

DEPARTMENT OF EDUCATION, CULTURE AND THE ARTS

1. PREPARATORY TEACHERS - TWO HUNDRED (200) POSTS ADVERT No. 18/2020

Terms of Service: Contract Three (3) years - Renewable
Wage : Kshs. 10,000 p.m.

a) Requirements for Appointment:

For appointment to this grade, a candidate must:

- i. Have Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent;
- ii. Certificate in Early Childhood Development Education from KNEC /Ministry of Education or from a relevant and approved institution;
- iii. At least two (2) years teaching experience;
- iv. Have ability to work with children aged below eight (8) years;
- v. Self- driven with good interpersonal communication skills;
- vi. A clear understanding of the pre-primary syllabus;
- vii. Pre-Primary syllabus and curriculum delivery; and
- viii. Ability to monitor growth and evaluate child development.

b) Duties and Responsibilities

- i. Interact with children in pre-primary school;
- ii. Develop age appropriate teaching/ learning materials;
- iii. Plan, develop and implement play activities for pre-primary children;
- iv. Prepare and maintain professional and administrative records;
- v. Interpret the pre-primary policies to the parents;
- vi. Implement the prescribed pre-primary curriculum;
- vii. Advise parents /guardians on the children progress and development;
- viii. Ensure safety of the pre-primary children; and
- ix. Be a link between the child and the parents.

2) VOCATIONAL TRAINING CENTRE INSTRUCTORS JOB GROUP 'H' (CPSB 11) FIFTEEN (15) POSTS. – ADVERT No. 19/2020

Terms of Service : Permanent and Pensionable.
Basic Salary : Kshs. 25, 470 – Kshs. 33, 950 p.m.
House Allowance : Kshs. 3,200
Commuter Allowance : Kshs. 4,000
Medical Benefits : Comprehensive Medical Cover

a) Requirements of Appointment

For appointment to this grade, a candidate must have:

- i. A Diploma in any of the following disciplines: Electrical / Electronic engineering, Automotive Engineering, Building and Construction Technology, Hair Dressing and

Beauty Therapy, Clothing/Fashion Design, Welding & Fabrication/Mechanical Engineering (Production Option);

b) Duties and Responsibilities.

- i. Theoretical and practical instruction in the areas of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and training materials and trainee's records;
- iii. Carrying out trainees' assessment;
- iv. Preparing trainees progress reports;
- v. Coordinating storage, care, maintenance and proper usage of teaching and training materials, tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Maintaining trainees discipline;
- viii. Liaising with relevant industries for trainee's attachment; and
- ix. Supervising trainees on attachment.

**3. VOCATIONAL TRAINING CENTRE MANAGER JOB GROUP 'L' (CPSB 8)
EIGHT (8) POSTS - ADVERT No. 20/2020**

Terms of Service	:	Permanent and Pensionable.
Basic Salary	:	Kshs. 42, 970 – Kshs. 59, 120 p.m.
House Allowance	:	Kshs. 13,000
Commuter Allowance	:	Kshs. 6,000
Medical Benefits	:	Comprehensive Medical Cover

a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Served for at least four (4) years in Vocational Training
- ii. A Higher National Diploma in Education Technology or a diploma in any of the following field: Electrical / Electronic Engineering, Automotive Engineering, Building and Construction Technology, Hair Dressing and Beauty Therapy, Clothing/Fashion Design, Welding and Fabrication, Mechanical Engineering;
- iii. A Certification in computer applications;
- iv. Demonstrate merit and ability as reflected in work performance and results;
- v. Financial and managerial skills;
- vi. Conversant with current technical trends (CBET);

b) Duties and Responsibilities

- i. Preparation of strategic plan for the vocational institutions;
- ii. Develop institutional work plan;
- iii. Collaboration with other TVET institutions and examining bodies,
- iv. Coordinate performance appraisal systems for the staff;
- v. Prepare quarterly financial and progress reports;
- vi. Offer theoretical and practical instruction in the areas of specialization;

- vii. Prepare and maintain schemes of work, lesson plans, lesson notes, teaching and training materials and trainee's records;
- viii. Prepare institution's progress reports;
- ix. Coordinate storage, care, maintenance and proper usage of teaching and training materials, tools and equipment;
- x. Conduct regular inspection of the vocational institution;
- xi. Maintain staff discipline;
- xii. Liaise with relevant industries for trainee's attachment;
- xiii. Supervise trainees on attachment, coaching and providing leadership to other deployed instructors;
- xiv. Guide, monitoring, prepare budget for specific technical subject areas;
- xv. Preparation of institution budgets;
- xvi. Coordinate performance appraisal systems for the staff;

