



TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

CAREER OPPORTUNITIES

The TVET Curriculum Development Assessment and Certification Council is a state Corporation establishment under the Technical and Vocational Education and Training (TVET) Act No. 29 of 2013, Article 44 (1). The mandate of the Council is to undertake design and development of Curricula for the training institutions' examinations, assessment and competence certification.

Applications are invited from qualified individuals for the positions shown below. Interested and qualified people are requested to make their applications **online** through the Council's website www.tvetcdacc.go.ke

Please Note:

- (i) Ongoing courses and qualifications not yet obtained by closure of the advert should not be filled in the application.
- (ii) It is an offence to include incorrect information in the application. Any incorrect/misleading information may lead to disqualification/legal action.
- (iii) Only shortlisted and successful candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) TVET CDACC is an equal opportunity employer THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.
- (vi) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.
- (vii) Applications should reach the Council on or before **7th September, 2020 by 5.00 p.m.** (East African Time).

Applications are invited from qualified candidates for the positions shown below:

DIRECTOR, TECHNICAL SERVICES - CDACC JOB GRADE 2

VACANCY NO.: CDACC/1/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS – FIVE (5) YEARS CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

The Director, Technical Services shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable to the Council Secretary/CEO, for the overall management of the Curriculum Development, Assessment & Certification and Curriculum Research, Advocacy and Material Development functions.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Formulation, implementation and coordination of Curriculum Development, Assessment & Certification and Curriculum Research, Advocacy and Material Development policies, strategies and programmes;
- ii. Providing advisory services to the Council on all matters related to Curriculum Development, assessment & certification and curriculum research, advocacy and material development;
- iii. Overseeing the development of CBET curricula assessment and certification;
- iv. Creating and promoting an enabling environment for public-private partnerships to promote industry and training institutions collaborations;
- v. Defining and setting quality benchmarks in liaison with relevant Council's organs;
- vi. Spearheading the development of performance targets and work plans in the directorate;
- vii. Overseeing finances and assets management in the directorate;
- viii. Coordinating the preparation of the departmental budgets in the Directorate; and
- ix. Supervising, guiding and developing staff in the Directorate.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the Grade of Deputy Director in Curriculum Development or Assessment & Certification or Curriculum Research, Advocacy & Material Development or served in an equivalent position for a minimum period of three (3) years or in a public organization or any other reputable organization.
- ii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution; In addition, be in possession of at least a Diploma in Education or Technical Education or a Post Graduate Diploma in Education (PGDE) from a recognized institution;
- iii. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with

- relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- iv. Attended a Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
 - v. Attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
 - vi. Certificate in computer proficiency from a recognized institution.

DIRECTOR, CORPORATE SERVICES- CDACC JOB GRADE 2

VACANCY NO.: CDACC/2/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS – FIVE (5) YEARS CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

The Director, Corporate Services shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable to the Council Secretary/CEO, for the overall management of the Corporate Services functions.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Providing leadership in identifying and developing key strategies and policies in the corporate services;
- ii. Overseeing the formulation, review, harmonization and implementation of the corporate services guidelines and regulations;
- iii. Spearheading the preparation of Council papers relating to the corporate services for deliberation and decision making by the Council;
- iv. Leading and implementing change management processes to ensure support functions provide efficient and cost effective services to the Council;
- v. Building capacity of the corporate services function;
- vi. Ensuring human resource management plans are developed to ensure effective succession management in the Council;
- vii. Ensuring institutionalization of performance management including performance appraisal in the Council;
- viii. Developing linkages and cooperation with other stakeholders to complement the Council's efforts in training and capacity building for the staff;
- ix. Maintaining professional standards for the various corporate services disciplines;
- x. Interpreting labour laws and other statutes that impact on the corporate services functions;
- xi. Spearheading the development of performance targets and work plans in the directorate;
- xii. Overseeing finances and assets management in the directorate;
- xiii. Coordinate the preparation of the departmental budgets in the Directorate; and
- xiv. Supervising, guiding and developing staff in the Directorate.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the Grade of Deputy Director in Human Resource Management and Administration or Finance or ICT for a minimum period of three (3) years or in a public organization or any other reputable organization;
- ii. Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Public Administration; Office Management, Education, Human Resource Management, Criminology, Security Management, Mass Communication, Communication Studies, Public Relations, Journalism, Computer Science or ICT, Information Systems, Purchasing and Supply Chain Management; social science with relevant specialization or an equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Commerce, Business Administration, Public Administration; Office Management, Education, Human Resource Management, Criminology, Security Management, Mass Communication, Communication Studies, Public Relations, Journalism, Computer Science or ICT, Information Systems, Purchasing and Supply Chain Management; Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- iv. Attended a Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
- v. Attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
- vi. Certificate in computer proficiency from a recognized institution.

