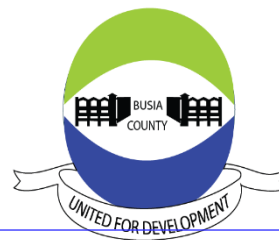




**COUNTY GOVERNMENT OF BUSIA**  
**COUNTY PUBLIC SERVICE BOARD**  
P.O. BOX 1103 – 50400  
**BUSIA, KENYA**



**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 vacant positions in the Department of Education and Vocational Training as follows:

**1) Youth Polytechnic Instructor III-Job group H (13 positions) Terms of Service: Permanent and Pensionable:**

| S/No | Trade/Course                               | Initials | Job Group | Number Required |
|------|--|----------|-----------|-----------------|
| 1.   | Motor Vehicle Technology                   | MVT      | H         | 2               |
| 2.   | Building and Construction Technology       | BCT      | H         | 2               |
| 3.   | Information and communication Technology   | ICT      | H         | 1               |
| 4.   | Hair Dressing & Beauty Therapy             | HDBT     | H         | 4               |
| 5.   | Metal Processing Technology                | MPT      | H         | 1               |
| 6.   | Plumbing Technology                        | PT       | H         | 1               |
| 7.   | Fashion Design & Garment Making Technology | FDGMT    | H         | 2               |
|      |  |          |           | <b>13</b>       |

**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 counselling trainees.

## **2. Sub County ECDE Officers: (Internal Advertisement for officers within Busia County Public Service) 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 job group L
- 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
- Collecting and analyzing data on ECDE enrollment
- Management of ECDE projects
- Management of health and nutrition of ECDE children
- Special needs
- Preparing reports on requirement of ECDE Education in terms of curriculum support materials, education facilities, Quality Assurance Inspections, Project Inspections and co-curricular activities.
- Organizing and conducting workshops on teacher management
- Any other duties assigned by the County Director ECDE

## **3. Office Administration Assistant I Job Group J (1 post)**

### **Requirements for appointment**

Candidate must have:

- Served in the grade of Office Administrative Assistant II for minimum period of seven (3) years
- KCSE (Kenya Certificate of Secondary Education Mean Grade C-(minus) with at least c plain in English or Kiswahili language or its equivalent qualification from a recognized institution.
- Business Education Single and Group Certificate (BES & GC) from KNEC in the following subjects.
  - Typewriting II (40 w.p.m)/ Computerized Documentation Processing III
  - Business English II
  - Communication II
  - Office Practice II
  - Secretarial Duties II
  - Office Management III/ Office Administration Management III

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council

- iv. Certificate in Computer Application from a recognized.
- v. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution
- vi. Shown merit and ability as reflected in work performance and results
- vii. Certify the requirements of Chapter Six of the Constitution of Kenya 2010

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- Taking oral dictation; word processing;
- Managing e-office;
- Operating office equipment;
- Handling telephone calls and appointments;
- Attending visitors/clients;
- Maintaining office diary and travel itineraries;
- Establishing and monitoring procedures for record keeping of correspondence and file movements;
- Maintaining an up to date filing system in the office;
- Managing office protocol;
- Ensuring security of office records, equipment and documents including classified materials;
- Supervising of office cleanliness;
- Managing petty cash; and undertaking any other office administrative services duties that may be assigned.

#### **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 31<sup>st</sup> August, 2020 at 5.00 p.m.:

**Martin S Sikolia**  
**For Secretary/CEO**  
**County Public Service Board**