

# PUBLIC NOTICE

- Overseeing, Coordinating, promoting and implementation of ECDE programmes, projects, policies general education programmes in the Sub County;
- Preparing and implementing of the ECDE strategic Plan, annual work plans and periodical reports in the Sub County;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE in Sub County;
- Promoting awareness on early childhood needs and demands to local communities and parents;
- Conducting capacity building courses for ECDE teachers and other stakeholders;
- Developing and providing prototypes of appropriate resource materials to local communities and parents;
- Compiling reports and disseminating for technical review, facilitating a process to identify issues, challenges and innovative responses highlighted in reports;
- Organizing and sharing compiled feedback reports for improvements in project quality and partner support;
- Acting as a link to the Central Government, local agencies and communities on ECD Policy interpretation and implementation;
- Developing a sub County resource Centre for ECDE Programme;

- Prompt submission of monthly performance reports of the sub county in the following:-
  - ✓ Staff returns;
  - ✓ Enrolments levels;
  - ✓ Financial and expenditure reports (capitation to ECDE);
  - ✓ Attend all Sub County HOD's meetings; and
- Any other lawful duties as may be assigned from time to time.

### **Requirements for Appointment**

- Be a Kenyan Citizen and a resident of Kakamega County
- Bachelor's degree in Education in Early Childhood & Development from a recognized University

#### **OR**

- A Bachelor's degree in Education (Arts or Science)/ Bachelor's degree in Arts or Science with a postgraduate Diploma in Early Childhood from a recognized institution.
- Certificate in Computer Applications
- A Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;
- At least 3 (three) years' experience at JG, 'M' or its equivalent and preferably as Education Officer or Head of a primary institution.
- Shown merit and ability as reflected in work performance and results
- Possess excellent communication skills and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010;

**\*Terms of Service: - Permanent and Pensionable**

### **Position: Quality Assurance and Standards Officer, JG 'M' (16 Posts)**

Reporting to Chief Officer, Ministry of Education, Science and Technology:

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

- The officer will assist in management, planning, coordinating and administration of County ECDE Centers;
- Advising Education Boards and teachers on the standard of education in their respective regions;
- Coordinating school activities, programmes, organizing pedagogical skills upgrading for teachers;
- Determining the quality of education index at School, Ward and Sub County levels;
- Organizing and coordinating curriculum activities;
- Carrying out subject standard assessments;
- Disseminating assessment findings /reports; and
- Any other lawful duties as may be assigned from time to time.

**Requirements for Appointment:-**

- Served in the grade of Graduate Teacher JG “L” or its equivalent for at least three(3) years;
- Bachelor’s degree in Education in Early Childhood & Development from a recognized University;

**OR**

- Bachelor’s degree in Education and a Post-graduate Diploma in Education in Early Childhood & Development from a recognized institution;
- Have a Certificate in Computer Applications from a recognized institution;
- Have a Senior Management Course from Kenya School of Government;
- Have excellent interpersonal communication and report writing skills;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities; and
- Meet the requirements of Articles 10, 232 and Chapter Six of the Constitution of Kenya, 2010;

**\*Terms of Service: - Permanent and Pensionable**

**SECRETARY/CEO**