

REPUBLIC OF KENYA

P.O. BOX 434-40500,



NYAMIRA

COUNTY GOVERNMENT OF NYAMIRA OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT FOR VACANCIES IN THE DEPARTMENT OF EDUCATION AND ICT

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions:

A) EDUCATION WARD COORDINATORS JOB GROUP 'K' (20 POSTS)

Education Ward Coordinators shall be answerable to the Sub-County Education Coordinators for the following duties and responsibilities at the ward level:

- Supervision of all ECDE Caregivers and Youth Polytechnic Instructors at the ward level.
- Maintaining Quality Assurance of Early Childhood Development and Youth Polytechnics
- Maintaining Education(ECDE & Youth Polytechnics) standards and records in their areas of jurisdiction;
- Assessment of all trainees during the term;
- Mobilization of education activities
- Sensitization and capacity building on ECDE and Youth Polytechnics to stakeholders;
- Implementation and monitoring of education curriculum;
- Networking with all Education partners to promote education in the county

Requirements Ward Coordinator

For appointment to this grade, a candidate must have:-

- Be in possession of a degree in the relevant field from a recognized institution in Kenya
- Holders of Masters' degree will be an added advantage
- Must be computer literate
- Should demonstrate high level skills in supervision
- Demonstrate understanding and commitment to the values and principles as outlined in articles 10 and 232 of the Constitution of Kenya.
- Should meet the requirements of Chapter 6 of the Constitution of Kenya (2010)
- Demonstrate a clear understanding of National, and County development policies, goals, objectives and ability to integrate them into the Administrative Officers' function.

TERMS OF SERVICE: Permanent and Pensionable

Details of Duties /Responsibilities and requirements for application can be obtained on our website at: **www.nyamira.go.ke** and in all sub-county Headquarters Notice Boards.

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 **24th 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.**

