



**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**POLICY ON CAREER SERVICES**

**June, 2024**

**POLICY ON JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND  
TECHNOLOGY CAREER SERVICES**

**2024**

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<b>Policy Title:</b>	Policy on Career Services
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## **ACRONYMS AND ABBREVIATIONS**

OCS	Office of Career Services
DVC (ASAR)	Deputy Vice-Chancellor (Academics, Student Affairs and Research)
JOOUST	Jaramogi Oginga Odinga University of Science and Technology

## **1.0 INTRODUCTION**

The Office of Career Services (OCS) is charged with the mandate of taking care of students' skills development, job placement, linking students with industry, academic advisory services, career testing and assessment, career fairs, venture capital fairs, counselling services, graduate tracking services, high school.

### **1.1 Vision**

A beacon of excellence in University Education, Research and Community Engagement.

### **1.2 JOOUST Mission**

To provide transformative University education through integrated quality training, research and community engagement for sustainable development.

### **1.3 Core Values**

- Customer focus
- Integrity
- Professionalism
- Responsiveness
- Meritocracy

### **1.4 Motto**

Oasis of Knowledge

### **1.5 Philosophy**

The University is anchored on the philosophy of a holistic approach to the service of humanity and other related areas of scholarship mediated through wisdom, science and technology.

## **2.0 THE POLICY**

### **2.1 Purpose:**

It is common knowledge that many graduates from higher education institutions in Kenya either fail to find employment for far too long or are underemployed. This is partly attributed to a lack of skills critical for finding meaningful engagement for wealth Creation and better livelihoods.

### **2.2 Scope**

This policy applies to all students at JOOUST undertaking or intending to study various academic programmes at the University.

### **2.3 Policy Statement**

The Office of Career Services (OCS) is mandated to mainstream programmes and services in student career development.

This shall be achieved through:

- i.** Career guidance and counselling programmes;
- ii.** Academic mentoring; iii) systematic graduate tracker services;
- iii.** Provision of career reference resources;
- iv.** Enhanced training and industry exposure through attachments and internships; and
- v.** Increasing employability capacity of students.

### **2.4 Policy Objective**

To provide our students with outstanding career development guidance, resources and opportunities that enable the students to be prepared for the workplace and life after University.

### **2.5 Guiding Principles**

- i.** Assist students in developing educational plans consistent with their life goals;
- ii.** Provide students with accurate information about academic progression and Degree requirements, thus allowing students to properly plan their progress;
- iii.** Assist students in understanding academic policies and procedures;
- iv.** Help students access campus resources that will enhance their ability to be academically successful;

- v. Identify systems and personal conditions that may impede students' academic achievements and develop appropriate interventions;
- vi. Increase student retention by providing a personal contact that students often need and request, thereby connecting them to the institutions

### **3.0 ADMINISTRATION**

- Strategies include Counseling Services, Student/Industry linkages, Apprenticeships, Career fairs, Recruitments, Venture capitals and Graduate-tracker Services.
- The above requires coordination through the Dean of Students Office, the Career Services Officer, and relevant Stakeholders (The Industry; Research Organizations, the Departmental Advisory Committee, Relevant Public Institutions and Private Sector Partnerships).
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### **4.0 IMPLEMENTATION**

This policy shall be implemented by the Dean of Students office under the office of the Deputy Vice-Chancellor (ASAR).

### **5.0 EFFECTIVE DATE:**

This policy shall take effect from June 2024.

### **6.0 REVIEW**

This policy shall be reviewed on a need basis or after every four (4) years.