ONLINE INDUSTRIAL ATTACHMENT APPLICATION PORTAL USER MANUAL-APPLICANT LEVEL.

ICT, EDUCATION & INTERNSHIP DEPT - APPLICATIONS DEVELOPMENT SECTION

Empowering Our people through Technology

Contact us: +254715911384 | attachment@makueni.go.ke

GOVERNMENT OF
MAKUENI
COUNTY

IVA System Version 1.0

"Wauni wa kwika nesa na ulungalu"

INTRODUCTION

Online Attachment Application (IVA) System is an online portal which allows students to signup, login and submit their attachment applications online without having to visit the County Government of Makueni IMV offices. The online system fully automates attachment application process and applications management by the relevant County Government of Makueni officers.

1. THE APPLICANT LEVEL.

ROLES:-

1. Has a permission to signup – creating portal account.
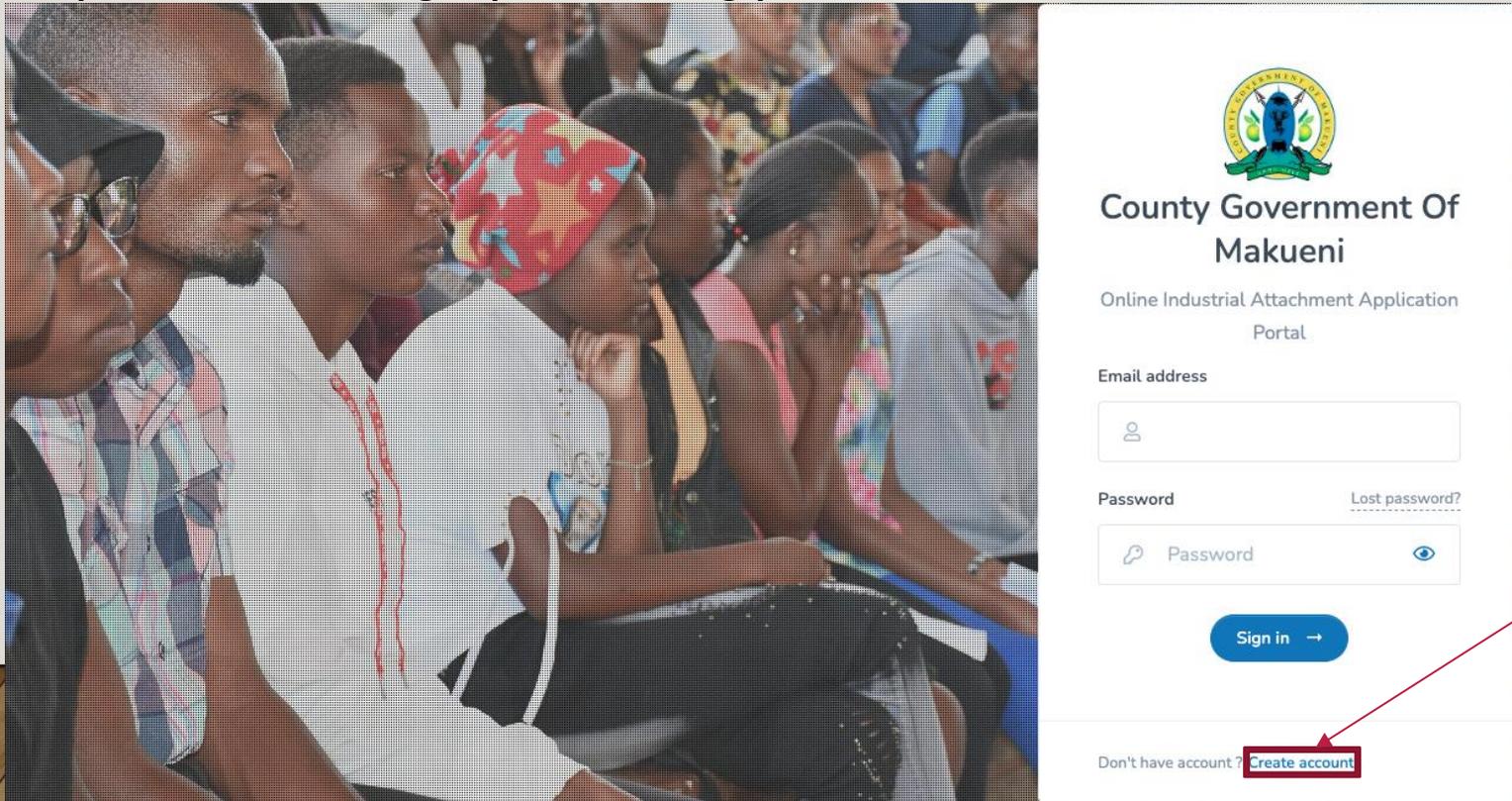
Click
Create Account

ROLES:-

Cont…

After filling in all the required details,

Click Signup

ROLES:-

Cont…

County Government Of Makueni County
Department Of ICT, Education & Internship

Greetings, Alexander Musembi.

