



LAMU COUNTY GOVERNMENT
County Public Service Board



VACANCIES
CORRIGENDUM NOTICE

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Sections 59 of the County Governments Act.

**DEPARTMENT OF PUBLIC
SERVICE MANAGEMENT AND
ADMINISTRATION**

SUB- COUNTY ADMINISTRATOR,

J/G 'Q' (3 POSTS)

LCPSB/ADV/2021/8

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan citizen.
- ii. Have Served in the grade of Principal Administrator/Principal Ward Administrator for a minimum period of three (3) years or in a comparable position in the public service or private Sector;
- iii. Have Bachelor's Degree in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Science from an institution recognized in Kenya;
- iv. A Master degree in any of the following disciplines: Public Administration; Business

- Administration/Management, Community Development or any other Social Sciences from a recognized institution will be an added advantage;
- v. Demonstrated good understanding of Devolution, the County Development objectives/ National Goals Policies and Vision is desirable;
 - vi. Have certificate of Senior Management Course;
 - vii. Demonstrated high degree of professional and technical competence as reflected in work performance and results.
 - viii. Proven knowledge and proficiency in computer applications;

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Ensuring operationalization of service delivery in all the devolved units in the Sub-County;
- ii. Organizing, coordinating, managing and supervising the general administrative functions in the Sub-County including Ward Administration Units;

- iii. Implementing and maintaining effective service delivery standards;
- iv. Providing and maintaining infrastructures and facilities of Public Sector;
- v. Facilitating and coordinating citizen participation in development of policies and delivery of service;
- vi. Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission;
- vii. Disseminating information to the public and providing linkage between the office of the Sub-County Administrator and the community;
- viii. Participating in development of the annual work plan budget and policies, ensuring strict compliance with the relevant statutes;
- ix. Articulate implementation and compliance with Articles 10 (on National Values and Principles of Governance) and 232 (on Values and Principles of Public Service) of the Constitution to the citizens;
- x. Promotion and coordination of peacebuilding and conflict resolution;
- xi. Exercising functions and powers delegated by the Public Service Board under Section 86 of the County Governments Act;
- xii. Coordination of disaster management and emergency response activities in the sub-county in collaboration with other government agencies.
- xiii. Mobilize revenue collection and play a critical role in building personal accounts and business register of ratepayers and business people in the sub-county;
- xiv. Overseeing safe custody of county government assets in the sub-county;

- xv. Any other relevant duties that may be assigned from time to time.

WARD ADMINISTRATOR, J/G 'K'

LCPSB/ADV/2021/9 (10 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan citizen.
- ii. Have Diploma in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Science from an institution recognized in Kenya;
- iii. Have Served in the grade of Administrative officer or in comparable position for a minimum period of three (3) years;
- iv. Have Certificate in computer application;
- v. Demonstrate a thorough understanding of devolution, the county development objectives and vision 2030;
- vi. Proven knowledge and proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Coordinating, managing and supervising the general administrative function in the Ward unit;
- ii. Participating in development of policies and plans and ensuring effective service delivery;
- iii. Establishing, implementing and an effective performance management system;
- iv. Coordinating developmental activities to empower the community;

- v. Providing and maintaining infrastructure and facilities of Public Service;
- vi. Facilitating and coordinating citizen participation in the development of policies and delivery of services;
- vii. Developmental activities and programmes to empower the community;
- viii. Exercising functions and powers delegated by the Public Service Board under Section 86 of the County Governments Act;
- ix. Managing all cross-cutting issues in the Ward such as HIV and AIDS, gender mainstreaming, integrity programmes among others;
- x. Accounting for movable and immovable assets of the County government;
- xi. Implementing policies for fire and disaster management;
- xii. Any other relevant duties that may be assigned from time to time.

