

# **REPUBLIC OF KENYA**

## **COUNTY GOVERNMENT OF KAKAMEGA**



### **COUNTY PUBLIC SERVICE BOARD**

#### **DECLARATION OF VACANCIES**

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions.

#### **DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY**

##### **(1) Position: Early Childhood Development and Education (ECDE) Teachers - (80 Posts)**

**Terms of Service:** One (1) year renewable contract, based on performance.

##### **Duties and Responsibilities:**

- a) Ensure admission of children and enroll them in the attendance register on daily basis;
- b) Prepare schemes of work and lesson plans for teaching/learning process;
- c) Organize and participate in field visits for ECDE children;
- d) Identify children with special needs in learning;
- e) Prepare assessment reports for individual children in their class;
- f) Organize Co-curriculum activities for ECDE children;
- g) Prepare and develop adequate teaching/learning materials;
- h) Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as, feeding programs and immunization;
- i) Enhance a safe and conducive learning environment of children;
- j) Implement ECDE policies and procedures at the ECDE Centre;
- k) Prepare learners portfolio; and
- l) Any other duties that may be assigned by the teacher in charge from time to time.

##### **Requirements for appointment:**

For Appointment to this grade, a candidate must: -

- a) Be a Kenyan citizen and a resident of Kakamega County;
- b) Have a Diploma in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examination Council (KNEC);
- c) Be knowledgeable about the new trends in Competency Based Curriculum (CBC);
- d) Knowledge about the functions of the County Government of Kakamega with a focus on ECDEs;
- e) Knowledge in ICT will be an added advantage;
- f) Be registered with the Teacher Service Commission (TSC) and provide the registration number.

## **(2) Position: Polytechnic Instructors - (61 Posts)**

**Terms of Service:** One (1) year renewable contract, based on performance.

The Department of Education, Science and Technology has vacancies for Polytechnic Instructors in the following areas:

<b>S/No.</b>	<b>Area of specialty</b>	<b>No. of Posts</b>
1)	Electrical and Electronics	10
2)	Building Construction	11
3)	Automotive Engineering	10
4)	Hairdressing and Beauty Therapy	8
5)	Fashion Design and Garment Marking	8
6)	Food Processing	6
7)	Metal Processing	8
	<b>Total</b>	<b>61</b>

### **Duties and Responsibilities:**

The instructors will report to the Principal of the County Polytechnic and be responsible for:

- a) Developing schemes of work, lesson plans and give lecture notes;
- b) strict adherence to curriculum in instructing learners in the course/trade area;
- c) Preparing internal exams and carrying out continuous assessment;
- d) Supervising and assessing trainee(s) in the course area;
- e) Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- f) Carrying out examination and competence based assessment;
- g) Ensuring learners participate in co-curriculum activities;
- h) Maintaining tools and equipment;
- i) Perform any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, a candidate must:

- a) Be a Kenyan citizen;
- b) Diploma in the relevant technical area from a recognized college;
- c) Have a Certificate in Pedagogy (Teaching Strategies);
- d) Those with relevant teaching experience of at least one (1) year will have an added advantage;
- e) Demonstrate professional competence in the technical area;
- f) Be registered by Technical and Vocational Education and Training Authority (TVETA) as a Trainer.

### **Please Note:**

1. Candidates should **NOT** attach any documents to the application form.
2. All the details requested in the advertisement should be filled on the form.
3. The County Government of Kakamega is an equal opportunity employer.
4. Persons living with Disabilities are encouraged to apply.
5. Only shortlisted and successful candidates will be contacted.
6. Canvassing in any form will lead to automatic disqualification.

7. The shortlisted candidates shall be required to produce the original National Identity Card, Academic and Professional Certificates and Transcripts during interviews.
8. Successfully selected candidates will be required to fulfill the Chapter Six requirements of the Constitution of Kenya, 2010 on integrity and leadership, before appointment.

### **How to Apply**

All applicants should **click** on the **Job Offers Option** on the County Website [www.kakamega.go.ke](http://www.kakamega.go.ke), fill the Application Form and submit it **ONLINE** on or before **Tuesday, 15<sup>th</sup> December, 2020 at 11.59P.M.**

**N/B:** No hard copy or emailed applications to the Board's official email i.e. [cpsb@kakamega.go.ke](mailto:cpsb@kakamega.go.ke) will be accepted.

**PLEASE NOTE:** Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address [cpsb@kakamega.go.ke](mailto:cpsb@kakamega.go.ke) and phone number **0713852573 ONLY**.

**SECRETARY/CEO, CPSB**