

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

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:-

RE-ADVERTISEMENT

DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY

Position: Head, Technical and Vocational Training - Job Group 'Q' (1 Post)

The officer will be reporting to Chief Officer, Education, Science and Technology. He will assist in managing, planning, coordinating and administration of County Youth Polytechnics.

Duties and Responsibilities

- Enabling mobilization of resources for Technical Innovation and Entrepreneurship Training (TVET) projects and programmes;
- Developing partnership with various stakeholders to improve status and managing Technical and Vocational Training Centers, and linking the stakeholders to the Ministry;
- Promoting technical and vocational training as an alternative skills process;
- Overseeing and coordinating promotion and implementation of County Youth Polytechnic projects, policies and programmes;
- Enhancing, improving and upgrading certification of technical vocational training centers in the County;
- Helping in preparation and implementation of the strategic plan, annual work plans and periodic reports in the department;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming County Youth Polytechnics guidelines for the County Government;

- Assisting in developing policies, strategy and guidelines for development of County Youth Polytechnics;
- Training needs assessment and planning; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- At least ten (10) years relevant experience, three (3) of which should be in the grade of Assistant Director of technical or vocational training;
- Basic Bachelor's degree in technical or vocational training from a recognized university;
- Master's degree in a relevant technical field from a recognized university;
- Have knowledge of technical and vocational training policy;
- Have excellent interpersonal communication and report writing skills;
- Have a senior management course from Kenya School of Government;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- MUST have written a proposal that was successfully funded;
- Knowledge in information technology will be an added advantage; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

Terms of Service: 3 years Contract

Position: Head, Early Childhood Development Education - Job Group 'Q' (1 Post)

The officer will be reporting to Chief Officer, Education, Science and Technology.

Duties and Responsibilities:

- Enabling mobilization of resources for ECDE projects and programmes;
- Developing partnership with various stakeholders to improve status and management of ECDE Centers and link the stakeholders to the Ministry;
- Helping in preparation and implementation of the strategic plan, annual work plans and periodic reports in the department;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE;
- Assisting in the coordination, development, review and implementation of ECDE policies;
- Promoting awareness on early childhood needs and demands to local communities and parents;

- Managing and overseeing the implementation of the ECDE programme in the County;
- Preparation of ECDE strategies, giving technical advice and guidance to ECDE assistants;
- Managing reporting and review of regular reports from ECDE;
- 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;
- Developing play-based curriculum for ECDE in the County;
- Supervising the design, development and preparation of ECDE play and learning materials for both normal and special needs children; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in Education or a Post Graduate Diploma in Education from a recognized University;
- Master's degree in ECDE related fields from a recognized university;
- MUST have clear understanding of ECDE policies, framework, goals and objectives;
- Have excellent interpersonal communication and report writing skills;
- Have a senior management course from Kenya School of Government.
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Have at least ten (10) years working experience in management of ECDE centers;
- MUST have written a proposal that was successfully funded;
- Knowledge in information technology will be an added advantage;
- Have exposure in curriculum development and child health monitoring; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

Terms of Service: 3 years Contract

Position: Head Education Support Programme - Job Group 'P' (1 Post)

The officer will be reporting to Chief Officer, Education, Science and Technology.

Duties and Responsibilities

- Mobilizing resources for Education support programmes in the County;
- Infrastructure development funded by the County Government of Kakamega;
- Administration of Kakamega County Secondary Teacher Top-up Programme;

- Coordination of Kakamega County HELB Loan Scheme;
- Administration of Kakamega County Afya Elimu Loan Scheme;
- Administration of Kakamega County Ward-based Bursary Scheme;
- Developing partnerships with various stakeholders to improve status and management of Education support programmes and linking the stakeholders to the Ministry;
- Preparing and implementing strategic plan and annual work plans in the department;
- Preparing budget and procurement plans for the department;
- Providing technical and coordination support to the stakeholders;
- Preparing strategies, giving technical advice and guidance to Education support programmes;
- 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;
- Supervising the design, development and preparation of Education support programmes for both normal and special needs in both primary and secondary schools; and
- Any other duties as may be assigned from time to time.

Requirement for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in Education from a university recognized in Kenya;
- Master's degree in Educational Planning and Management, Project Management or Strategic Management;
- Have excellent interpersonal communication and report writing skills;
- Have a senior management course from Kenya School of Government;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Have at least ten (10) years' working experience in management of National Educational programmes;
- MUST have written a proposal that was successfully funded;
- Knowledge in information technology will be an added advantage;
- Have exposure in National Educational curriculum development;
- Have clear understanding of National Education framework, policies goals and objectives; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

Terms of Service: 3 years Contract

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDER-LISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER 6 OF THE CONSTITUTION OF KENYA 2010:-

- ✓ Kenya Revenue Authority
- ✓ Higher Education Loans Board
- ✓ Ethics and Anti-Corruption Commission
- ✓ Criminal Investigation Department

Copies of these clearances **MUST** be attached to the applications.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Kakamega County residents will be required to indicate their **Sub-County** and **Ward** of residence in the **application form/letter**.

The **position** applied for should be indicated **on top of the envelope**.

Hand delivered applications can be submitted at the **County Public Service Board's** Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor**.

All applications should reach this office **on or before 17th January, 2018**.

****County Government of Kakamega is an equal opportunity employer.***

****Female Candidates and Persons with Disabilities are encouraged to apply.***

****Canvassing will lead to automatic disqualification.***

****Only shortlisted candidates will be contacted.***

SECRETARY/CEO