SECURITY GUARD, J/G 'D')

LCPSB/ADV/2021/10 (50 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan citizen;
- ii. Have Certificate of Secondary School Education (K.C.S.E) with mean grade of (D) plain

OR

- K.C.P.E with three (3) years' relevant working experience;
- iii. Be between 18 years to 38 years old.
- iv. Physical Fitness, Candidate must meet the body fitness test as applicable to the Kenya Police Force plus a fitness medical certificate;

- v. Must not have been convicted of any criminal offence.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Providing security to County Government properties at designated areas of assignment;
- ii. Ensure orderliness during the assignment at all time;
- iii. Controlling and monitoring movement to and from the assigned property responsibly;
- iv. Patrolling the property as directed by the supervisor to ensure safety at all times;
- v. Reporting any unusual happenings which could amount to security threats or any harmful happenings to the supervisor;
- vi. Responding to and answering alarms and investigate disturbances;
- vii. Write/Submit reports of daily activities and/or irregularities like equipment or property damage, theft, presence of unauthorized persons or unusual occurrences;
- viii. Call police or fire department in case of emergency, like fire or presence of unauthorized persons within the premises;
- ix. Warn persons of violations and also apprehend or evict violators from premises, using force when and where necessary;
- x. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas/the premises;
- xi. Inspect as well as adjust security systems, equipment or machinery to

- make sure operational use to detect evidence of tempering;
- xii. Respond to emergencies to provide necessary assistance to employees and customers;
 - xiii. Carrying out duty patrol across the work station(s) and attend the security guard's parade;
 - xiv. Any other job advised by Security Supervisor from time to time.

OFFICE ADMINISTRATIVE ASSISTANT I

J/G 'J' (1 POST)

LCPSB/ADV/2021/11

Terms of Service: Three (3) Years Contract

For appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have Business Education single and group certificate (BES & GC) from the Kenya National Examination Council in the following subject:
 - Typewriting II (minimum 40 WPM) / Computerized Document Processing II
 - Business English II / Communications I
 - Office Practice II
 - Secretarial Duties II
 - Commerce II

OR

Bachelor's Degree in Business Administration and Office Management, Records Management, International Relations, Public Administration, Peace Building and Conflict Studies, Development Studies, Governance or any other Social Science from an institution recognized in Kenya.

- iii. Have certificate in computer applications; and

- iv. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Handling telephone calls and appointment;
- ii. Keeping and up to data filing system in the office;
- iii. Taking oral dictation;
- iv. Word and data processing from manuscript;
- v. Operating office equipment;
- vi. Documents and records;
- vii. Attending to visitors/ clients;
- viii. Supervision of office cleanliness;
- ix. Undertaking any other office administrative services duties that may be assigned

**DEPARTMENT OF FINANCE,
BUDGET, STRATEGY AND
ECONOMIC PLANNING**

DIRECTOR ACCOUNTING SERVICES

J/G 'R' (1 POST)

LCPSB/ADV/2021/12

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have Served in the grade of Deputy Director, Accounting Services Job Group 'Q' or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Five (5) years in managerial position and Ten (10) years in general working experience;
- iii. Have Passed Part III of Certified Public Accountant (CPA)

- Examination or its recognized equivalent.
- iv. Have Bachelor's Degree in any of the following disciplines; Accounting, Finance, Business Administration, Commerce or their relevant equivalent qualification from a recognized institution.
 - v. Have Master's Degree in any of the following disciplines: Accounting, Finance, Business Administration, commerce or their relevant qualification.
 - vi. Have Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
 - vii. Have a Certificate in Computer application skills from a recognized institution;
 - viii. Proven administrative ability and professional competence necessary for effective performance of work at this level;
 - ix. Demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of National Policies, Goals and Objectives and ability to relate them to physical Planning function.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Reviewing the applications of accounting Standards and systems including IFMIS and recommending changes and improvements;
- ii. Attending Public Accounts Committee hearings as necessary;
- iii. Overseeing cash management and exchequer operations both for expenditure

