ENGINEERING PARTNERSHIPS CONVENTION | 2025

20 PDUs

THE 6TH ENGINEERING PARTNERSHIPS CONVENTION

THEME: Engineering a Digital World

CALL FOR INNOVATION AWARDS SUBMISSIONS

Engineering Students and Graduate Engineers.

SUBMISSIONS CLOSE ON 25TH APRIL 2025

Engineers Board of Kenya
+254-20-2719974
info@ebk.go.ke
ebk.go.ke

REPUBLIC OF KENYA

ENGINEERS BOARD OF KENYA
Enhancing Professionalism

Kenya VISION 2030

TAG
THE AUDREY
GOLF RESORT

The Audrey
GOLF RESORT

We Are HIRING!

☑ SALES & MARKETING EXECUTIVE

Requirements.

- A minimum of 2 years of experience in a sales or marketing role
- Strong communication skills
- A Bachelor's degree or Diploma in Marketing, Business Administration, Communications, or a related field
- Ability to work under pressure and meet deadlines.
- should be around western and nyanza region

Apply Now

By 30th April 2025

Email Your Resume or call: 0708306086

info@theaudreyresort.com

IMPORTANT ANNOUNCEMENT!

We are hosting an open recruitment drive in collaboration with Mount Kenya University from **Monday 14th April to Wednesday 16th April 2025** where you can WALK IN for interviews with no prior appointment

1. Ensure to print your CV and bring all the pages in HARD COPY
2. Ensure that ALL the pages of your passport are scanned, in soft copy and uploaded alongside your application. Also have in soft copy in a **smartphone** or **flash drive**
3. Ensure that you are qualified for the position you are applying

Please see next slide for the job positions available

WE DO NOT ACCEPT BRIBES OR CHARGE COMMISSION/ ADMISSION/ PROCESSING FEES TO SECURE A SEAFARER'S JOB WITH CSCS INTERNATIONAL

Mount Kenya University, Main Campus. Thika Town, General Kago Rd
Mwai Kibaki Hall, 3rd Floor. Room A