**4. SENIOR ARTS OFFICER JOB GROUP 'L' (CPSB 8) ONE (1) POST
ADVERT NO. 21/2020**

Terms of service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 42, 970 – Kshs. 59, 120 p.m.
House Allowance	:	Kshs. 13,000
Commuter Allowance	:	Kshs. 6,000
Medical Benefits	:	Comprehensive Medical Cover

a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Experience of at least two (2) years in the Arts;
- ii. Bachelor's degree in any of the following disciplines: Performing Arts, Physical Education, Graphic Design from a recognized institution;

b) Duties and Responsibilities

- i. Develop the department's strategic plan;
- ii. Review the departmental work plan;
- iii. Tap the potential and talents of the youth in the county;
- iv. Develop programme in the various artist fields;
- v. Coordinate training of staff in the directorate.

**5. MUSIC INSTRUCTOR I JOB GROUP 'K' (CPSB 9) TWO (2) POST
ADVERT NO. 22/2020**

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 38, 270 – Kshs. 51, 170 p.m.
House Allowance	:	Kshs. 7,500
Commuter Allowance	:	Kshs. 5,000
Medical Benefits	:	Comprehensive Medical Cover

a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Broadcast Production, Design, Anthropology, Journalism and Media Studies, Music, Media Studies, or any other relevant qualification from a recognized institution.
- ii. Certificate in computer applications;

b) Duties and Responsibilities

- i. Develop a policy on performing arts, music and dance;
- ii. Popularize performing arts in the county;
- iii. Develop a strategic plan for the directorate on the arts;
- iv. Promote the county as a hub for film and TV production;
- v. Develop a vibrant local film and TV industry;
- vi. Coordinate training of staff in the directorate.
- vii. Develop guidelines on the preservation of our culture through music and dance;
- viii. Oversee the growth of performing arts, music and dance for the growth of the county.

**6. SENIOR CULTURE OFFICER JOB GROUP 'L' (CPSB 8) ONE (1) POST
ADVERT NO. 23/2020**

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 42, 970 – Kshs. 59, 120 p.m.
House Allowance	:	Kshs. 13,000
Commuter Allowance	:	Kshs. 6,000
Medical Benefits	:	Comprehensive Medical Cover

(a) Requirement for Appointment

For appointment to this grade, the candidate must have:

- i. Experience of at least two (2) years as a Cultural Officer;
- ii. Bachelor's degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or any other relevant qualification from a recognized institution;
- iii. Certificate in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.

b) Duties and Responsibilities

- i. Identifying and verifying cultural practitioners for registration; guiding cultural practitioners on formation of associations and committees
- ii. Promoting Kiswahili and indigenous languages
- iii. Disseminating cultural information to the community
- iv. Initiating and participating in cultural development activities and preparing periodic reports

- v. Sensitizing communities to safeguard and appreciate cultural diversity;
- vi. Educating the public on cultural rights;
- vii. Organizing community cultural festivals and Kenya Music and Cultural Festival
- viii. Conducting workshops, seminars exhibitions, concerts, competitions and festivals to promote culture;
- ix. Mobilizing cultural groups during public functions
- x. Participating in identification of viable elements of intangible cultural heritage for inscription and safeguarding viable elements of cultural heritage for inscription and safeguarding.

7. CULTURAL OFFICER II, JOB GROUP 'J' ONE (1) POST - ADVERT NO. 24/2020

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 31,270 - Kshs. 41,260 p.m.
House Allowance	:	Kshs. 4,200
Commuter Allowance	:	Kshs. 4,000
Medical Benefits	:	Comprehensive Medical Cover

a) Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Cultural Studies, Anthropology, Sociology, History, Philosophy, Archaeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or any other relevant qualification from a recognized institution; and
- ii. Certificate in computer applications.

b) Duties and Responsibilities

- i. Participating in identification and registration of cultural practitioners
- Encouraging formation of associations and committees by cultural practitioners
- ii. Promoting Kiswahili and indigenous languages
- iii. Disseminating cultural information to the community
- iv. Participating in cultural development activities and preparing periodic reports.