- and revenue in liaison with the Central Bank of Kenya and other banks;
- iv. Monitoring banking arrangements in the County Departments;
 - v. Drafting and revising regulations for new and existing funds respectively;
 - vi. Monitoring and ensuring timely production of management and stationery and financial reports including the bi-annual accounts;
 - vii. Monitoring data Management for County Departments for IFMIS and other systems in liaison with Government Information Technology;
 - viii. Reviewing and investigating losses including making recommendations for write-offs requested by County Departments;
 - ix. Follow up with Heads of Accounting Units (HAU) on non-compliance with standards, Circulars, financial regulations and procedures, letters and instructions;
 - x. Ensure safe custody of government assets and records under him/her and Supervision, training, development and deployment of accounts staff in the Unit
 - xi. Planning, Organizing, coordinating and administration of all accounting activities within the accounting unit;
 - xii. Acting as liaison officer between the accounting Unit and the Chief Officer for Finance;
 - xiii. Provision of advisory services to the accounting officer and other stakeholders on all financial and accounting matters;
 - xiv. Ensuring proper interpretation and Implementation of financial regulations and procedures, treasury circulars, letters and instructions;
 - xv. Developing supplementary financial regulations and procedures to enhance internal controls established through

- normal treasury Regulations and procedures;
- xvi. Provision of quality and timely accounting Services in the accounting unit including maintenance of accurate accounting Records and preparation of management and statutory financial reports;
- xvii. Ensuring conformity to the law;
- xviii. Participate fully in County Departmental Committees especially tender, planning, audit, training, etc.;
- xix. Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate;
- xx. Maintain an inventory on all bank accounts in the accounting unit and their approved signatories;
- xxi. Ensuring safe custody of government Assets and records;
- xxii. Attending Public Accounts Committee hearings;
- xxiii. Supervision, training, development and deployment of accounts staff in the Unit.
- xxiv. Any other relevant duties that may be assigned from time to time.

INTERNAL AUDITOR I, J/G 'K'

LCPSB/ADV/2021/13 (2 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must:

- i. Be a Kenyan Citizen;
- ii. Have served for at least three (3) years in the Grade of Auditor II,
- iii. Be in possession of CPA Part III and shown merit and ability in internal audit work;

OR

Be in possession of Bachelor of Commerce (Accounting / Finance Option) and CPA Part II /CIA III

- iv. Demonstrated a high degree of competence and capabilities in conducting and supervising both financial and management audit;
- v. Have Certificate in Computer Applications; and
- vi. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Ensuring Internal Control Systems are in sound operation and reporting on any detected weakness
- ii. Undertaking Specific Audit assignments and preparing detailed Audit Observations and reports as required.
- iii. Ensuring that the County Government assets, plant and equipment/ supplies, stores etc. are appropriately recorded in relevant registers are maintained and kept safely.
- iv. Reporting of financial information to users of financial reports and application of accounting policies and financial management principles.
- v. Establishing Internal Financial Management control system.
- vi. Compliance with applicable laws, regulations, standards and best practice guidelines
- vii. Facilitating communication between the Group Members and the internal and external auditors
- viii. Facilitating the maintenance of the independence of the external auditor
- ix. Providing a structured reporting line for internal audit and facilitating the independence of the internal auditor
- x. Any other relevant duties that may be assigned from time to time.

ACCOUNTANT I, J/G 'K'

LCPSB/ADV/2021/14 (3 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have Passed Part III of the Certified Public Accountants (CPA) Examination

OR

Have Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

- iii. Have Passed Part II of the Certified Public Accountants (CPA) Examination
- iv. Have Certificate in Computer Applications;
- v. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc.
- iii. Safe custody of Government records and assets under him/her, analysis the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers;
- iv. Posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;

- v. Extracting and providing cash liquidity analysis;
- vi. Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at County treasury level;
- vii. Preparation of Appropriation-In-Aid (AIA) returns on quarterly basis at district treasury level;
- viii. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations;
- ix. Receipting of all money due and payable to government.
- x. Any other relevant duties that may be assigned from time to time.

ACCOUNTANT II, J/G 'J'

LCPSB/ADV/2021/15 (5 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have A pass in Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.

OR

Have Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

- iii. Demonstrated a high degree of competence and capabilities in conducting and supervising both financial and management audit;
- iv. Have Certificate in Computer Applications; and

- v. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- ii. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.
- iii. He/she will be responsible for safe custody of records and assets under him /her.
- iv. Any other relevant duties that may be assigned from time to time.