DEPUTY DIRECTOR, CURRICULUM RESEARCH ADVOCACY AND MATERIAL DEVELOPMENT - CDACC JOB GRADE 3

VACANCY NO.: CDACC/3/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS – FIVE (5) YEARS CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

The Deputy Director, Curriculum Research, Advocacy and Material Development shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable for the management of curriculum research advocacy and material development in the Council.

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:-

- i. Coordinating initiation of research to inform curriculum policies, review and development;
- ii. Coordinating research on the economic effectiveness and impact of the approved curricula in the country/industry;
- iii. Coordinating identification of the industry sectors or occupational skill areas in the country;
- iv. Coordinating research on TVET training materials, tools and equipment to ascertain their effectiveness of the curriculum implementation;
- v. Coordinating promotion of international exchange of information on TVET;
- vi. Coordinating promotion and sensitization of the public on the mandate of TVET CDACC;

- vii. Coordinating receipt, evaluation and analysis of feedback and complaints from all stakeholders involved in TVET education;
- viii. Coordinating research and analysis of emerging skills trends within the labour market with a view of developing new training programmes or phasing out the existing programmes;
- ix. Liaising with local, regional and international CBET research and development organizations to bench mark and adopt TVET best practices;
- x. Coordinating printing, publishing and dissemination of approved curricula and training materials for technical and vocational education and training to TVET institutions, stakeholders and other interested parties;
- xi. Coordinating printing, publishing and dissemination of information relating to curricula and training materials for technical and vocational education and training to TVET institutions, stakeholders and other interested parties;
- xii. Coordinating printing, publishing and dissemination of Competency Standards to stakeholders and other interested parties;
- xiii. Promoting equity and access to quality curricula and curriculum support materials;
- xiv. Coordinating collection of document and catalogue information on curricula, curriculum support materials and innovations to create a data bank and disseminate the information to educational institutions, learners and other relevant organizations;
- xv. Representing the Council in local, regional and international forum on CBET research and development matters;
- xvi. Coordinating printing, publishing and dissemination of all research findings to stakeholders and other interested parties.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Principal Curriculum Research, Advocacy and Material Development Officer, in the Council or a comparable and relevant position in the Public Service for at least three (3) years or any other reputable organization;
- ii. Bachelor's degree in any of the following disciplines:- Engineering related course, Information and Communication Technology, Education, Clothing and Textiles Technology, Applied Sciences, Catering/ Tourism/Hospitality Management, Business Studies, Nutrition and Dietetics, Food Science, Applied Sciences or equivalent qualifications in the TVET field; In addition, be in possession of at least a Diploma in Education or Technical Education or a Post Graduate Diploma in Education (PGDE) from a recognized institution;
- iii. Master's degree in any of the following disciplines: Engineering related courses, Architecture, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- iv. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
- v. Attended a Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
- vi. Attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
- vii. Certificate in Computer Proficiency from a recognized institution.

DEPUTY DIRECTOR, CURRICULUM DEVELOPMENT - CDACC JOB GRADE 3

VACANCY NO.: CDACC/4/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS – FIVE (5) YEARS CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

The Deputy Director, Curriculum Development shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable for the management of curriculum development activities in the Council.

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Formulation, implementation and coordination of curriculum development policies, strategies and programmes;
- ii. Providing advisory services to the Council on all matters related to curriculum development;
- iii. Overseeing the development of CBET curricula;
- iv. Surveying and analyzing emerging skills trends within the labor market; overseeing national, regional and international collaborations to promote competency-based curriculum development;
- v. Identifying and appointing Sector Skills Advisory Committees (SSAC);
- vi. Overseeing evaluation of curriculum and support materials for technical and vocational education and training;
- vii. Recommending for approval of curriculum and support materials for technical and vocational education and training;
- viii. Creating and promoting an enabling environment for public-private partnerships to promote industry and training institutions collaborations;
- ix. Ensuring equity and access to quality curricula and curriculum support materials; defining and setting quality benchmarks in liaison with relevant Council's organs;
- x. Ensuring the maintenance of a data base of all accredited CBET programmes and accredited Sector Skills Advisory Committees (SSACs);
- xi. Liaising with special institutions for translation and transcription of TVET curricula and support materials for stakeholders with special needs;
- xii. Spearheading the development of performance targets and work plans; overseeing finances and assets management; and
- xiii. Supervising, guiding and developing staff in the Department.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the Grade of Principal Curriculum Development Officer for a minimum period of three (3) years or in a public organization or any other reputable organization;
- ii. Bachelor's degree in any of the following disciplines: Engineering related courses, Architecture, Information and Communication Technology, Textiles or Clothing Technology Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Nutrition and Dietetics, Food Science, Social Science with relevant specialization or an equivalent qualification from a recognised

