

COUNTY GOVERNMENT OF KWALE



COUNTY PUBLIC SERVICE BOARD JOB VACANCIES

Date of Advertisement –Friday 30th October, 2020 – Daily Nation

ECDE TEACHER II – JOB GROUP “J” (1 POST)

VACANCY No. 32/2020/KCPSB

Duties and Responsibilities

- Identifying, initiating, developing and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE centers.
- Developing relevant play/learning materials for both normal and children with special needs.
- Preparing and developing schemes of work, lesson plans and daily program of activities, assessment and evaluation of children progress and keeping other profession records.
- Participate in the training of ECDE trainers at the center.
- Collecting and analyzing data on ECDE enrollment
- Managing /preparing ECDE Education programs and reports
- Providing Guidance and Counseling services to County ECDE personnel and pupils
- Managing ECDE feeding program
- Overseeing Special Needs related issues in the Education Department
- Preparing reports on requirements for ECDE Education in terms of Curriculum support materials.
- Conducting project inspection and coordinating curriculum activities
- Any other duties assigned to you by your supervisor.

Job Specifications/Requirement for Appointment

Direct Appointment

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

- Be a Kenyan Citizen with sound mind.
- Have a KCSE with a minimum grade of C(Plain) from KNEC or its recognized equivalent.
- Diploma in ECDE offered by KNEC or its recognized equivalent.
- Must be registered with Teachers Service Commission(TSC)
- A Degree in ECDE will be an added advantage.

Promotion

For promotion to this grade, a teacher must have;

- Must be a Kenyan Citizen with sound mind
- Must have served in the position of ECDE Teacher III – Job Group H or a comparable position in childcare and management program for at least three years.
- Must have a Diploma in Early Childhood Development Education (ECDE) from a recognized University or its recognized equivalent.
- Must be registered by Teachers’ Service Commission.
- A Degree in ECDE will be an added advantage.
- Be proficient in computer skills.
- Must be a person of high integrity.

ECDE TEACHER III - JOB – H (90 POSTS)

VACANCY No. 33/2020/KCPSB

Duties and Responsibilities

- Class teaching.
- Implementation of the competency based curriculum
- Preparing Schemes of work, lesson plans and daily program of activities, assessment and evaluation of children progress and keeping of professional records.
- Preparing and developing teaching/learning materials for both normal and children of special needs.
- Caring and nurturing spiritual, moral, social, mental and physical growth of the children.
- Organizing and facilitating teaching/Learning activities to enable children cope with primary school life.
- Management and administration of ECDE Centre and ensuring safety and security of children.
- Any other duties assigned to you by your supervisor.

Job Specifications/Requirements for Appointment.

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

- Must be a a Kenyan Citizen with sound mind
- Must be a holder of Diploma in Ecde from a recognized institution
- Must be registered by the Teachers Service Commission (TSC)
- Must have a certificate in computer application in addition to the above qualification.
- Must be a person of high integrity

ASSISTANT ECDE TEACHER II – JOB GROUP “G” (90 POSTS)

VACANCY No. 34/2020/KCPSB

Duties and Responsibilities:-

- Class teaching
- Implementation of the Competency Based Curriculum
- Preparing and developing teaching/Learning materials.
- Caring and nurturing spiritual, moral, social, mental and physical growth of the children.
- Organizing and facilitating teaching/Learning activities to enable children cope with primary school life.
- Management and administration of ECDE Centre and ensuring safety and security of children.
- Any other duties assigned to you by your supervisor.

Job Specifications/Requirements

Direct Appointment

For Direct Appointment to this grade, a candidate:-

- Must have Kenya Certificate of Secondary Education (KCSE) with a minimum grade D+ (Plus) from KNEC or its recognized equivalent.
- Must be a holder of Certificate in ECDE offered by KNEC/ Ministry of Education or its approved equivalent.
- Must be registered by the Teachers’ Service Commission(TSC)
- Must have a certificate in computer proficiency from a recognized institution.
- Must be a person of high integrity
- Must be a Kenyan citizen of sound Mind

OR

Promotion

- One must have served in the position of **Assistant ECDE teacher III – Job Group F** for at least three (3) years.
- Have a Certificate in ECDE offered by Kenya National Examination Council (KNEC).
- Must be registered by Teachers’ Service Commission.
- Must have a certificate in computer.
- Have shown merit and ability in work performance and results.
- Relate well with children, parents and other members of society.