Send your updated CV TO jobs@cscsinternational.co.ke

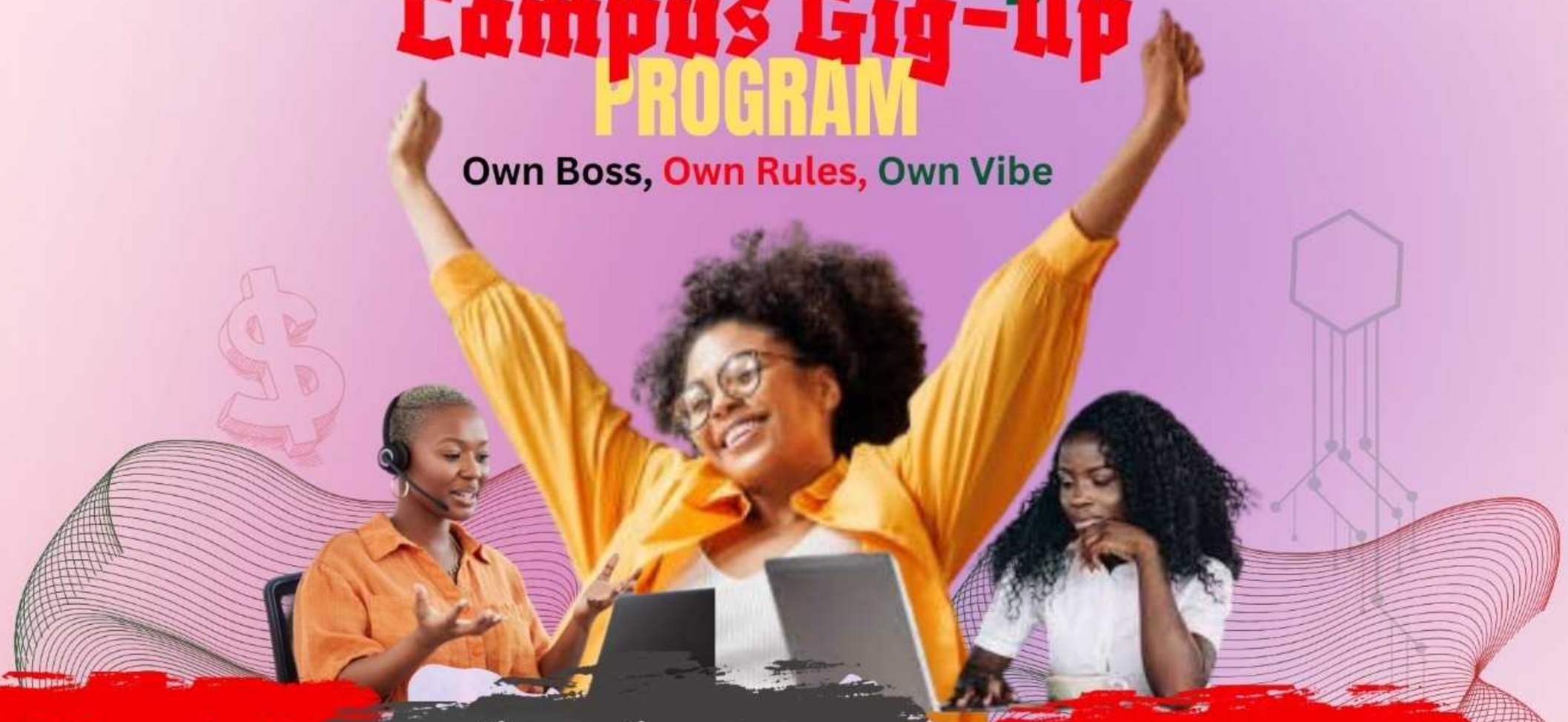
REPUBLIC OF KENYA

AJIRA
ajiradigital.go.ke

#WorkFromCampus

Women-Only Campus Gig-up PROGRAM

Own Boss, Own Rules, Own Vibe



5 Days Online Training

(5th-9th) May 2025

ZOOM

+4 Weeks Virtual Mentorship

Free/=

shorturl.at/8Kxnx

REGISTER

Digital Marketing & E-commerce

Guests From: TWIVA, Kilimall, JUMIA, WOMZI

#TheFutureWorksOnline

In Partnership With

mastercard foundation, eMobilis, KEPSA

THE KENYA NATIONAL EXAMINATIONS COUNCIL

EXTERNAL VACANCIES ANNOUNCEMENT

The Kenya National Examinations Council (KNEC) is a State corporation established through an Act of Parliament (CAP 225A, Laws of Kenya), which was repealed by the Kenya National Examinations Council Act No. 29 of 2012, to conduct school and post-school examinations and assessments within Kenya as it may consider desirable in the public interest and to award certificates or diplomas to successful candidates in such examinations. The Council invites competent, self-motivated and qualified professionals to fill the following vacant positions:

1.0 ASSISTANT DIRECTOR, EXAMINATIONS (TEACHER ASSESSMENTS), KNEC GRADE 4 (1 POST)

(a) Job Description

The duties and responsibilities will entail:

(i) Participating in curriculum development activities;
(ii) Participating in the alignment of syllabuses and curriculum designs to examinations and assessments;
(iii) Developing Tables of Specifications for all test papers and assessment tools;
(iv) Training setters and moderators;
(v) Setting and moderating test items/papers and assessment tools in a secure environment;
(vi) Proofreading and approving test items/papers for banking;
(vii) Participating in pre-testing of test items;
(viii) Advising on the preparation of examination timetables and assessment schedules;
(ix) Providing input in the preparation of divisional work plans, procurement plans, and budgets;
(x) Participating in the coordination of marking schemes during marking;
(xi) Participating in awards and grading;
(xii) Preparing examination and assessment feedback reports;
(xiii) Following up the recommendations of Chief Examiners and Awards Panels for continual improvement of examination papers and assessment tools;
(xiv) Ensuring security and confidentiality of all examination/assessment materials;
(xv) Keeping abreast of trends in psychometrics;
(xvi) Supervising and mentoring examinations officers;
(xvii) Chairing Subject Panel meetings;
(xviii) Chairing Awards Panel meetings;

(xix) Appraising the performance of Examination Officers, Senior Examination Officers, and Principal Examinations Officers;
(xx) Implementing Quality Management Systems for continual improvement;
(xxi) Advising the Deputy Director, Examinations on any issues relating to test development;
(xxii) Inducting new members of staff;
(xxiii) Processing, verifying, and submitting for approval payment claims for contracted professionals.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) At least ten (10) years of cumulative relevant work experience, four (4) of which should have been served at a supervisory level;
(ii) Bachelor's Degree in Education from a recognized institution OR Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
(iii) Master's Degree in a relevant discipline from a recognized institution;
(iv) Management course lasting not less than four (4) weeks from a recognized institution;
(v) Demonstrated competence and merit in work performance;
(vi) Proficiency in computer applications;
(vii) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Time management;
(iii) Strong communication and reporting skills;
(iv) Keen attention to detail;
(v) Team player;
(vi) Interpersonal skills.

