QUEENS' COLLEGE
AYERTENA CAMPUS

ANNUAL PLAN OF 2024/25 ACADEMIC YEAR
FOR
HUMAN RESOURCE OFFICE

AUGUST, 2024
ADDIS ABABA, ETHIOPIA

1. Introduction

This plan was developed considering the 5 years' Strategic Development Plan of the College, and its preceding Educational Sector Development Plans, Growth & Transformation Plan (GTP_2) of the country with comments, directions and plans of Higher Education Relevance and Quality Agency (ETA).

In the Department, each major activity like research and community service office, student support office, quality assurance and other relevant offices required by ETA check lists should be established. The HR office developed the annual plan for 2017 E.C.

Queens College, Vision, Mission, Objectives and Core Values

Vision

The Vision of Queens College is "to be one of the leading higher institutions centers of excellence in teaching learning, research, public engagement and be the prime choice in Ethiopia and in east Africa by 2035"

Mission

The mission of Queens College is to produce competent graduates in diverse field of study, provide need-based community service, and undertake problem solving research to foster social and Economic development of the country.

Objectives of Queens' College

The objectives of Queens' College is to:

1. Prepare knowledgeable, skilled, and attitudinally mature graduates in numbers with demand-based proportional balance of fields and disciplines so that the country shall be come internationally competitive;
2. Promote and enhance research focusing on knowledge and technology transfer consistent with the country's priority needs;
3. Ensure that education and research promote freedom of expression based on reason and rational discourse and are free from biases and prejudices;
4. Design and provide community and consultancy services that shall cater to the developmental needs of the country;
5. Ensure institutional autonomy with accountability;

6. Ensure the participation of key stakeholders in the governance of institutions;
7. Promote and uphold justice, fairness, and rule of law in institutional life;
8. Promote democratic culture and uphold multicultural community life;

Core Values

Queens College is committed and guided by the following values

1. **Academic Freedom**
2. **Excellence**
3. **Maintain Quality and Standards**
4. **Integrity**
5. **Good Governance**
6. **Respect for Diversity**
7. **Student centeredness**
8. **Transparency and Accountability**
9. **Professionalism**
10. **Team work and team spirit and Entrepreneurship**
11. **Creativity and Innovation**
12. **Dignity, respect, fairness equity, and justice for all individuals**
13. **Positive thinking**
14. **Care, Concern, and Sensitivity for cross cutting issues (**Gender, Environment, and Disabled)

Annual Plan of Human Resource Management Office (2024/25)

Goals	Objectives and Strategies	Outcome indicators	Weight	Time Frame												Responsible body
				Q1			Q2			Q3			Q4			
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
1. Fulfilled and enhanced Human resource requirements, Systems and practices (60%)	**1.1 Conduct effective and efficient recruitment function.** 1.1.1 Revise and *Implement* the available HR(Admin) policy, strategy, and guideline including: • Recruitment • Staff Development • Motivation • Remuneration, • Compensation • Staff Promotion/Demotion • Retention • Transfer and • Resignation The revision will be done by external professional.	• The letter of employment and the document updated. • Agreement • Policy development	**5 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.2 Fulfill the requested academic, administration and technical staff for each Campus/College/School based on the external (ETA, and others) and internal requirement.	Staff profile	**5 %**		√	√	√	√	√	√	√	√	√	√	√	

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				Q1			Q2			Q3			Q4			
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	1.3 Make training need assessment & accordingly, Organize on job Trainings to the academic & admin staff.	Training materials and other document (Attendance , certificates)	**2 %**				√	√	√	√	√	√	√	√	√	
	1.4 Improve internal staff profile (qualification mix, gender ratio) based on the requirement of ETA, and international experiences	Updated Staff profile	**3 %**	√	√	√	√	√	√	√	√	√	√	√	√	
1.Fulfilled and enhanced Human resource requirements, Systems and practices	1.6. Upgrade academic, Administrative and support staff to PhD, Masters and 1st degree consulting with the university's president	Agreement	**4 %**	√	√	√	√									
	1.7 Compile the updated monthly human resources profile of the University	Update list	**4 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.8Renew health Insurance agreement and monitor the implementation	The agreement document	**3 %**	√	√	√	√									
	1.9 Follow up annual and other leave for all staffs and act accordingly	Follow up	**3 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.10 Ensure performance evaluation of admin & Academic staff and act accordingly	Evaluation result	**3 %**						√						√	
	1.11 Follow up and collect new employees' prohibition period performance evaluation and acct accordingly	Evaluation form	**1 %**	√	√	√	√	√	√	√	√	√	√	√	√	