**DEPARTMENT OF LANDS,
PHYSICAL PLANNING AND
URBAN DEVELOPMENT**

**DIRECTOR, LANDS AND PHYSICAL
PLANNING J/G 'R'**

LCPSB/ADV/2021/16 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have served in the grade of Senior Assistant Director/ Deputy Director of Physical Planning or in a comparable and relevant position in the Public Service or Private for a minimum of three (3) years;

- iii. Have Master's degree in Urban, Regional planning or Town from recognised institution;
- iv. Have Bachelor's Degree in any of the following disciplines; Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- v. Be a corporate member of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- vi. Be registered by the Physical Planners Registration Board;
- vii. Certificate in strategic Leadership and Development Programme (SLDP) lasting not less than Six (6) weeks from a recognized institution;
- viii. Certificate in Computer application skills from a recognized institution;
- ix. Proven administrative ability and professional competence necessary for effective performance of work at this level;
- x. Demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of National Policies, Goals and Objectives and ability to relate them to physical Planning function.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Coordinating key result areas such as Planning and Management of key Government projects and new towns;
- ii. Planning and implementation of urban areas, towns and metropolitans;
- iii. Metropolitan planning and implementation;

- iv. County and inter-County Planning and Regional Planning and development control;
- v. Overseeing formulation of physical planning manuals, standards and guidelines for the County;
- vi. Coordinating research on matters relating to strategic County and National projects and programmes, human settlement patterns, urbanization patterns, urban sprawl, emerging methodologies issues and trends;
- vii. Coordinating preparation of County, Metropolitan, Regional, Urban and rural development physical plans;
- viii. Formulating strategies for public participation civic education and engagement;
- ix. Overseeing preparation of annual state of physical planning reports,
- x. Conducting Monitoring and evaluation of physical planning projects/programmes at the county level.
- xi. Any other relevant duties that may be assigned from time to time.

**DEPARTMENT OF
IN FRASTRUCTURE AND ENERGY**

**ARCHITECTURAL ASSISTANT III, J/G 'H'
LCPSB/ADV/2021/17 (1 POST)**

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must:

- i. Be a Kenyan citizen;
- ii. Have Diploma or Technician Certificate part III in any of the following disciplines: Building/CivilEngineering, Architecture, or its equivalent and

relevant qualification from a recognized institution;

- iii. Proficiency in computer applications.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Interpretation of Architects rough sketches into finished drawings preparation of scheme design drawings, working drawings, detail drawings, specifications notes and schedules for all types of buildings to ensure that Engineers' and other specialists' drawings conform to the Architects' drawings.
- ii. Provide architectural assistance to architects in developing construction plans.
- iii. Prepare and develop layouts, elevations, cross sections in construction drawings.
- iv. Assist architectural teams in dimensional surveys of buildings.
- v. Apply survey notes in architectural drawings with precise specifications.
- vi. Interact with clients to implement their plans and goals in architectural project drawings.
- vii. Maintain all architectural drawings, plans, client specifications and survey notes in organized manner.
- viii. Ensure compliance of all architectural guidelines and standards.
- ix. Preparation of production drawings for public buildings and institutions.
- x. Any other relevant duties that may be assigned from time to time.

ASSISTANT ENGINEER II, J/G 'K'

LCPSB/ADV/2021/18 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Have been registered with the Engineers Board of Kenya (EBK) as a professional Engineer;
- iv. Have good knowledge of latest Computer Aided Design Application;
- v. Have at least three (3) years working; experience in the civil engineering sector
- vi. Practical experience in building and construction project;
- vii. Proficiency in computer applications; and
- viii. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties at this level will entail;

- i. Design structures to upgrade existing buildings and build new facilities
- ii. Repair and maintenance of structural solutions in airports, water works, offices, workshops, conference complexes and other government facilities;
- iii. Supervision of construction of civil and structural works for simple project;
- iv. Ensure designs are prepared according to necessary civil engineering standards and procedures;
- v. Provide support and assist to lead engineers in various assigned task;
- vi. Manage all administrative and engineering tasks specific to job position

- vii. Inspecting properties to check conditions/foundation
- viii. Monitoring and inspecting work undertaken by contractures
- ix. Obtaining planning and /building regulations through client consultant
- x. Follow up on client and project and their consultants ensuring project safety
- xi. Any other relevant duties that may be assigned from time to time.

