



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

INTERNAL -ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified **servicing officers in the County Public Service** to fill the following vacant positions:

CPSB/TTC/087/2018

POSITION: CHIEF VOCATIONAL TRAINING INSTRUCTOR JOB GROUP 'M'

Number of Posts: One (1)

Terms of Service: Permanent & Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

- (i) Served in the grade of Senior Vocational Training Instructor for a minimum period of three (3) years;
- (ii) Diploma certificate in the relevant technical field or its equivalent; /

Diploma in any of the following disciplines: Engineering (Computer, Electronics, Electrical, Civil, Mechanical, Automotive, Construction Plant, Industrial Technology, Production Technology, Instrumentation and Control, Building and Construction); Computer Studies/Science, Information Communication Technology; Carpentry and Joinery; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and House Keeping; Hair Dressing and Beauty Therapy; Refrigeration and Air Conditioning; Agriculture; Animal Science; Leather Technology/ Foot wear; General Education (Physics, Chemistry, Biology, Mathematics, Languages); Entrepreneurship; or other equivalent qualification, from a recognized institution;

- (iii) Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution;
- (v) Demonstrated a high degree of administration and professional competence.

(b) DUTIES AND RESPONSIBILITIES

- (i) Cooperating preparation of schemes of work, lesson plans, lesson notes, training material and aids;
- (ii) Training, instructing and demonstrating; conducting practical's in specific subject of specialization;
- (iii) Supervising the setting and marking of continuous assessment tests and examinations;
- (iv) Carrying out research in in relevant technical areas;
- (v) Ensuring proper use, maintenance and safe custody of training equipment and materials;
- (vi) Ensuring safe custody of trainee progress records;
- (vii) Liaising with industries for trainee industrial attachment;
- (viii) Placing and Supervising students on attachment;
- (ix) Facilitating educational tours;
- (x) Guiding and counselling trainees;
- (xi) Coordinating co- curricular activities;
- (xii) Preparing training timetables and schedules;
- (xiii) Requisitioning of training materials and equipment and ensuring their safe custody;
- (xiv) Supervising and guiding staff working in specific areas of deployment;
- (xv) Ensuring proper utilization of training and learning resources;
- (xvi) Designing and supervising training projects; and
- (xvii) Participating in preparation of the institute's budget.

POSITION: SENIOR VOCATIONAL TRAINING INSTRUCTOR JOB GROUP 'L'

Number of Posts: Three (3)

Terms of Service: Permanent & Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment of this grade, a person must:

- (i) Be a Kenyan citizen;
- (ii) Served in the grade of Vocational Training Instructor I for a minimum period of three (3) years;
- (iii) Diploma certificate in the relevant technical field or its equivalent; /

Diploma in any of the following disciplines: Engineering (Computer, Electronics, Electrical, Civil, Mechanical, Automotive, Construction plant, Industrial Technology, Production Technology, Instrumentation and Control, Building and Construction); Computer studies/Science, Information Communication Technology, Carpentry and Joinery, Clothing, Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Hair dressing and Beauty Therapy; Refrigeration and Air Conditioning; Agriculture; Animal Science; Leather Technology/Foot Wear; General Education (Physics, Chemistry, Biology Mathematics, Languages); Entrepreneurship; or other equivalent qualification, from a recognised institution;

- (iv) Certificate in Computer applications from recognised institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

(b) DUTIES AND RESPONSIBILITIES

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) Training, instructing and demonstrating;
- (iii) Conducting practical's in specific subject of specialization;
- (iv) Setting and marking continuous assessment tests and examinations;
- (v) Ensuring proper use, maintenance and safe custody of training equipment and materials;
- (vi) Maintaining trainee progress records;
- (vii) Supervising students on industrial attachment;
- (viii) Organising educational tours;
- (ix) Guiding and Counselling trainees;
- (x) Coordinating co-curricular activities;
- (xi) Developing and maintain training timetables and schedules, requisitioning of training materials and equipment and ensuring their safe custody; and
- (xii) Supervising and guiding staff working in specific areas of deployment.

POSITION: VOCATIONAL TRAINING INSTRUCTOR I JOB GROUP 'K'

Number of Posts: Three (3)

Terms of Service: Permanent & Pensionable

(a) DUTIES AND RESPONSIBILITIES

- (i) Preparing schemes of work, lesson plans, lesson notes, training materials and aids.
- (ii) Training, instructing and demonstrating.
- (iii) Conducting practical's in specific subject of specialization.
- (iv) Setting and marking continuous assessment tests and examinations.
- (v) Evaluating trainee projects and budgeting for projects.
- (vi) Ensuring proper use, maintenance and safe custody of training equipment and materials.
- (vii) Maintaining trainee progress records.
- (viii) Supervising students on industrial attachment.
- (ix) Conducting co-curricular activities and
- (x) Guiding and counseling trainees.

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a person must:

- (i) Be a Kenyan citizen.
- (ii) Served in the grade of Vocational Training Instructor II for a minimum period of three (3) years.
- (iii) Diploma certificate in the relevant technical field or its equivalent

Diploma in any of the following disciplines: Engineering (Computer, Electronics, Electrical, Civil, Mechanical, Automotive, Construction Plant, Industrial Technology, Production Technology, Instrumentation and Control, Building and Construction); Computer Studies/Science, Information Communication Technology; Carpentry and Joinery; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and House Keeping; Hair Dressing and Beauty Therapy; Refrigeration and Air Conditioning; Agriculture; Animal Science; Leather Technology/ Foot wear; General Education (Physics, Chemistry, Biology, Mathematics, Languages); Entrepreneurship; or other equivalent qualification, from a recognized institution.

- (iv) Certificate in computer applications from a recognised institution and ;
- (v) Demonstrated merit and ability as reflected in work performance and results.

HOW TO APPLY

Qualified candidates are requested to make their applications by completing a **CPSB Job Application form 2018**. The form may be downloaded from the Taita Taveta County Government website, CPSB portal.

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

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

Or hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi on or before **Friday 16th November 2018**, 4.30 pm

Important information

1. Candidates should not attach any documents to the application form.
2. All details requested in the advertisement should be filled on the form
3. Only shortlisted and successful candidates will be contacted
4. Shortlisted candidates shall be required to produce original Identity card/Passport , Appointment letter, last promotion letter and all the relevant professional/ Academic certificates
5. Canvassing shall lead to disqualification.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**

Dated: Thursday 24th October 2018