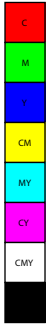


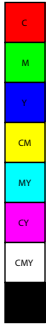


USER MANUAL FOR EMPLOYMENT AGENCIES

Promoting safe and fair labour migration practices



Contents



About Us



The National Employment Authority (NEA) was established in April, 2016 by an Act of Parliament (the National Employment Authority Act 2016) which effectively provided the legal framework and mandates for its operations. NEA was officially launched on the 17th May of 2019 and has since put in place structures including policies and systems to facilitate delivery of its mandate.

Our Services

- 1 To advice and implement employment policies, programmes and strategies
- 2 To promote and monitor employment creation programmes both locally and abroad
- 3 To provide Public employment Services
- 4 To provide Labour Market Information
- 5 To enforce the provision of the National Employment Authority Act, 2016
- 6 Establish and implement mechanism for internship

Our Core Values

- 1 Equity and diversity in access to employment opportunities
- 2 Participation of stakeholders
- 3 Creativity and Innovativeness
- 4 Customer Focus
- 5 Integrity, Transparency and Accountability

Registration

Requirements for registration of Employment Agency

An applicant requiring registration to operate a private employment agency is required to submit an online application through www.neams.go.ke

(A) Application requirements:

- 1 An application letter for registration as a private Employment Agency.
- 2 A certified copy of the certificate of Incorporation as a Limited Liability Company.
- 3 Company Articles and memorandum of association
- 4 Company CR12 for the current year
- 5 Must have a minimum share capital of Ksh. 5,000,000 (Five Million).
- 6 A copy of county Government License(s).
- 7 Company Tax compliance certificate for the current year.
- 8 Registered and fully equipped physical office covering not less than 225 square feet. NB: lease/Tenancy agreement must be valid and authenticated by a Commissioner for Oaths.
- 9 Company director(s) must submit the following documents:
 - a) A copy (ies) of ID card(s);
 - b) Two Passport Size Photos;
 - c) Current Police Clearance Certificate from the Directorate Criminal Investigations;

- d) A valid work Permit in case of any Foreign Director(s); and
- e) Certified academic certificates (Minimum 'O' level certificate) and must be certified by the Directorate of Quality Assurance, Ministry of Education.

10 Company's manager must submit the following documents:

- a) A degree certificate in business related field from a recognized university in Kenya, certified by the Directorate of Quality Assurance, Ministry of Education,
- d) An appointment letter signed by the employer with clear terms of employment and acceptance, and
- e) Copy of ID.

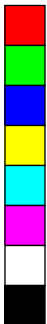
(B) Requirements after approval:

- a) Payment of full registration fee as per Legal Notice No. 110 - The Labour Institutions (Private Employment Agencies) Regulations, 2016 which is available in Resources Regulations tab,
- b) Be a member of a recognized association of private employment agencies; and
- e) Execution of Kenya Shillings 1.5 M Security Bond with a bank or insurance firm. (This is for agencies engaging in foreign recruitment).

NB:

Execution of the bond for agencies engaged in foreign recruitment is done after the vetting committee issues the notification to pay.

Giving wrong information shall lead to automatic disqualification



Steps for registration of agencies

A. Sign Up

Login on the NEA portal (www.neaims.go.ke) and Sign Up

B. Register

After sign up, log in with the created credentials

- a) Click on register menu after logging in.
- b) Enter the agency details in Section A (Employment Agencies details) and B (Physical Location)

- c) Scroll down to select the type of employment services
- d) Click on the save button
- e) Fill section C (details of Directors of employment).
- f) Click Move next button when done.
- g) Fill in the section D (Employment Agencies)
- h) Fill in section E (Employment Agency documents) by attaching the documents mentioned.
- i) Fill in Section F by attaching the directors/HRM Managers documents

C. Renewal

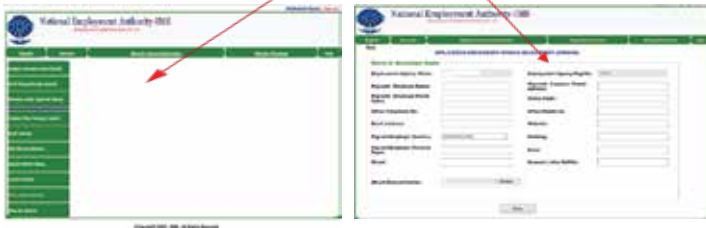
This is to assist to renew and view the renewal status.



D. Migrants Vacancy Declaration

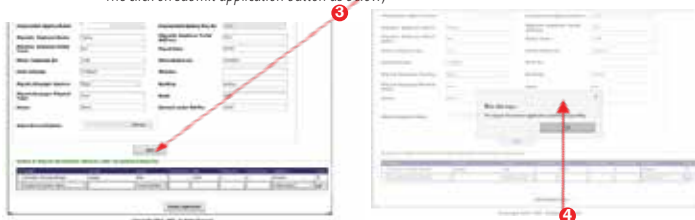
- Click on the menu migrants vacancy declaration and fill the blank spaces
Capture Demand letter details

- Fill in the recruitment details as in section A below
- Attach the demand letter
- Click on save button to save.



After Saving, Fill in section B; Migrant recruitment demand letter occupation categories

- Click on the execute icon to validate and save
- The click on submit application button as below;



You will receive a message of successful submission as shown.

Draft Demand Letter Detail

- Draft letter details will appear in the window as below waiting for approval from the employment officer

ID	Migrant Employer	Country	Physical Town	Mobile No	Job Vacancies	Execute

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Demand Letter Approval Status

The status of the demand letter will appear as below.

ID	Migrant Employer	Country	Physical Town	Mobile No	Job Vacancies	Approval Status	Approval Remarks	Wage
1	Residing	Spain	Thorn	12345678	4 months	Application submitted Residing Approval		5.2

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Capture New Vacancy/Advert

This will only be populated once you have got approval of the demand letter.

If you don't have approval, you will get a message as below.

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- If you have approvals
- Click on the link to create an advert and upload

E. Migrants Placement

- Click the migrant placement menu
- The window with submenus will appear as below.



Migrant Application Per Advert

- Click on the menu
- Select the vacancy/advert



•Click on the vacancy/advert to view the details



Shortlisting of Migrant Applicants

- Select the shortlisting menu
- Select the advert to shortlist
- View applicant profile
- Under Action, select "Click to shortlist" or "Not shortlisted"



List shortlisted migrant applicants

- Click on the menu
- Select the advert you want to view shortlisted applicants
- Under Action , you can click to cancel the shortlisting



Placement of Migrant Applicant

- Click on the menu
- Select the advert you want to do a placement
- Under Action, "Click to appoint" or "Click not to place" to do placement



List of Placed Migrant Applicants

- Click on the Menu
- Select the advert to view placed applicants
- Under Action, "click to cancel placement" to revoke the placement

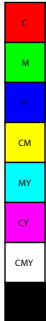


Attach Migrants Documents

- Click on the menu
- Select on the advert
- Under Action, "Click to Attach Documents" to attach migrants documents.

F. Change Password

- Click on the change password menu
- Enter the old password
- Enter the new password
- Confirm the new password
- Click on the change password button.



Employment Opportunities For All

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