ASSISTANT STRUCTURAL ENGINEER III,

J/G 'H' (1 POST)

LCPSB/ADV/2021/19

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Have Registration with relevant Professional Body;
- iv. Have good knowledge of latest Computer Aided Design Application;
- v. Have Practical experience in building and construction project.
- vi. Proficiency in computer applications.
- vii. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Analyse all design structures to upgrade existing buildings and build new facilities
- ii. Supervision of construction of civil and structural works for simple project
- iii. Monitoring and inspecting work undertaken by contractors
- iv. Obtaining planning and /building regulations through client consultant
- v. Follow up on client and project and their consultants ensuring project safety

- vi. Any other relevant duties that may be assigned from time to time.

QUANTITY SURVEYOR ASSISTANT III,

J/G 'H' (2 POSTS)

LCPSB/ADV/2021/20

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in any of the following: Quantity Surveying, Building /Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Have Registration with relevant Professional Body
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Assisting in bills of quantities preparation and providing project implementation material requirements to manage flow and cost;
- ii. Managing the procurement for all company procurements and tender analysis;
- iii. Providing cost report during and post project implementation;
- iv. Assisting in managing valuations and variations;
- v. Managing the estimation of the project costs;
- vi. Attending client and progress meetings;
- vii. Estimate quantity and costs of material;
- viii. Keep track of construction materials and inventory;

- ix. Ensure all required permits/licenses are in order by liaising with the Project Managers;
- x. Develop and maintain working relationships with suppliers, the project team and subcontractor;
- xi. Analyse completed projects; and
- xii. Any other relevant duties that may be assigned from time to time.

**DEPARTMENT OF EDUCATION,
ICT AND VOCATIONAL TRAINING**

COMPUTER INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/21 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Computer, ICT or IT;
- iii. Certificate of KNEC will be an added advantage;
- iv. Instructor training certificate from KTTC will be added advantage; and
- v. Three (3) years' working experiences as a Computer Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.

- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

MASONRY INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/22 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Mason;
- iii. Instructor training certificate from KTTC will be added advantage; and
- iv. Three (3) years' working experiences as a Masonry Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.

- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

PLUMBING INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/23 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Plumbing;
- iii. Instructor training certificate from KTTC will be added advantage;
- iv. Have proficiency in computer application; and
- v. Three (3) years' working experiences as a Plumbing Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials

- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

ELECTRICAL INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/24 (3 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Electronic Engineering or Diploma in Telecommunication Engineering or Diploma in Electrical Engineering;
- iii. Instructor training certificate from KTTC will be added advantage;
- iv. Have proficiency in computer application; and
- v. Three (3) years' working experiences as an Electrical Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

HOSPITALITY INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/25 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Hospitality and Management;
- iii. Instructor training certificate from KTTC will be added advantage;

- iv. Have proficiency in computer application; and
- v. Three (3) years' working experience as a Hospitality Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- vi. Maintain and organize student records, such as grades, assignments and performance evaluations.
- vii. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- viii. Provide individualized or remedial instruction as necessary.
- ix. Any other duties that may be assigned to him/her from time to time.

ENTREPRENUERIAL INSTRUCTOR

J/G 'H'(2 POSTS)

LCPSB/ADV/2021/26

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;

- ii. Have Diploma in Business Management/Entrepreneurship;
- iii. Instructor training certificate from KTTC will be added advantage;
- iv. Have proficiency in computer application; and
- v. Three (3) years' working experience as an Entrepreneurial Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

MOTOR VEHICLE INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/27 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Motor Vehicle;
- iii. Instructor training certificate from KTTC will be added advantage;
- iv. Have proficiency in computer application; and
- v. Three (3) years' working experience as a Motor Vehicle Instructor.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.