ASSISTANT YOUTH TRAINING INSTRUCTORS

- i. Assistant Youth Training Instructor -Fashion Design And Garment Making – Job Group “F” (11 Posts) –Vacancy No. 35/2020/KCPSB
- ii. Assistant Youth Training Instructor - Building Technology – Job Group “F” (5Posts) – Vacancy No. 36/2020/KCPSB
- iii. Assistant Youth Training Instructor - Electrical Technology –Job Group “F” (5 Posts) – Vacancy No. 37/2020/KCPSB
- iv. Assistant Youth Training Instructor - ICT – Job Group ”F” (2 Posts) – 38/2020/KCPSB
- v. Assistant Youth Training Instructor -Automotive Engineering – Job Group “F” (5 Posts) – 39/2020/KCPSB
- vi. Assistant Youth Training Instructor -Hair dressing and Beauty therapy – Job Group “F” (5 Posts) – Vacancy No. 40/2020/KCPSB
- vii. Assistant Youth Training Instructor - Welding –Job Group “F” (2 Posts) - Vacancy No.41/2020/KCPSB

This is the entry and training grade for the Assistant Youth Training Instructors Cadre. An Instructor at this level will work under the guidance of a Senior Youth Training Instructor.

Duties and Responsibilities will involve:-

- Provide theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials.
- Carrying out trainee assessment.
- Ensuring proper care and maintenance of tools and equipment
- Coordinating co-curricular activities.
- Maintaining trainee discipline.
- Any other duties assigned to you by your supervisor.

Job Specifications /Requirements

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

- Must be of sound mind
- Kenya Certificate of Secondary Education mean grade D+ and above
- Trade Test grade One (1) Certificate or its equivalent on the relevant field.
- At least Three years relevant experience.
- Must be a person of high integrity

SUPPORT STAFF – JOB GROUP ‘C’ (30 POSTS)

VACANCY No. 42/2020/KCPSB

Duties and Responsibilities

- Maintenance of general cleanliness of offices and its environment.
- Messengerial duties.
- Preparation/serving tea and other refreshments (if any).
- Clerical/filing and typing.
- Ensuring safety, proper care and maintenance of office property.
- Any other duties assigned to you by your supervisor

Job Specifications/Requirements

For appointment to this grade, a candidate must:-

- Be a Kenyan citizen of sound mind
- Holder of Kenyan Certificate of Secondary education (KCSE).
- Must be proficient with computer skills
- Must be a person of high integrity.

Note:- 1. All applications should be submitted on or before **Thursday 12th November, 2020** by **4:30Pm** in a sealed envelope clearly marked on the left side the category(position) which they fall and addressed to:-

**The Board Secretary
Kwale County Public Service Board
P.O BOX 4 -80403
KWALE**

Posted **or** hand delivered at the Kwale County Public Service Board Offices next to Kwale District Hospital and opposite Baraza Park – Kwale Town.

2. Applicants must attach copies the following documents:-

- * National Identity Card
- * Academic and professional certificates
- * Leaving certificates and other testimonials (if any)
- * Clearance certificates from the following Government entities:-
 - (a) KRA Certificate from Kenya Revenue Authority
 - (b) Self Declaration Form from Ethics and Anti-Corruption Commission (EACC)
 - (c) Certificate of Good Conduct from Directorate of Criminal Investigation (DCI)
 - (d) Clearance Certificate from Higher Education Loans Board (HELB)
 - (e) Clearance Certificate from Credit Reference Bureau (CRB)

3. All applicants submitting their applications directly to our offices should be on face masks and adhere to health protocols like keeping social distance and washing your hands.