Welcome to County Government Of Makueni Online Industrial Attachment Application portal. Your account has been set up, but before you can now login to the portal and apply for Industrial Attachment, We need you to verify your email address.

Click here to verify your email

After a successful Signup, a notification will be send to your email prompting you to verify your email address.

ROLES:-

2. Login

After a successful email address verification the user will be prompted to login.

Enter your email address and the password you used to sign up.

Click Sign in

ROLES:-

3. The actual application process.

SIGN UP   **EMAIL VERIFICATION**   **LOG IN**

APPLICANTS HOME DASHBOARD

For small screen devices Click here
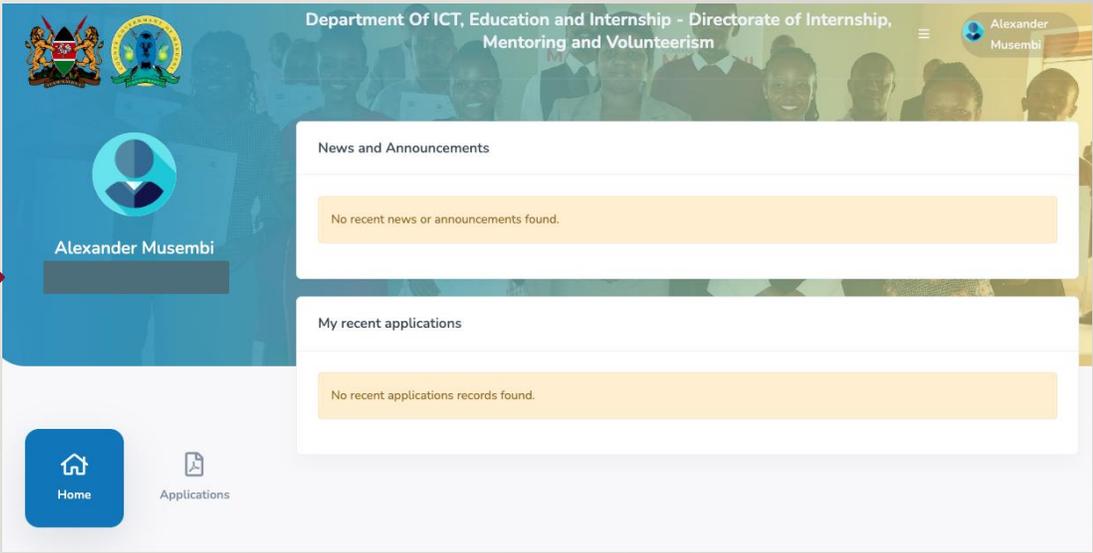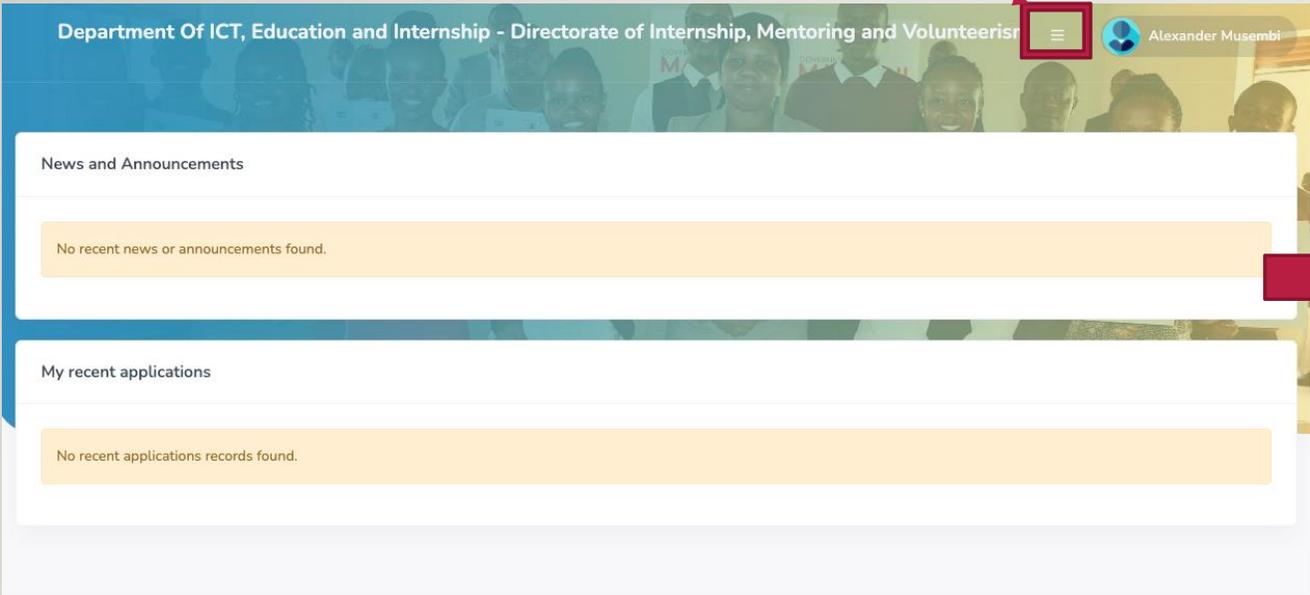
APPLICATION PROCESS.