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	1.12 Follow up and collect campuses' Assistant Admin. report monthly	The report	**4 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.13 Ensure the selection and posting of best workers of all campuses monthly.	Certificate Offered and posted document	**3 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.14 Follow up pension issues	Pension related documents	**3 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.15 Report list of resigned workers to the concerned bodies monthly	Memo	**4 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.16 Follow up workers attendance and take action for wrong doing	Attendance sheet and letter	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.17 Organize annual staff's get together program of 2017	Recorded evidences	**1 %**										√	√	√	
	1.18 Update and revise all HR related forms and formats and ensure its implementation in all campuses uniformly.	Forms revised	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	1.19 Ensure the authentication of documents of new employees	Authenticated documents	**3 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	*1.*20 Update and implement all sections job descriptions	Revised job descriptions	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	*1.*21 Scan all the workers document	Scanned document	**2 %**				√	√	√	√	√	√	√	√	√	

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				Q1			Q2			Q3			Q4			
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2. Minimize Cost (10%)	2.1 Reduce unnecessary employment	Number of full time workers we have	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	2.2 Reuse papers for draft writing and printing	*Draft papers used*	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	2.3 Control overtime payment	*Weekly report collected*	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	2.4Balance Full time and Part-time instructors/Trainers	*Number of new instructors*	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	2.5 Control the telephone usage of the office	*The Amount of monthly payment*	**1 %**													
	2.6 Check the switch off of light of the office	*The Amount of monthly payment*	**1 %**													
3. Improved Customer Service realized. (10%)	*3.1 Collect feedback by using suggestion box, comment book, telephone and personal contact*	*Feedback document & the action reacted.*	**5 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	3.2 Summarize the feedback and act accordingly.		**5 %**	√	√	√	√	√	√	√	√	√	√	√	√	
4. Miscellaneous (20%)	*4.1 Update and Implement the available comprehensive work accomplishment follow up checklist (CWAC)*	Developed checklist and implantation	**2 %**	√	√	√	√	√	√	√	√	√	√	√	√	
	4.2 Compile and implement all comments of	Addressed	**2**	√	√	√	√	√	√	√	√	√	√	√	√	

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	the various regulatory bodies after 2013 and during 2017 (related to the offices)	comments	%													
	4.3 Compile and implement all comments of internal QAO's in to 2017 E.C	Addressed comments	2 %	√	√	√	√	√	√	√	√	√	√	√		
	4.4 Update and Implement the various guidelines and working documents of AU relevant to the section	Evidences of implementation	2 %	√	√	√	√	√	√	√	√	√	√	√	√	
	4.5 Fully implement the decision of executive management, senate and other Committee	Paper evidence	2 %	√	√	√	√	√	√	√	√	√	√	√	√	
	4.6 Update and Implement SIP document *4.6.1 Availability* *4.6.2 Awareness creation* *4.6.3 Implementation* *4.6.4 Impact analysis*	Activities done	2 %	√	√	√	√	√	√	√	√	√	√	√	√	
	4.7 Fully Conduct the required meeting and implement the decisions	Evidence of implementation	2 %	√	√	√	√	√	√	√	√	√	√	√	√	
	4.8 Follow up the renewal cases(Employees agreement and contracts)	Renewed documents	3 %	√	√	√	√	√	√	√	√	√	√	√	√	
	4.9 Create one national and One international link		1 %							√	√	√	√	√	√	
	4.10 Implement the activity log and other monitoring and reporting system		2 %	√	√	√	√	√	√	√	√	√	√	√	√	