



THE COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

YOUTH POLYTECHNIC INSTRUCTOR 11 JOB GROUP J (45 POSTS)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- Giving theoretical and practical instructions in the area of specialization to trainees
- Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees records teaching and learning materials
- Administering examinations, evaluation and preparing trainee progress reports
- Ensuring proper care and maintenance of tools and equipments
- Organizing and conducting co-curricular activities
- Maintaining trainees discipline
- Guiding and counselling trainees
- Preparation of departmental budgets
- Supervising projects and income generation activities
- Coordinating and supervising trainees on industrial attachment and field work
- Monitoring and evaluating NITA and NVCET training programs

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of Diploma in any trade area
- Be a holder of Technical Education from a recognized institution

- Served in the grade of Youth Polytechnic Instructor 111 job group H for a maximum of three (3) years in vocational centers in the department of Education and Libraries
- Must have a certificate in computer applications
- Show merit as reflected in work performance and results
- Any other related course will be an added advantage
- Must have been appraised by the immediate supervisor
- Satisfy the requirements of chapter six of the constitution of Kenya

All applications should be submitted in a sealed envelope addressed to:

**The Secretary
County Public Service Board
Private Bag
Voi**

Or hand delivered to the Board Offices located at Maghamba Plaza, Ground floor opposite Kenya Power offices in Voi, Taita Taveta County.

Important information

- The applications should reach the County Public Service Board on or before **Thursday 10th August 2017, 4.30pm**
- Only shortlisted candidates will be contacted
- Youth, women and persons with special needs are encouraged to apply
- Candidates found canvassing will automatically be disqualified.

SECRETARY/CEO

COUNTY PUBLIC SERVICE BOARD

31st July 2017