2.0 ASSISTANT DIRECTOR, EXAMINATIONS ADMINISTRATION, KNEC GRADE 4 (1 POST)

The Assistant Director, Examinations Administration will be responsible for Supervision of activities and programs for management and field administration of examinations.

(a) Job Description

I. Examinations Management

The duties and responsibilities of the officer will entail:

(i) Preparing registration circulars on examination activities and calendar of examination activities within the section;
(ii) Supervising the registration of candidates;
(iii) Enforcing entry requirements for various courses as per the regulations;
(iv) Resolving examination-related queries;
(v) Preparing draft program schedules for processing of examination/assessment;
(vi) Leading teams during the processing of examinations/assessments results;
(vii) Preparing draft schedules for centering and dispatch of examination/assessment materials;
(viii) Estimating and presenting logistical requirements of examinations administration in the section;
(ix) Preparing interventions to address operational challenges within the section;
(x) Preparing advertisements for print media on examination/assessment activities in the section
(xi) Leading the teams during the processing of examination/assessment;
(xii) Preparing reports upon completion of each activity done in the section;
(xiii) Coordinating and supervising the staff within the section;
(xiv) Implementing the Quality Management Systems, updating the risk register and appraising staff within the section;
(xv) Preparing and implementing the work plans in the section.

II. Field Administration

The duties and responsibilities of the officer will entail:

(i) Receiving, sorting, packing answer scripts from Sub County Directors of Education after administration of examinations;
(ii) Dispatching and returning answer scripts and other related examination materials to and from marking centres;
(iii) Processing examinations of examination centre bills and examiners claims in liaison with Finance division;
(iv) Preparing schedules of appointment and promotion of senior examiners in consultation with the head of division;
(v) Preparing the documents required by the field administration personnel for the examinations/assessments administration process;
(vi) Preparing programs and draft budget estimates for briefing and sensitization of field officers and examiners;
(vii) Compiling a list of applications from centres requesting to be used as marking centres;
(viii) Preparing the draft questionnaires and related documents for inspection of marking centres;
(ix) Preparing programs, budgets, materials for the training of examiners;
(x) Compiling a list of successful examiners for uploading to the examiners' database and responding to unsuccessful examiners

(xi) Preparing programs, budgets, relevant documents, stationery to facilitate the marking of examinations;
(xii) Coordinating the marking exercise in the marking centre;
(xiii) Coordinating and supervising the staff within the section;
(xiv) Implementing the Quality Management Systems, updating the risk register and appraising staff within the section;
(xv) Preparing and implementing the work plans and preparing reports upon completion of each activity done in the section.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) At least ten (10) years cumulative relevant work experience, four (4) of which should have served at management level;
(ii) Master's Degree in Education or equivalent qualification from a recognized institution;
(iii) Bachelor's Degree in Education from a recognized institution;
OR Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
(iv) Management Course lasting not less than four (4) weeks from a recognized institution;
(v) Demonstrated competence and merit in work performance;
(vi) Proficiency in computer applications;
(vii) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills, and Attitudes

(i) Analytical skills;
(ii) Communication and reporting skills;
(iii) Mentoring, coaching and leadership skills;
(iv) Interpersonal and negotiation skills;
(v) Team player;
(vi) Integrity.

3.0 PRINCIPAL INFORMATION & COMMUNICATIONS TECHNOLOGY OFFICER (SOFTWARE DEVELOPER), KNEC GRADE 5 (1 POST)

(a) Job Description

The duties and responsibilities of the officer will entail: -

(i) Coordinating systems analysis, design and requirement definition;
(ii) Overseeing implementation and maintenance of Information Systems;
(iii) Coordinating timely implementation and maintenance of system

(iv) Designing, implementing and maintaining Local Area Network (LAN) Wide Area Network (WAN);
(v) Coordinating backups and ensuring the security of information resources;
(vi) Overseeing system and database administration.
(vii) Overseeing ICT equipment maintenance;
(viii) Preparing reports for ICT equipment maintenance;
(ix) Preparing work plans, conducting staff performance appraisal and submitting performance reports;
(x) Developing and implementing measures for staff capacity building;
(xi) Delivering feasibility and cost-benefit analysis aspects to enhance overall ICT systems improvement;
(xii) Identifying areas of ICT process improvement;
(xiii) Liaising with end-users to determine future ICT requirements;
(xiv) Preparing reports on the health status of the various ICT resources;
(xv) Establishing and implementing practices for the monitoring of information systems' logical and physical security to minimize the risk of equipment and data loss, theft, or tampering;
(xvi) Developing, implementing and maintaining the organization's security architecture to provide an effective platform to protect the organization's assets;
(xvii) Undertaking investigations and report on security breaches and incidents to guide the refinement of practices and processes and reduce the likelihood and impact of security-related incidents;
(xviii) Performing regular security reviews and compliance testing to ensure adherence to adopted security standards.