- institution; In addition, be in possession of at least a Diploma in Education or Technical Education or a Post Graduate Diploma in Education (PGDE) from a recognized institution;
- iii. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution
 - iv. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
 - v. Attended a Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
 - vi. Attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
 - vii. Certificate in computer proficiency from a recognized institution.

DEPUTY DIRECTOR, ASSESSMENT AND CERTIFICATION - CDACC JOB GRADE 3

VACANCY NO.: CDACC/5/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS – FIVE (5) YEARS CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

The Deputy Director, Assessment and Certification shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable for the management of Assessment and Certification activities in the Council.

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Coordinating the formulation, development and review of assessment and certification policies, guidelines and strategies;
- ii. Providing advice on matters pertaining to assessment, accreditation and certification;
- iii. Establishing assessment, accreditation and certification standards and procedures; accrediting, licensing and registering internal and external assessors and verifiers, curriculum developers and assessment centers;
- iv. Awarding records of achievement and national certificates to successful candidates in conjunction with training providers;
- v. Supervising interviews of internal and external assessors, verifiers and curriculum developers;
- vi. Initiating national, regional and international collaborations to promote competency based assessment and certification;
- vii. Facilitating liaison between assessment centers and training institutions;
- viii. Establishing linkages, partnerships and networks with other Quality Assurance units/institutions to enhance quality of assessment and certification;
- ix. Ensuring maintenance of standards by assessment centers;
- x. Coordinating investigations and determining cases involving malpractices in assessment and certification;
- xi. Coordinating the development and implementation of training programmes for assessors and verifiers;
- xii. Constituting panels for Recognition of Prior Learning (RPL) assessment;
- xiii. Determining assessment and certification appeals from the candidates;
- xiv. Ensuring the maintenance of a data base for all certificate holders, accredited curriculum developers, assessors, verifiers and assessment centers and
- xv. Developing performance targets, work plans and preparing budget for the department and supervising, guiding and developing staff under him/her.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Principal Assessment and Certification Officer for a minimum period of three (3) years or an equivalent position in the TVET sector in a public organization or any other reputable organization;

- ii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- iii. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- viii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
- iv. Attended Leadership Management Course lasting not less than six (6) weeks from a recognized institution;
- v. Attended Management Course lasting not less than four (4) weeks from a recognized institution; and
- vi. Certificate in computer proficiency from a recognized institution.

PRINCIPAL CURRICULUM DEVELOPMENT OFFICER - CDACC JOB GRADE 4

VACANCY NO.: CDACC/6/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Developing procedures for competency based curriculum;
- ii. Validating curriculum and support materials; organizing curriculum development workshops; organizing Sector Skills Advisory Committee (SSAC) meetings;
- iii. Coordinating the development of Occupational Standards;
- iv. Analyzing feedback and complaints from all stakeholders involved in CBET curricula development, piloting and implementation;
- v. Collaborating with other individuals and institutions in organizing and conducting professional development programmes for TVET trainers and all stakeholders;
- vi. Developing procedures for competency based curriculum;
- vii. Evaluating proposals and applications for development of competency based curriculum;
- viii. Monitoring the piloting and implementation of approved curricula;
- ix. Establishing linkages, partnerships and networks with other Units/Institutions to enhance quality of curriculum;
- x. Validating curriculum and support materials;
- xi. Organizing Sector Skills Advisory Committee (SSAC) meetings and the appointment of its members;
- xii. Approving proposals and applications for development of competency based curriculum;

- xiii. Coordinating the development of CBET curricula;
- xiv. Approving proposals and applications for development of competency based curriculum;
- xv. Defining and setting quality benchmarks in liaison with relevant Council's organs coordinating exchange visits to countries with best CBET practices to enable international benchmarking in CBET training, assessment and certification systems;
- xvi. Coordinating Sector Skills Advisory Committee (SSAC) meetings and the appointment of its members; and
- xvii. Developing performance targets, work plans and preparing budget for the department.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Senior Curriculum Development Officer for a minimum period of three (3) years or in public organization or any other reputable organization;
- ii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized Institution;
- iii. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- ix. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
- iv. Attended Management Course lasting not less than four (4) weeks from a recognized institution; and
- v. Certificate in computer proficiency from a recognized institution.