- xi. Any other duties that may be assigned to him/her from time to time.

CLEARING AND FORWARDING

INSTRUCTOR, J/G 'H'

LCPSB/ADV/2021/28 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Clearing and Forwarding;
- iii. Instructor training certificate from KTTC will be added advantage; and
- iv. Three (3) years' working experience as a Clearing and Forwarding.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of

developments and advancements in the field.

- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

COMPUTER INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/29 (8 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Certificate of Computer Technology, ICT or IT from a recognized institution;
- iii. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.

ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.

- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

FASHION DESIGN INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/30 (10 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Fashion Design from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.

- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

HAIRDRESSING INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/31 (10 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Hairdressing from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.

- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- i. Provide individualized or remedial instruction as necessary.
- ii. Any other duties that may be assigned to him/her from time to time.

MASONRY INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/32 (3 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Masonry from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.

- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

PLUMBING INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/33 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Plumbing from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.

- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- xii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- xiii. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- xiv. Provide individualized or remedial instruction as necessary.
- xv. Any other duties that may be assigned to him/her from time to time.

ELECTRICAL INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/34 (3 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Electrical or Electronic from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials

- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities.
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- vi. Maintain and organize student records, such as grades, assignments and performance evaluations.
- vii. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- viii. Provide individualized or remedial instruction as necessary.
- ix. Any other duties that may be assigned to him/her from time to time.

CARPENTRY INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/35 (3 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Carpentry from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes,

trainee records, teaching and learning materials

- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

WELDING INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/36 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Welding from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization

- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

**HEENA PAINTING INSTRUCTOR, J/G 'G'
LCPSB/ADV/2021/37 (5 POSTS)**

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Heena painting from a recognized institution;
- iii. Have proficiency in computer application; and
- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

**AGRIBUSINESS INSTRUCTOR, J/G 'G'
LCPSB/ADV/2021/38 (1 POST)**

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Agribusiness from a recognized institution;
- iii. Have proficiency in computer application; and

- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

EMBROIDERY INSTRUCTOR, J/G 'G'

LCPSB/ADV/2021/39 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Grade Test II in Embroidery from a recognized institution;

- iii. Have proficiency in computer application; and

- iv. One (1) year relevant working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Theoretical and practical instruction in the area of specialization
- ii. Preparing and maintain schemes of work, lessons plan, lesson notes, trainee records, teaching and learning materials
- iii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment.
- iv. Conducting co-curricular activities;
- v. Maintain trainees' discipline and guiding and counselling trainees.
- vi. Monitor students' safe use of tools and equipment.
- vii. Conduct written, oral or performance tests to evaluate students' understanding of the procedures and concepts taught.
- viii. Maintain and organize student records, such as grades, assignments and performance evaluations.
- ix. Attend regular conferences and seminars to keep informed of developments and advancements in the field.
- x. Provide individualized or remedial instruction as necessary.
- xi. Any other duties that may be assigned to him/her from time to time.

SECRETARIAL STUDIES, J/G 'G'

LCPSB/ADV/2021/40 (1 POST)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan Citizen;

- ii. Have Kenya Certificate of Secondary Education (K.C.S.E) certificate;
- iii. The following qualifications from the Kenya National Examinations Council (KNEC);
 - Typewriting II (minimum 40 w.p.m) / Computerised Document Processing II
 - Business English I / Communications I
 - Office Practice I
 - Commerce I; and

OR

- Grade Test II in secretarial studies; and
- iv. Have certificate in Computer Applications

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Typing from manuscripts;
- ii. Processing data;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors / clients;
- vi. Handling telephone calls and appointments; and
- vii. Undertaking other secretarial duties that may be assigned.

