



COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400
BUSIA, KENYA



RE-ADVERTISEMENT

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 59 (1) (b), of The County Governments Act No.17, 2012, The County Public Service Board of Busia invites applications from suitably qualified persons to fill the below Re-advertised positions in the Department of Education and Vocational Training as follows:

1. GRADUATE TEACHER ECDE I: Job Group M (3 posts)

S/No	Trade/Course	Job Group	Number Required
1.	Graduate Teacher ECDE I(ECDE CO-ORDINATORS)	M	3
2.	Metal Processing Technology	H	1
TOTAL NUMBER			4

1. GRADUATE TEACHER ECDE I: JOB GROUP M (3 POSTS)

Requirements for appointment

- Bachelor's degree in education in Early Child Hood and Development Education
- Should demonstrate and have knowledge in competence base curriculum
- Served in the grade of **Graduate ECDE Teacher II** Job Group "L" or a comparable and relevant position for at least 3 years
- Been registered by the Teachers Service Commission.
- Have attended senior management course in recognized institution
- Those with certificate in computer from a recognize institution will be an added advantage
- Holder of certificate in ICT
- Ability to communicate effectively
- Certify the requirements of chapter six of the constitution of Kenya

Duties and Responsibilities

- An officer at this level will work under the guidance and supervision of the County Director ECDE
- Class teaching
- Facilitate learning

- iv. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres
- v. Developing relevant play/learning materials for all learners.
- vi. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.
- vii. Planning and implementing the ECDE Centre programmes.
- viii. Conducting research on ECDE.
- ix. Initiating stakeholder engagements in the ECDE sector.
- x. Mobilizing and sensitizing communities on the need for ECDE
- xi. Implementation of the ECDE policy
- xii. Assist in the development and implementation of the strategic plan of the ECDE sector
- xiii. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County
- xiv. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- xv. Plan and budget for the ECDE play/learning materials and the feeding programme.
- xvi. Mentorship and Counseling supervisory role over ECDE teachers in the county
- xvii. Induction of new ECDE teachers
- xviii. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.

2. METAL PROCESSING TECHNOLOGY: JOB GROUP H (1 POST)

Requirement for appointment

- Diploma in Technical education in respective field(s).
- Those with Craft Certificate with 2 years' experience will be considered
- Teaching experience in youth Polytechnic or any Vocational Training Institution.
- Computer Knowledge will be an added advantage.

Duties and Responsibilities:

- Theoretical and practical instruction of trainees in the specified area of specialization.

- Preparing and maintaining professional documents including schemes of work
- Preparing lesson plans, lesson notes, trainee's records, teaching and learning materials, carrying out trainee's assessment
- Ensuring proper care and maintenance of tools and equipment
- Organizing and conducting co-curricular activities.
- Maintaining trainees' discipline and guiding and counseling trainees.

Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents

- Tax Compliance Certificate
- Clearance from HELB where necessary
- Clearance from the Ethics and anti-corruption commission
- Certificate of good conduct from the police
- CRB Clearance Certificate

Interested and qualified persons are requested to make their applications attaching copies of their certificates and testimonials, and send to the undersigned **on or before 5th February, 2021 at 5.00 p.m.:**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
COUNTY GOVERNMENT OF BUSIA**