PRINCIPAL ASSESSMENT AND CERTIFICATION OFFICER - CDACC JOB GRADE 4

VACANCY NO.: CDACC/7/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Developing and reviewing procedures for accrediting, licensing and registering of competency based curriculum developers, assessors and verifiers;
- ii. Evaluating applications for accreditation of internal and external assessors and verifiers, curriculum developers and assessment centers;
- iii. Conducting interviews of shortlisted applicants for internal and external assessors, verifiers and individual curriculum developers;
- iv. Designing and implementing training programmes for assessors and verifiers;
- v. Coordinating assessment for Recognition of Prior Learning (RPL);
- vi. Coordinating the initiation and development of national, regional and international collaborations to promote competency based assessment and certification;
- vii. Ensuring maintenance of standards by assessment centers;
- viii. Vetting and processing assessment records for the award of certificates;
- ix. Initiating investigations and determining cases involving malpractices in assessment and certification;
- x. Analyzing feedback and complaints from all stakeholders involved in TVET assessment and certification; and supervising and guiding staff working under him/her.
- xi. Initiating national, regional and international collaborations to promote competency based assessment and certification;
- xii. Sensitizing and training assessors, verifiers and individual curriculum developers on competency based assessment, verification and curriculum development;
- xiii. Developing assessment and certification guidelines for TVET;
- xiv. Reviewing procedures and guidelines for conducting Recognition of Prior Learning (RPL);
- xv. Monitoring the accreditation and certification process;
- xvi. Supervising and guiding staff working under him/her; and
- xvii. Analyzing feedback and complaints from all stakeholders involved in TVET assessment and certification; and supervising and guiding staff working under him/her.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Senior Assessment and Certification Officer for a minimum period of three (3) years or an equivalent position in the TVET sector in a public organization or any other reputable organization;

- ii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- iii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
- iv. Attended Management Course lasting not less than four (4) weeks from a recognized institution; and
- v. A certificate in computer proficiency from a recognized institution.

SENIOR CORPORATE COMMUNICATION OFFICER/ PRINCIPAL - CDACC JOB

GRADE 5

VACANCY NO.: CDACC/8/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:-

- i. Assisting in sourcing for appropriate television and radio programs to disseminate information on activities of the Council;
- ii. Documenting the Council's events through video, photography and press cuttings; preparing and placement of radio and TV infomercials;
- iii. Assisting in the preparation of official speeches;
- iv. Assisting in the preparation of the Council's newsletter and materials;
- v. Assisting in the preparation of exhibitions and trade fairs;
- vi. Preparing and placement of radio and TV infomercials;
- vii. Providing input in the preparation of official speeches, newsletter and materials; and
- viii. Providing support in the development of communications and media strategy.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Bachelor's Degree in any of the following disciplines: - Mass Communication, Communication Studies, Public Relations, Journalism or any relevant and equivalent qualifications from a recognized institution; or Post graduate Diploma in Communication Studies, Mass Communication, Public Relations, or Journalism;
- ii. Certificate in computer proficiency from a recognized institution.

SENIOR ACCOUNTS OFFICER - CDACC JOB GRADE 5

VACANCY NO.: CDACC/9/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Preparing cash flow forecasts statements;
- ii. Complying with financial processes and procedures;
- iii. Complying with regulations pertaining to financial management and controls;
- iv. Ensuring projects overheads remittances are done;
- v. Carrying out data analysis to support preparation of accounting reports;
- vi. Preparing bank reconciliations and maintaining general ledger accounts;
- vii. Maintaining of customers and suppliers records for the purpose of payment;
- viii. Handling petty cash;
- ix. Maintaining all the funds and cash records;
- x. Writing cheques and posting payments and receipt vouchers in the cashbooks;
- xi. Issuing withholding and Value Added Tax certificate to suppliers;
- xii. Submitting withholding and Value Added Tax returns to Kenya Revenue Council; and
- xiii. Overseeing the risk management of financial resources.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Accountant for at least three (3) years in the public service or in a reputable organization;
- ii. Bachelor's degree in Commerce (Accounting option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA) IV Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or Part IV of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than two (2) weeks from a recognized institution; and
- v. Certificate in computer proficiency from a recognized institution.

