



COUNTY GOVERNMENT OF KERICHO
KERICHO COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

29th July, 2022

The Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Education, Youth Affairs, Culture and Social Services pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

**1. ADVERT NO: KCPSB/2022/79: CHIEF YOUTH POLYTECHNIC
INSTRUCTOR, JOB GROUP 'M' (1 POST)**

(a) Duties and responsibilities

Duties and responsibilities at this level will involve; -

- i. Participating in the formulation of educational plans, management, administration and development strategies for the youth polytechnic;
- ii. Coordinating curriculum development, implementation and evaluation;
- iii. Instructing in areas of specialization; guiding and supervising newly deployed youth polytechnic instructors;
- iv. Coordinating, setting, moderation and administering of examinations;
- v. Carrying out research in relevant technical areas; ensuring proper utilization of training and learning resources in the youth polytechnic;
- vi. Liaising with relevant industries for trainee industrial attachments; coordinating and monitoring trainee progress reports;
- vii. Ensuring proper maintenance of inventory of tools, equipment and training materials;
- viii. Participating in preparation of recurrent and development expenditures for the youth polytechnic;
- ix. Supervising, training developing staff.

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(b) Requirements for appointment

For appointment to this grade an officer must have; -

- i. Served in the grade of senior youth polytechnic instructor for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines; Computer Studies/Science; Information and Communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and Air Conditioning; General Education(Physics, Chemistry, Biology, Mathematics, Languages) and Entrepreneurship or its 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; and
- v. Demonstrated a higher degree of administrative and professional competence.

2. ADVERT NO: KCPSB/2022/80-SENIOR YOUTH POLYTECHNIC INSTRUCTOR, JOB GROUP 'L' (2 POSTS)

(a) Duties and responsibilities

Duties and responsibilities at this level will involve; -

- i. Conducting theoretical and practical instruction in areas of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment; preparing trainee progress reports;

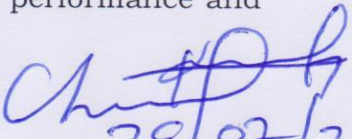
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- iv. Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- v. Coordinating co-curricular activities;
- vi. Ensuring trainees discipline is maintained;
- vii. Liaising with relevant industries for trainee attachment;
- viii. Guiding and supervising newly deployed youth polytechnic instructors;
- ix. Participating in preparation of estimates of recurrent and development expenditure in specific technical subject area;
- x. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

(b) Requirements for appointment

For appointment to this grade an Officer must have;-

- i. Served in the grade of Youth Polytechnic Instructor I for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines; Computer Studies/Science; Information and Communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot Ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and Air Conditioning; General Education(Physics, Chemistry, Biology, Mathematics, Languages) and Entrepreneurship or its equivalent qualification from a recognized institution.
- iii. Certificate in Computer applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results


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**3. ADVERT NO: KCPSB/2022/81-YOUTH POLYTECHNIC INSTRUCTOR
I, JOB GROUP 'K' (6 POSTS)** ✓

(a) Duties and responsibilities

Duties and responsibilities at this level will involve;-

- i. Conducting theoretical and practical instruction in areas of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment; preparing trainee progress reports;
- iv. Ensuring proper storage, care, and usage of teaching and learning materials, tools and equipment;
- v. Administering examinations;
- vi. Coordinating co-curricular activities;
- vii. Ensuring trainees discipline is maintained;
- viii. Coaching and providing leadership to newly deployed instructors;
- ix. Liaising with relevant industries for trainee attachment;
- x. Guiding, monitoring and supervising trainees on attachment and preparing trainees progress reports.

(b) Requirements for appointment

For appointment to this grade an Officer must have; -

- i. Served in the grade of Youth Polytechnic Instructor II for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines; Computer Studies/Science; Information and Communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot Ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and

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Air Conditioning; General Education(Physics, Chemistry, Biology, Mathematics, Languages) and Entrepreneurship or its equivalent qualification from a recognized institution.

- iii. Certificate in Computer applications from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results

How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach letter of last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Friday 12th August 2022.**

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted

Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer.

Persons with disability and marginalized groups are encouraged to apply.

The County Government of Kericho does not charge any fees for purposes of processing their applications.

In case of people soliciting for bribes, the same should be reported to the nearest Police station.

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