

## COUNTY GOVERNMENT OF KIAMBU



### COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

### ADVERTISEMENT OF VACANCIES

Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being "*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.*"

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below in the County department of Education, Gender, Culture & Social Services.

#### **1. ELECTRICAL AND ELECTRONICS INSTRUCTOR – JOB GROUP 11 (H) – (22 POSTS**

##### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Electrical and Electronics Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment for your course;
- Preparing trainees for co-curricular activities;
- Maintaining trainee discipline and guiding and counseling of trainees in your course;

- Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of: -

- Diploma in Electrical and Electronics from an accredited examining body.
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Bachelor's Degree or Diploma in technical education will be an added advantage.
- Satisfies the requirements of Chapter Six of the Constitution

## **2. MOTOR VEHICLE TECHNOLOGY INSTRUCTOR - GROUP CPSB 11 (H) – (8 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Motor Vehicle Mechanics Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment for your course;
- Preparing trainees for co-curricular activities;
- Maintaining trainee discipline and guiding and counseling of trainees in your course;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Electrical and Electronics from an accredited examining body.
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Bachelor's Degree or Diploma in technical education will be an added advantage.
- Satisfies the requirements of Chapter Six of the Constitution

### **3. BUILDING TECHNOLOGY INSTRUCTOR - GROUP CPSB 11 (H) – (25 POSTS)**

#### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- theoretical and practical instruction of Building Technology (Masonry, Carpentry and Plumbing) Trainees;
- preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- carrying out trainee assessment;
- ensuring proper care and maintenance of tools and equipment for your course;
- preparing trainees for co-curricular activities;
- maintaining trainee discipline and guiding and counseling of trainees in your course;
- Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
- any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Building and Construction (Masonry/carpentry /plumbing) from an accredited examining body
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Bachelor's degree or Diploma in technical education will be an added advantage.
- Satisfies the requirements of Chapter Six of the Constitution

#### **4. HAIR DRESSING AND BEAUTY THERAPY INSTRUCTOR - GROUP CPSB 11 (H) – (13 POSTS)**

##### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Hair Dressing and Beauty Therapy Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment for your course;
- Preparing trainees for co-curricular activities; maintaining trainee discipline and guiding and counseling of trainees in your course;
- Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time.

##### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of: -

- Diploma in Hair Dressing and Beauty from an accredited examining body.
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Diploma in technical education will be an added advantage.

- Satisfies the requirements of Chapter Six of the Constitution

## **5. FOOD PROCESSING TECHNOLOGY INSTRUCTOR - GROUP CPSB 11 (H) – (8 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- theoretical and practical instruction of Food Processing Trainees;
- preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- carrying out trainee assessment;
- ensuring proper care and maintenance of tools and equipment for your course;
- preparing trainees for co-curricular activities;
- maintaining trainee discipline and guiding and counseling of trainees in your course;
- Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
- any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Food and Beverage or catering & accommodation Management from an accredited examining body.
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Bachelor's degree or Diploma in technical education will be an added advantage.
- Satisfies the requirements of Chapter Six of the Constitution

## **6. METAL PROCESSING TECHNOLOGY INSTRUCTOR - GROUP CPSB 11 (H) – (3 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

- theoretical and practical instruction of Metal Work Trainees;
- preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- carrying out trainee assessment;
- ensuring proper care and maintenance of tools and equipment for your course;
- preparing trainees for co-curricular activities;
- maintaining trainee discipline;
- guiding and counseling of trainees in your course;
- Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
- any other duties as may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Metal Processing/welding and fabrication from an accredited examining body.
- Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
- Bachelor's degree or Diploma in technical education will be an added advantage.
- Satisfies the requirements of Chapter Six of the Constitution

## **7. INFORMATION COMMUNICATION TECHNOLOGY INSTRUCTOR - GROUP CPSB 11 (H) – (3 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve;

1. Theoretical and practical instruction of ICT Trainees;
2. preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
3. carrying out trainee assessment;
4. ensuring proper care and maintenance of tools and equipment for your course;
5. preparing trainees for co-curricular activities;
6. maintaining trainee discipline;
7. guiding and counseling of trainees in your course;
8. Monitoring trainees on fieldwork and industrial attachment and compiling progress reports.
9. any other duties as may be assigned from time to time

### **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of:-

1. Diploma in Information Communication Technology from an accredited examining body.
2. Kenya Certificate of Secondary Education with a minimum grade C- or its equivalent.
3. Bachelor's degree or Diploma in technical education will be an added advantage.
4. Satisfies the requirements of Chapter Six of the Constitution

**Salary: As set by the Salaries and Remuneration Commission (SRC).**

### **How to Apply**

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

**Secretary/CEO  
County Public Service Board  
County Government of Kiambu  
P O Box 2362 - 00900  
KIAMBU**

### **NOTE:**

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before Friday **28th July, 2024**.
3. Applicants are required to attach copies of identity card, academic and professional certificates, **including a certified copy of the KCSE certificate**.
4. Shortlisted candidates will be required to submit clearance from the following institutions:
  - **Kenya Revenue Authority (KRA)**
  - **Ethics and Anti-Corruption Commission (EACC)**
  - **Directorate of Criminal Investigations (DCI)**
  - **Higher Education Loans Board (HELB)**
  - **Credit Reference Bureau (CRB)**
5. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.



6. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.