APPLICATION STAGES.

1. Academic Background Details.

2. Files & Documents upload.

3. Confirm Details.

1. ACADEMIC BACKGROUND

2. FILES & DOCUMENTS.

3. CONFIRM DETAILS.

Confirm your details then

click Submit.

Click previous to edit any wrong input

SUCCESSFUL APPLICATION FEEDBACK EMAIL.

APPLICATION STATUS.

1. Queued – Details successfully received, pending approval.

APPLICATION STATUS CONT...

2. Declined – Qualification threshold not met.

NOTE: Reason for decline given.

APPLICATION DECLINE EMAIL.

APPLICATION STATUS CONT…

3. Approved – Qualification threshold met.

After the application is approved the applicant is required to Upload Insurance letter.

APPLICATION STATUS CONT…

Download Acceptance letter.
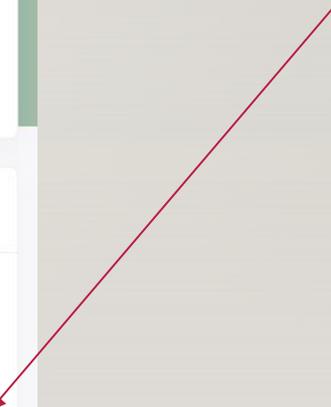
APPROVAL EMAIL.

Congratulations! Your Attachment Application Has Been Approved

Inbox ×

County Govt Of Makueni <noreply@makueni.go.ke>   3:02 PM (2 hours ago)

to me

Dear, Alexander Musembi.
We are pleased to inform you that your application for industrial attachment in Department of ICT, Education and Internship has been approved! Congratulations! We are excited to welcome you to serve the above mentioned department in County Government Of Makueni.

Your qualifications and experience have impressed us, and we are confident that you will make a valuable contribution to our team. We believe that your skills and expertise will help us achieve our goals and objectives. As an approved candidate, you will receive additional information about the next steps in the process, such as details about orientation, training, and any necessary paperwork.

Kindy download your attachment letter from your portal and print it out. You will need to present it to the department you will be attached to. Please keep an eye out for our communication and let us know if you have any questions or concerns. We appreciate your interest in our industrial attachment program and the time you took to complete the application process. We are thrilled to have you on board and look forward to working with you!

Kind Regards
Online Industrial Attachment Portal An Initiative Of County Government Of Makueni Under The Department Of ICT, Education and Internships

ACCEPTANCE LETTER SAMPLE.

REPUBLIC OF KENYA GOVERNMENT OF MAKUENI COUNTY

DEPARTMENT OF ICT, INTERNSHIP AND EDUCATION
P.O. BOX 78 – 90300, MAKUENI Tel. No. 020-2034944
Email: contact@makueni.go.ke
Website: www.makueni.go.ke

To: Alexander Musembi

From: Director- Internship, Mentoring and Volunteerism

Date: 03 Apr 2023

REF No: ED-MK-2023-BKQ

RE: ATTACHMENT FOR ALEXANDER MUSEMBI

Above matter refers.

Following your successful recruitment as an attachee in the Department of ICT, Education and Internship you will be required to report to Director - Technical Training on 10 Apr 2023. Your attachment will run from 10 Apr 2023 to 10 Jul 2023 .

Submit a copy of your insurance to your supervisor and the IMV directorate. You are expected to adhere to the rules, regulations, code and ethics of the Makueni County Government. It is a requirement that you dress officially while in office. Kindly note that this is a notification for successful recruitment.

Yours Faithfully,

Agnetta Nyalita.

Director - Internship, Mentoring and Volunteerism.

Cc: Director - Technical Training.

REPUBLIC OF KENYA GOVERNMENT OF MAKUENI COUNTY

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P.O. BOX 78 – 90300, MAKUENI Tel. No. 020-2034944
Email: contact@makueni.go.ke
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To: Director - Technical Training

From: Director - Internship, Mentoring and Volunteerism

Date: 03 Apr 2023

REF No: ED-MK-2023-BKQ

RE: ATTACHMENT FOR ALEXANDER MUSEMBI

Above matter refers.

The following student has successfully been recruited to join Department of ICT, Education and Internship from 10 Apr 2023 to 10 Jul 2023 .

NAME	PROFESSION / COURSE	INSTITUTION	CONTACT
Alexander Musembi	ICT	Machakos university	

This is to kindly request your office to work on the applicant terms of reference awaiting reporting. Note that this applicant will be notified to report to the Director - Technical Training on 10 Apr 2023.

Yours Faithfully,

AgnettaNyalita.

Director - Internship, Mentoring and Volunteerism.

ACCEPTANCE LETTER SAMPLE CONT…

Print the acceptance letter & Submit it together with a copy of your insurance to your supervisor and the IMV directorate.

END