SENIOR FINANCE OFFICER - CDACC JOB GRADE 5

VACANCY NO.: CDACC/16/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Planning and coordinating accounting services; ensuring safe custody of Council's assets;
- ii. Developing financial controls to ensure prudent usage and management of financial resources;
- iii. Preparing and submission of financial statements as required by the law;
- iv. Developing and evaluating financial systems and make recommendations for improvement;
- v. Identifying incidences of non-compliance with laid down financial systems and financial risks facing the Council;
- vi. Implementing effective accounting systems;
- vii. Ensuring preparation of timely and accurate accounting management reports; authorizing payments;
- viii. Carrying out operational performance analysis;
- ix. Managing performance in the department;
- x. Maintaining effective budgetary controls;
- xi. Ensuring implementation of financial controls and procedures;
- xii. Overseeing the risk management of financial resources;
- xiii. Mentoring, training and appraising staff;
- xiv. Overseeing the management of the Council's financial investment and assets;
- xv. Supervising the preparation of the Council's annual work plans and budgets;
- xvi. Monitoring expenditure; ensuring expenditures are within voted allocations; and
- xvii. Prioritizing projects and activities for the purpose of financial reporting.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Finance Assistant for at least three (3) years in the public service or in a reputable organization;
- ii. Bachelor's degree in Commerce (Finance option), Business Administration (Finance option), or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA) IV Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or Part IV of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than two (2) weeks from a recognized institution; and
- v. Certificate in computer proficiency from a recognized institution.

**SENIOR CURRICULUM RESEARCH, ADVOCACY AND MATERIAL DEVELOPMENT
OFFICER- CDACC JOB GRADE 5
VACANCY NO.: CDACC/11/08/2020
NUMBER OF POSTS: ONE (1)
EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE**

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail: -

- i. Conducting research to inform curriculum policies, review and development;
- ii. Conducting research on the economic effectiveness and impact of the approved curricula in the country/industry;
- iii. Promoting international exchange of information on TVET;
- iv. Conducting research on TVET training materials, tools and equipment to ascertain their effectiveness of the curriculum implementation;
- v. Receiving, evaluate and analyze feedback and complaints from all stakeholders involved in TVET education;
- vi. Conducting research on the economic effectiveness and impact of the approved curricula in the country/industry;
- vii. Promoting and sensitize the public on the mandate of TVET CDACC;
- viii. Researching and analyzing emerging skills trends within the labour market with a view of developing new training programmes or phasing out the existing programmes;
- ix. Promoting publication and dissemination of books and other materials relevant to TVET;
- x. Liaising with local, regional and international CBET research and development organizations to bench mark and adopt TVET best practices;
- xi. Designing and developing evaluation plans and tools to ensure effective, valid and reliable data collection and analysis;
- xii. Surveying and analyzing emerging skills trends within the labour market;
- xiii. Ensuring the printing, publishing and dissemination of approved curricula and training materials, competency standards and all research findings to stakeholders and other interested parties; and
- xiv. Liaising with special institutions for translation and transcription of TVET curricula and support materials for stakeholders with special needs.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Curriculum Research, Advocacy and Material Development officer in the Council or in a comparable and relevant position in the Public Service for at least three (3) years or in a reputable organization;
- ii. Bachelor's degree in any of the following disciplines:- Engineering related course, Architecture, Information and Communication Technology, Education, Clothing and Textiles Technology, Applied Sciences, Catering/ Tourism/Hospitality Management, Business Studies, Nutrition and Dietetics, Food Science, Applied Sciences or equivalent qualifications in the TVET field;

- iii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools or Participated in the development of Digital Content for CBET curricula;
- iv. Attended Management Course lasting not less than two (2) weeks from a recognized institution;
- v. A certificate in computer proficiency from a recognized institution.

CURRICULUM DEVELOPMENT OFFICER / - CDACC JOB GRADE 6

VACANCY NO.: CDACC/12/08/ 2020

NUMBER OF POSTS: FIVE (5)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Collecting and collating data on Competency Based Curriculum; consolidating literature materials on curriculum development;
- ii. Receiving proposals for application for development of Competency Based Curriculum;
- iii. Receiving feedback and complaints from all stakeholders involved in CBET curricula development;
- iv. Analyzing and compiling data on Competency Based Curriculum;
- v. Providing support in the preparation of curriculum development workshops; participating in Sector Skills Advisory Committee (SSAC) meetings;
- vi. Receiving proposals for application for development of Competency Based Curriculum;
- vii. Consolidating literature materials on curriculum development; and
- viii. Keeping a register of all accredited TVET programmes.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- ii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools or Participated in the development of Digital Content for CBET curricula;
- iii. A certificate in computer proficiency from a recognized institution.

