



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100

Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit fifteen (15) competent and qualified ECDE Caregivers to fill positions in various sub counties.

The officers will be reporting to the Principal Education Officers (PEO) in the Sub-County and the Head Teacher in the respective primary school in which the ECDE centre is domiciled .

a) Duties and responsibilities

- i) Developing schedules and enforcing routines for pupils under his/her care, ensuring that the children have adequate physical activities and equal rest.
- ii) Maintaining within the ECDE Centre, a safe and comfortable environment for the pupils.
- iii) Providing age appropriate supervision and discipline to the pupils.
- iv) Planning and implementing lessons as guided by the Kenya Institute of Curriculum Development (KICD)
- v) Observing the children's behavior and assess their development.
- vi) Communicating the pupils' behavior and development by making regular reports to parents.

- vii) Caring and nurturing the spiritual, moral, social, mental and physical growth of children.
- viii) Using play and other instructional techniques and learning materials to assisting children learn about the world, explore interests and develop talents including but not limited to storytelling and rhyming games.
- ix) Addressing and catering to special needs, if any, of the pupils under his/her care.
- x) Performing any other duty as may be assigned by the Head Teacher or PEO

a) Requirement for Appointment

- i) Bachelor of Education degree in Early Childhood Development and Education **Or** Diploma in Early Childhood Development and Education **Or** Certificate in Early Childhood Development and Education
- ii) Registered with Teachers Service Commission
- iii) Must be conversant with the current trends in Early Childhood Development and Education, Curriculum design and ECDE code of conduct and ethics.
- iv) Applicants must have a working experience in an ECDE centre or equivalent for a minimum period of 3 years.
- v) Possesses excellent communication and facilitation skills;
- vi) Should be computer literate;
- vii) Demonstrate ability to work independently as well as in a team
- viii) Applicant must be willing to be posted to any ECDE within the County.

Terms of service

- **Two (2) years** contract

Salary and benefits

As per the County Public Service Board remuneration

The following clearance certificates must 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 Clearance Certificate;
- Clearance Form from Ethics & Anti-corruption commission of Kenya

How to Apply

Hard copy of duly filled Employment Form together with the required documents should be sent or hand delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications (hand delivered or through post office) should be received on or before **2nd March 2021** at **5.00pm**

Note:

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
2. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. Any request for payment or favor should therefore be reported to the police for appropriate action.
3. The County Government of Nyeri is an equal opportunity employer

4. Men and Person Living With Disability are encouraged to apply
5. Only the short-listed candidates will be contacted by the Board.