GRADUATE ECDE TEACHER J/G 'J'

LCPSB/ADV/2021/41 (5 POSTS)

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Kenya Certificate of Secondary Education (KCSE) minimum grade C- (Minus) or its approved equivalent;
- iii. Have Degree in Early Childhood Development Education offered by a recognized institution of higher learning.
- iv. Have Certificate in Computer Proficiency.;

- v. Have Registered by the Teachers Service Commission; and
- vi. Three (3) years working experience.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Assisting in planning the ECDE Centre programmes in the County;
- ii. Conducting research on ECDE and its implementation in the within the County;
- iii. Participating in stakeholder engagements in the ECDE sector;
- iv. Mobilizing and sensitizing communities on the need for ECDE;
- v. Assisting in the implementation of the ECDE policies, programmes and plans in the County;
- vi. Class teaching;
- vii. Facilitate learning;
- viii. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE Centres;
- ix. Developing relevant play/learning materials for all learners; and
- x. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records.

ASSISTANT ECDE TEACHER I, J/G 'E'

LCPSB/ADV/2021/42 (182 POSTS)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For direct appointment to this grade, the candidate must:

- i. Be a Kenyan Citizen;
- ii. Have Kenya Certificate of Secondary Education (KCSE) level with two years' experience;

OR

K.C.P.E certificate level with five (5) years' experience in ECDE teaching;

- iii. Have Registered with Teacher Service Commission (TSC);
- iv. Have attended a Certificate course in ECDE, from a recognized institution;
- v. Those who are currently serving on temporary basis under School Management Committees are encouraged to apply and should indicate presents schools; and
- vi. Applicants must indicate the sub- location of their school.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities will include: -

- i. Class teaching.
- ii. Organizing and facilitating play/learning activities for the learners.
- iii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- iv. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- v. Preparing and developing play/learning materials.
- vi. Any other duties that may be assigned to him/her from time to time.

ECDE SUPERVISOR – (DCECE

OFFICERS), J/G 'L' (3 POSTS)

LCPSB/ADV/2021/8

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must:

- i. Be a Kenyan citizen.
- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade C - (Minus) or its approved equivalent.
- iii. Minimum work experience of eight (8) years in Education;
- iv. Degree in Early Childhood Development Education/ Education offered by a recognized institution of higher learning.
- v. Certificate in Computer Proficiency.
- vi. Registered by the Teachers Service Commission

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Overseeing preparation and maintenance of updated schemes of work, lesson plans, lesson notes, teaching and learning materials and pupils' records by ECDE Teachers within the Sub- County;
- ii. Overseeing the implementation of Competency Based Curriculum (CBC) in the County;
- iii. Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- iv. Providing Supervision, Coordinating and monitoring ECDE trainees on industrial attachment in ECDE Centres in the Sub-County;
- v. Guiding, supervising and inducting newly employed ECDE Teachers;
- vi. Participating in preparation of estimates of recurrent and development

- expenditure for ECDE Programmes in the County;
- vii. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials;
 - viii. Supervising the implementation of the ECDE policies, programmes and plans in the Sub-County and the County;
 - ix. Developing and facilitating playing/learning activities that will enable learners enjoy living and learning through playing and games in ECDE Centres;
 - x. Conducting Research and Development on ECDE matters and their implementation within the County;
 - xi. Conducting termly refresher courses to ECDE teachers; and
 - xii. Any other duties that may be assigned to him/her from time to time.

HOW TO APPLY

Qualified and interested candidates should download and dully fill job application form provided on our website www.lamu.go.ke / www.lamu-cpsb.org. together with required documents and send to:

**The Secretary
Lamu County Public Service Board
P. O. Box 536-80500
Lamu.**

Applicants must attach photocopies of the following documents:

- National Identity Card;
- Academic & Professional Certificates and Testimonials;
- Copies of clearance certificates from:
 - Higher Education Loans Board (HELB);
 - Kenya Revenue Authority (KRA);
 - Criminal Investigation Department (CID);

- Ethics and Anti – Corruption Commission (EACC); and
 - Credit Reference Bureau (CRB) and respective professional bodies.
- Any other relevant supporting documents.

Important information

- The applications should reach the County Public Service Board on or before **8th October 2021**
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.