ASSESSMENT AND CERTIFICATION OFFICER - CDACC JOB GRADE 6

VACANCY NO.: CDACC/13/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Receiving and recording applications for internal and external assessors, verifiers, curriculum developers and assessment centers;
- ii. Providing input in the development of assessment and certification reports;
- iii. Participating in the preparation of training programmes for assessors and verifiers; and
- iv. Maintaining a data base for all certificate holders.

REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines:- Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- ii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula;
- iii. A certificate in computer proficiency from a recognized institution.

CURRICULUM RESEARCH, ADVOCACY AND MATERIAL DEVELOPMENT OFFICER -

CDACC JOB GRADE 6

VACANCY NO.: CDACC/14/08/2020

NUMBER OF POSTS: TWO (2)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities will entail:-

- i. Liaising with local, regional and international CBET research and development organizations to bench mark and adopt TVET best practices;
- ii. Coordinating printing, publishing and dissemination of approved curricula and training materials training to TVET institutions, stakeholders and other interested parties;
- iii. Keeping a register of all accredited TVET programmes;
- iv. Promoting equity and access to quality curricula and curriculum support materials;
- v. Undertaking survey on TVET training materials, tools and equipment to ascertain their effectiveness of the curriculum implementation;
- vi. Developing research and evaluation tools and plan for data collection; providing consultancy services on matters of TVET Curricula;
- vii. Collecting document and catalogue information on curricula, curriculum support materials and innovations to create a data bank and disseminate the information to educational institutions, learners and other relevant organizations;
- viii. Representing the council in local, regional and international forum on CBET research and development matters; and
- ix. Printing, publishing and disseminating all research findings to stakeholders and other interested parties.

REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines:-Engineering related course, Architecture, Information and Communication Technology, Education, Clothing and Textiles Technology, Applied Sciences, Catering/ Tourism/Hospitality Management, Business Studies, Nutrition and Dietetics, Food Science, Psychology, Statistics, Applied Sciences or equivalent qualifications in the TVET field;
- ii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools or Participated in the development of Digital Content for CBET curricula;
- iii. A certificate in computer proficiency from a recognized institution.

HUMAN RESOURCE OFFICER - CDACC JOB GRADE 6

VACANCY NO.: CDACC/15/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Monitoring implementation of human resource management and administration policies, rules and regulations;
- ii. Analyzing the staffing levels and making proposals for succession planning;
- iii. Analyzing utilization of human resources and advising on proper deployment; analyzing staff progression and making proposals for career development;
- iv. Facilitating grievance handling mechanism; managing the payroll;
- v. Developing training projections and plans;
- vi. Organizing training programmes;
- vii. Coordinating transport services; compiling monthly utilization and expenditure data of all vehicles and equipment;
- viii. Implementing of systems and procedures for disposal of old vehicles;
- ix. Ensuring adherence to Government regulations on vehicle usage;
- x. Compiling monthly utilization and expenditure data of all vehicles and equipment;
- xi. Initiating prompt payment of electricity, water bills and other utilities; supervising cleaning services;
- xii. Planning and maintaining security;
- xiii. Controlling and monitoring the location and movement of equipment; and coordinating maintenance, repair and construction activities.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Senior Human Resource Assistant Officer for at least three (3) years in the public service or in a reputable organization;
- ii. Bachelor's Degree in any of the following disciplines: - Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution;
- iii. Membership to a relevant professional body;
- iv. A certificate in computer proficiency from a recognized institution.

INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER - CDACC JOB

GRADE 6

VACANCY NO.: CDACC/16/08/ 2020

NUMBER OF POSTS: TWO (2)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Undertaking system design, development, testing of application and interface programs and ABAP customized reports as per set standards and policies;
- ii. Undertaking design, testing and support of Workflow systems in SAP system environment;
- iii. Undertaking internal training of end users on implemented ICT systems;
- iv. Working closely with CDACC user departments and undertake systems analysis of user requirements, design, implement, and support SAP/ICT system changes, configurations and enhancements;
- v. Undertaking change management i.e. assess systems changes impact, authorize system changes and control release of new version of software or hardware;
- vi. Validating that new system changes are moved to production correctly;
- vii. Updating system documentation and train end users;
- viii. Developing technical documentation including technical manuals, system design and operational procedures for all the implemented systems.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Bachelor's Degree in Computer Science or Information and Communication Technology, Information Systems or equivalent qualification from a recognized institution;
- i. Those with Cisco Certified Network Administrator (CCNA) certification; Microsoft Certified IT Professional (MCITP), Microsoft Certified Solutions Expert (MCSE) qualifications or equivalent qualifications will have an added advantage;
- ii. Excellent interaction and presentation skills and
- iii. Member of a professional body where applicable.

