

REPUBLIC OF KENYA

P.O. BOX 434-40500,



NYAMIRA

COUNTY GOVERNMENT OF NYAMIRA OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT FOR VACANCIES

A. POSITION OF DEPUTY DIRECTOR YOUTH POLYTECHNICS JOB GROUP 'Q' (1 POST)

DUTIES & RESPONSIBILITIES

Shall be responsible to the Director Youth Polytechnics for:-

- To deputize the Director YP and Home craft centres
- To oversee curriculum implementation in youth Polytechnics.
- To appraise YP instructors on performance.
- To assist the director in preparation of directorate budget.
- To carry out assessment needs in YP.
- To oversee Kenya National Examination Council and National industrial training authority examinations in Youth polytechnics
- To inaugurate Board of Management of YPs
- To oversee project implementation in Youth polytechnics.
- Be responsible for the overall achievement of the functions and achievements of the directorate.
- Be responsible for the day to day operations of the youth polytechnic directorate.
- Develop and coordinate the implementation of the directorate annual operational plans, performance contract and budget.
- Provide regular communication on key technical financial, administrative and partnerships related to the directorate.
- Facilitate and support the activities of the directorate.
- Any other task assigned by the director.

JOB REQUIREMENTS:

- Minimum of Bachelors degree in Technical Education or its equivalent.
- Poses a minimum of 5 years experience in the relevant field or senior management level.
- Have extensive industry knowledge of the youth polytechnic.
- Demonstrate experience in policy formulation processes.
- Experience in performance contracting.
- Have knowledge/ experience in institutional partnerships/ collaborations frameworks.
- Leadership skills, organizational skills, ability to multitask, policy and procedure knowledge, stress management, financial management skills.
- Masters is an added advantage.

TERMS OF SERVICE: Permanent & Pensionable

- Salary Scale: Kshs. 89,748 – 120,270 p.m.
- House Allowance: Kshs. 16,000
- Commuter Allowance: Kshs. 14,000

B. ASSISTANT DIRECTOR JOB GROUP 'P' (2 POSTS)

DUTIES & RESPONSIBILITIES

- To Coordinate Quality Assurance programs in TVET institutions
- To provide input in development, reviewing and monitoring technical vocational training in the County.
- Mobilizing resources for Technical Innovation Vocational and Entrepreneurship Training (TIVET) Projects and Programmes.
- To promote technical vocational training as alternative skills process.
- To improve and upgrade certification of technical vocational training centers in the county.
- To coordinate technical education programmes in technical vocational training centers in the county.
- Develop partnership with various stakeholders to improve status and management of Technical and Vocational Training Centers.

REQUIREMENTS:

- Have at least 5 years working experience in management of technical or vocational training.
- Bachelor's Degree in technical or Vocational Training from a recognized University.
- A Master's Degree in a relevant technical field from a University recognized in Kenya will be an added advantage
- Knowledge of Technical and Vocational Training Policy (TVET)
- Have excellent interpersonal communication and report writing skills
- Demonstrate professional competence in work performance and be result oriented in execution of Duties and responsibilities.

TERMS OF SERVICE: Permanent & Pensionable

- Salary Scale: Kshs. 77,527 – 103,894 p.m.
- House Allowance: Kshs. 16,800
- Commuter Allowance: Kshs. 12,000

HOW TO APPLY

All applications should be accompanied by a copy of National Identity Card, a detailed C.V, copies of all relevant Certificates and testimonials, copies of clearance certificates from:-

1. Ethics and Anti-Corruption Commission – EACC,
2. Kenya Revenue Authority -KRA,
3. National Police Service Directorate of Criminal Investigations(Police Clearance Certificate),
4. Credit Reference Bureau.
5. HELB(Higher Education Loan Board) (where necessary).

Those with degrees from foreign universities should attach proof of accreditation from the Commission for University Education. The applications should be submitted in a sealed envelope clearly marked on the left side the position applied for and address to:-

**The Secretary,
Nyamira County Public Service Board,
P.O. Box 434-40500,
Nyamira.**

Applications should reach the County Public Service Board on or before **31st October 2016** at 4:00p.m. **or** be hand delivered to the office of the County Public Service Board – **MEA COMPLEX** in Nyamira Town. No online applications.

NOTE: Only shortlisted candidates will be contacted.

Nyamira County Government is an equal opportunity employer. Qualified Women, Youth and persons with disabilities are encouraged to apply.

**Secretary.
Nyamira County Public Service Board.**