

COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700



COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCIES - SUB-COUNTY EDUCATION AND TRAINING OFFICERS (PRINCIPAL EDUCATION OFFICERS)- 8 POSITIONS

The County Government of Nyeri, under the leadership of His Excellency the Governor, Hon. Mutahi Kahiga, wishes to recruit qualified persons to fill the 8 positions of **Sub-County Education and Training Officer (Principal Education Officer) – Job Group ‘N’**.

Reporting to the County Director for Education and Training, the Officer will be responsible for the following duties and responsibilities:-

- Overseeing, coordinating, promoting and implementing departmental Programs, projects, policies and general education and technical training programs in the sub-county;
- Assist in the preparation and implementation of the departmental strategic plan, Annual work plans and periodical reports in the Sub-county;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming Education and Training in the Sub-County;
- Promoting awareness on Child Care, Early Childhood and Home Craft Centres respectively as well as on Technical and Vocational Education and Training needs and demands to local communities and parents;
- Conducting capacity building courses for government employees and other stakeholders within the institutions;
- Developing and facilitating provision of appropriate resource materials to the Child Care, ECDE and Home Craft Centres respectively as well as in Technical and Vocational Training Centres in the Sub-County;

- Compiling reports and disseminating for technical review;
- Facilitating processes to identify issues, challenges and innovative responses;
- Organizing and sharing compiled feedback reports for improvement in project quality and partner support;
- Acting as a link to the Central Government, local agencies and communities on Education and training policies, interpretation and implementation;
- Developing sub-county resource centres for education and training programs;
- Prompt submission of monthly performance reports in the following areas;
 - (a) Staff returns
 - (b) Enrolment levels
 - (c) Financial and Expenditure Reports
 - (d) Minutes of all sub-county H.O.Ds meetings
 - (e) Any other duty as may be assigned by the Director

Qualifications

- Bachelor's Degree in Education, ECDE, Technical and Vocational Education and Training or in other relevant education related programme from a University recognized in Kenya;
- Masters' Degree in a relevant field will be an added advantage
- Minimum of 7 years' experience working in the education sector;
- Possesses excellent communication and facilitation skills;
- Demonstrated leadership and management experience;
- Demonstrated proficiency in computer packages MS Word, MS Excel, MS Publisher and MS Powerpoint

The following clearance certificates should be attached to the application:

- Higher Education Loans Board Clearance Certificate;
- Valid Certificate of Good Conduct;
- Credit Reference Bureau Clearance Certificate from a recognized body;
- Kenya Revenue Authority Tax Clearance Certificate;
- Clearance Form from Ethics & Anti-Corruption Commission of Kenya

Terms of service: Three (3) year contract

Salary and benefits: as per SRC guidelines

How to Apply

Written applications and CV together with the required documents should be hand delivered or sent to:

**The Secretary
Nyeri County Public Service Board,
Karson Photo House, 2nd Floor, Right Wing
Kimathi Street
P. O Box 90 – 10100
NYERI**

The deadline for submission of applications is 29th November 2018

NOTES:

- The County Government of Nyeri is an equal opportunity employer
- Women and people living with disability are encouraged to apply
- Only the short-listed candidates will be contacted