QUALITY ASSURANCE/RISK MANAGEMENT OFFICER- CDACC JOB GRADE 6

VACANCY NO.: CDACC/17/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Assisting in carrying out quality checks of good and materials and other supplies delivered to TVET SDACC Stores;
- ii. Carrying out quality checks on services procured by TVET CDACC;
- iii. Assisting in developing defective books' reports and corrective action plan on monthly basis; and
- iv. Assisting in carrying out internal audits on quality compliance and follow-up audits.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Bachelor's Degree in any field from a recognized institution;
- ii. Participated in development of at least four (4) CBET Curricula; or Facilitated in the development of at least four (4) CBET Learning Guides; or Participated in the development of at least four (4) Occupational Standards; or Facilitated in development of at least four (4) Assessment Tools; or Participated in the development of Digital Content for CBET curricula; and
- iii. Certificate in computer proficiency from a recognized institution.

AUDITOR - CDACC JOB GRADE 6

VACANCY NO.: CDACC/18/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Undertaking and report on technical audits;
- ii. Carrying out quality internal audits; and
- iii. Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owners.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Bachelor of Commerce Accounting or Finance option or its equivalent from a recognized Institution; and
- ii. Certificate in computer proficiency from a recognized institution.

PLANNING OFFICER- CDACC JOB GRADE 6

VACANCY NO.: CDACC/19/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Assisting in development of the department's work plan and budget;
- ii. Participating in budgeting and financial matters;
- iii. Preparing monthly, quarterly and annual sectional reports;
- iv. Participating in the implementation of the performance management system in the section;
- v. Assisting in monitoring and evaluating projects; and
- vi. Participating in performance contracting in the Council.

REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following fields: Economics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- ii. Certificate in computer proficiency skills from a recognized institution.

SENIOR RECORDS MANAGEMENT ASSISTANT - CDACC JOB GRADE 7

VACANCY NO.: CDACC/20/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Ensuring that letters are appropriately filed and marked to action officers;
- ii. Controlling and opening of files and updating file index;
- iii. Ensuring security of information/files in the registry;
- iv. Up-dating and maintaining up-to-date file movement records and ascertaining the general cleanliness of the registry; and
- v. Guiding and supervising staff working under him or her.

REQUIREMENTS FOR APPOINTMENT

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

- i. Higher Diploma or Diploma in Information Management studies, Records and Archives Management or any other relevant qualification from a recognized institution; and
- ii. Certificate in computer proficiency from a recognized institution.

SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT- CDACC JOB GRADE 7

VACANCY NO.: CDACC/21/08/ 2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Preparing and maintaining stores records;
- ii. Keeping custody of and updating inventory records;
- iii. Overseeing receiving of stores on charge;
- iv. Complying with Procurement Act;
- v. Preparing requisitions for stocks replenishment;
- vi. Receiving and processing suppliers' invoices for payment;
- vii. Participating in stock taking and reconciliation of records;
- viii. Participating in inspection and acceptance of goods and services;
- ix. Participating in tender opening;
- x. Checking and verifying issue notes and invoices;
- xi. Maintaining catalogue for items identified for disposal;
- xii. Monitoring the movement of stores;
- xiii. Securing items identified for disposal;

- xiv. Preparing requisition for stock replenishment; and
- xv. Preparing of periodic stores returns.

REQUIREMENTS FOR APPOINTMENT

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

- i. Served in the grade of Supply Chain Management Assistant for a minimum period of three (3) years;
- ii. Diploma in Purchasing and Supplies or Chartered Institute of Purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution;
- iii. Attended a supervisory course lasting not less than four weeks;
- iv. Good communication and interpersonal skills;
- v. Good analytical skills;
- vi. High integrity;
- vii. Good records management skills;
- viii. Shown merit and ability as reflected in work performance and results; and
- ix. Certificate in computer proficiency from a recognized institution.

