a board of advisors approves the vacant posts to be filled. Other minor recruitment can be carried by Executive Committee board serve only for serious position in the NCDO

Then the co-ordinator or the manager shall advertise the positions and the interviews are conducted to those who applied for the vacant posts.

3.1 Some of the qualities required for the employed include but not limited to:-

- The person must be committed to the service of the needy
- The person employed must have a moral life with a good reputation
- Team spirit and cooperation as one of the pillars for the development and helping the needy
- Have effective communication amongst the staff
- Good interpersonal with sound educational background and professionalism in the particular field or area of work
- The social aspect amongst the various cultural norms and easy to adjust especially dressing culture and social relationships
- The employee must be free from drugs

#### **4.0 Teams and references of Job Description and contracts**

4.1 There shall be probation period of **three months** in which when proved capable is confirmed as a staff then an appointment letter and detailed job description is given before the staff commences the duty or work.

4.2 Bench marks will be some of the measuring yard sticks to promote a staff for confirmation these include code of conduct, compliance, discharge of duties, mutual respect and non-discrimination, representation and confidentiality.

#### **4.3 Termination of Service**

The work can be terminated by both employee and employer in a written notice not less than one month prior to termination of the employment or otherwise specified in the contract.

4.4 Temporary/consultancy employment these shall be temporary casual employer paid on daily basis for consultancy NCDO shall hire a person for particular service and payment shall be transacted as stipulated in the agreement .

#### **4.4 Salaries /Wages**

There shall be monthly salaries for staff according to the agreement stipulated on the contract or letter of agreement.

#### **4.6 Working hours**

The working hours for all staff shall be **forty hours** in a week and **eight hours** in a day.

according to the nature of the work.

#### **5.0 Leave**

5.1 Annual leave, after employee has serve twelve consecutive months shall earn him/her twenty one days leave with full payment.

Annual leave is due for a year however employees are free to accumulate it for two years but not more than three years

5.2 Sick leave is granted to employee who immediately report their sickness with proven document from qualified doctor and recommendation from the same to determine the leave.

NCDO shall give a maximum of one month ,after that if there is no improvement a grace period of two weeks is given, if nothing is so realized NCDO will terminate the services of that employee with the organization.

#### **5.3 Maternity leave**

NCDO grants 60 days of maternity leave for a mother within the vicinity and 75 days for those who are far. 2 weeks of these days should be given for preparation and transportation for delivery. an employee who has given birth to a child and any additional days required will be taken on leave without pay basis. After maternity leave that year no annual leave will be given to employee

Following the maternity leave ,lactating mother will be allowed 2 hours off to go and breast feed their children every working day either before lunch or after 3:00 pm for a period of two months

#### **5.4 Compassionate leave**

When a death of a child, spouse, mother, or father occurs a period of two weeks or working days will be granted to the employee as a compassionate leave.

#### **6.0**

6.1 No traveling allowances will be given for filled trips . Any allowances or reimbursement of medical bills is only applicable to the employee if, clearly indicated in the contract.

This will apply when authentic receipts produce to prove the treatment

#### **6.2 Terminal benefits/gratuity**

NCDO pay a maximum of one month salary after a minimum of 12 months of service ,when a person enters into a new contract of employment with NCDO then he/ she can claim the accumulated gratuity on the old contract.

**6.3 Deaths-** if any NCDO staff dies the next of kin will receive 3 months salaries on condition that employee had worked for NCDO for more that one year.

#### **7.0 Institutional capacity**

7.1 Staff training is what NCDO believes for effective service delivery.

The staff shall apply for short courses with the condition they remain committed to the organization for a period of not less than three years .

#### **7.2 Promotions**

There shall be staff promotions, when an employee is entrusted with more responsible positions and he/she is capable and has proved beyond doubt the skill and capability.

A new contract shall be drawn after the promotion under no circumstances when a staff member is promoted while on probation period of three months.

#### **8.0 Disciplinary procedure**

8.1 There are offences which are minor and serious ones .incase of a minor one like lateness ,unauthorized absence, poor work performance ,untidiness, poor coordination with staff . these definitely does not lead to dismissal .

8.2 The serious offence are divided into two, those ones that need formal procedure of warnings of three times and the last one must be suspension without pay for two weeks, all disciplinary letter decision shall be final , if it warrants termination of the service.

8.3 The other serious offences that need immediate dismissal without notice and benefits are like:-

- ✓ Fraud

- ✓ Misappropriation of the organization resources
- ✓ Misuse of organization property unauthorized disclosure of confidential matters is harmful to the organization
- ✓ Physical attack on a colleague in the public
- ✓ Engaging in political activities which are detrimental to the NCDO's

Interest

- ✓ Use of alcoholic drinks , smoking and drugs while on duty.

## **9.0 Recruitment**

9.1 NCDO believes in equal employment opportunities .there should be no sexual and racial discrimination in recruiting staff for NCDO.

9.2 NCDO shall permit relatives if only they are qualified for the post but enter into legal process of employment policy to determine the person.

9.3 The recruitment process shall begin firstly ,any empty post or vacated post must be ensured that its salary is in place the vacant post must be presented to the board by the senior management of the NCDO like the Executive Director and such approved post shall be advertised stating required qualifications and The means of adverts may be through Church, contracts, existing staff, media and notice board.

9.4 The interviewers shall be short list and the panel shall come up with satisfactory candidates to fill the required posts.

## **10.0 NCDO rest and relaxation**

10. 1 There is need for each staff to obtain a complete time for rest and relaxation in order for the programmes to run successfully . these effects those who are married that every three months they have two weeks,

10.2 The policy for the rest and relaxation is determined by natural weather conditions and staff that are far from their families.

10.3 NCDO shall give rest and relaxation to the staff after six months of service. Not all shall be pulled at once .

10.4 The Executive director shall determine those who will be going for rest and relaxation and book them to travel . He/She has the authority to postpone the rest and relaxation leave in the events of circumstances of insecurity until good time comes and the staff can resume its rest and relaxation.

10.5 The staff shall have transport and feeding allowances from the NCDO.

## **11.0 NCDO staff health**

- 11.1 The staff are encouraged to have HIV/AIDS testing and counseling however, not compulsory.
- 11.2 All medical tests and findings shall remain confidential between employee and medical personnel.
- 11.3 The staff will have a routine medical examinations held in confidence at the beginning of contract or new contract.
- 11.4 The tests will comprise of a health questioner to be filled by the employee a medical examination on blood, urine and should the need arise, be counseled on the implications of the findings.
- 11.5 The employee will be advised on the results and should the need arise, be counseled on the implications of the findings.
- 11.6 These findings will not be used to affect the tenure of one s contract, the availability of training or the security of one s Job.
- 11.7 Leakage of this information is criminal, a breach of professional ethics and a violation of one s right to confidence and must not be encouraged lest there be legal ramifications.
- 11.8 It is the responsibility of the staff to meet the cost of outpatient care.

## **12.0 NCDO staff training and Development**

**12.1** There shall be assessment of training needs identification from staff performance appraisal.

12.2The executive

12.2 The executive Director will determine the areas of training needs identification from the staff performance appraisal.

12.3

Each individual staff has the responsibility to determine the areas of training for each individual staff