LEGAL ASSISTANT OFFICER - CDACC JOB GRADE 7

VACANCY NO.: CDACC/22/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Receiving sermons for litigation matters and opening court files;
- ii. Managing court diaries and files;
- iii. Managing bring ups on all legal matters;
- iv. Drafting of court pleadings;
- v. Responding to correspondences and issues arising out of court matters;
- vi. Open files for new cases and keep an up to date record of all court cases;
- vii. Developing and maintain the filing registry;
- viii. Managing and update the court diary;
- ix. Updating the record on laws of Kenya;
- x. Following up payments of judgments award, claimant lawyers and claimant from finance Departments; and
- xi. Informing contractors to renew performance bonds and insurance.

REQUIREMENTS FOR APPOINTMENT

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

- i. Degree in Law; **or** Diploma in Law with three years' experience;
- ii. IT proficiency;
- iii. Minute writing skills;
- iv. Litigation skills;

- ii. Report drafting and writing skills
- iii. Registered with relevant professional Body; and
- iv. Certificate in computer proficiency from a recognized institution.

SENIOR OFFICE ADMINISTRATOR - CDACC JOB GRADE 8

VACANCY NO.: CDACC/23/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Typing letters, memoranda, reports, minutes, technical materials, numerical data, charts, and forms from verbal or written instructions;
- ii. Receiving and screen visitors to the Councils office premises;
- iii. Answering incoming calls and making outgoing calls;
- iv. Maintaining a dairy and arranging for appointments and meetings
- v. Assisting with the proofreading and correcting prepared materials for correct grammar, spelling, punctuation, letter format, completeness and content.
- vi. Sorting, opening, and distributing incoming mails to staff;
- vii. Photocopying and binding of documents;
- viii. Maintaining efficient filing system;
- ix. Maintaining office records including filing of all documents, reports, correspondence and ensuring compliance with records management policies;
- x. Tracking the use of stationery and maintain related records pertaining to their use and inventory of resources as well as requisition of office stationery and other office equipment;
- xi. Making arrangements for office equipment repair and maintenance services, through agency channels;
- xii. Liaising with the Council Secretary's driver on his/her daily movements including information on meetings location and time;
- xiii. Ensuring the smooth running of office procedures;
- xiv. Maintaining section leave and working schedules and providing administrative and secretarial support to meetings;
- xv. Handling confidential information in a professional and discreet manner; and
- xvi. Ensuring general care of the office, security of office equipment, documents and records.

REQUIREMENTS FOR APPOINTMENT

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

- i. Diploma in Secretarial Studies **or** equivalent qualification from a recognized institution **or**, Business Education Single and Group Certificates (BES & GC) in the following subjects:-
 - a. Shorthand III (minimum 100 w.p.m.);

- b. Typewriting III (50 w.p.m.)/Computerized Document Processing;
- c. Office Management III/Office Administration and Management;
- d. Business English III/Communications II
- e. Secretarial Duties II;
- f. Office Practice II;
- g. Commerce II; and
- ii. Excellent Communication skills; and
- iii. Certificate in computer applications from a recognized institution.

OFFICE ADMINISTRATOR - CDACC JOB GRADE 9

VACANCY NO.: CDACC/24/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Ensuring general care of the office, security of office equipment, documents and records.
- ii. Receiving and screening visitors to the Councils office premises;
- iii. Answering incoming calls and making outgoing calls;
- iv. Sorting, opening, and distributing incoming mails to staff;
- v. Photocopying and binding of documents;
- vi. Maintaining office records including filing of all documents, reports, correspondence and ensuring compliance with records management policies;
- vii. Ensuring the smooth running of office procedures; and
- viii. Handling confidential information in a professional and discreet manner.

REQUIREMENTS FOR APPOINTMENT

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

- i. Relevant recognized certificate in Secretarial Studies or equivalent qualification from a reorganized institution.
- ii. Good in communication skills; and
- iii. Certificate in computer applications from a recognized institution.

OFFICE ASSISTANT II - CDACC JOB GRADE 10

VACANCY NO.: CDACC/25/08/2020

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:-

- i. Cleaning offices, machines/equipment/apparatus;
- ii. Maintenance of general cleanliness around the offices by collection and disposal of litter;
- iii. Collecting and disposing waste including papers and ensure general proper sanitation;
- iv. Dusting the office and ensuring habitable office conditions;
- v. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- vi. Dispatching letters and files; and
- vii. Performing general gardening including landscaping, lawn scarping, cutting grass, weeding, and pruning.

REQUIREMENTS FOR APPOINTMENT

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D or equivalent qualification ; and
- ii. Certificate in computer proficiency from a recognized institution.