(b) Qualification and Experience

For appointment to this position, a candidate must have:

(i) At least eight (8) years cumulative relevant work experience, three (3) of which should have served at the supervisory level;
(ii) Master's degree in Computer Science or its equivalent from a recognized institution;
(iii) Bachelor's degree in any of the following disciplines: Computer Science, Information Communication Technology, Electronics Engineering or other ICT related disciplines with a bias in computer science from a recognized institution;
(iv) Certification in the following; Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Systems Developer (MCSD), Certified Information Systems Auditor (CISA) and Oracle certification;
(v) Management Course lasting not less than four (4) weeks from a recognized institution.
(vi) Demonstrated merit in work performance;
(vii) Membership of a professional body;
(viii) Proficiency in computer application;

(ix) Fulfil the requirements of Chapter Six of the Constitution

(c) Key Competencies, skills and attitudes

(i) Integrity;
(ii) Analytical skills;
(iii) Project Management Skills;
(iv) Communication and reporting skills;
(v) Interpersonal skills;
(vi) Team player.

4.0 INFORMATION & COMMUNICATIONS TECHNOLOGY OFFICER, (SOFTWARE DEVELOPER), KNEC GRADE 7 (5 POSTS)

(a) Job Description

The duties and responsibilities of the officer will entail: -

(i) Designing, developing, testing and implementing of software solutions as per user requirements;
(ii) Providing technical expertise for requirements analysis to enhance the quality of system design;
(iii) Installing, configuring and maintaining ICT systems;
(iv) Liaising with vendors on installation, configuration and maintenance of applications, network systems and infrastructure;
(v) Providing user support and training;
(vi) Maintaining and configuring systems and databases;
(vii) Devising and implementing measures to enhance safety, security and accountability for ICT systems and infrastructure;
(viii) Undertaking repairs and maintenance of ICT equipment and associated peripherals;
(ix) Drawing specifications for ICT equipment;
(x) Receiving, verifying and installing ICT equipment;
(xi) Analyzing and reporting on the performance of assigned systems and applications to guide owners in the development of business cases for necessary upgrades;
(xii) Developing, reviewing and maintaining support documentation to assist end-users with restoring services;
(xiii) Liaising with internal and external stakeholders to provide technical support while monitoring, analyzing and reporting on systems performance;
(xiv) Contributing to building capacity within the ICT technical team and ensuring effective knowledge sharing and mentorship.
(xv) Monitoring and reporting on the performance of network, system and application security solutions to highlight areas of non-compliance and inform the development of improved practices and processes;

(xvi) Managing the allocation of access privileges of users to ensure appropriate security settings are applied as per organization policies and application owner-defined parameters;
(xvii) Investigating security breaches to guide the refinement of information security policies and practices;
(xviii) Providing virus protection defenses, reviewing information systems for breaches in security and securing servers from unauthorized use;
(xix) Monitoring data transactions in and out of a network environment.

(b) Qualification and Experience

For appointment to this position, a candidate must have:

(i) At least four (4) years cumulative relevant work experience;
(ii) Bachelor's Degree in Computer Science, Information Communication Technology, Electronics Engineering or any other ICT related disciplines with a bias in computer science from a recognized institution;
(iii) Demonstrated competence and merit in work performance;
(iv) Proficiency in computer applications;
(v) Fulfil the requirements of Chapter Six of the Constitution.

(c) Key Competencies, skills and attitudes

(i) Integrity
(ii) Analytical skills;
(iii) Project Management Skills;
(iv) Communication and reporting skills;
(v) Interpersonal skills;
(vi) Team player.

5.0 PLANNING OFFICER, KNEC GRADE 7 (1 POST)

(a) Job Description

The duties and responsibilities of the officer will entail:

(i) Assisting in development and monitoring of the Council Work plan and budget tracking;
(ii) Writing and submitting reports on specific assignments;
(iii) Providing economic planning data;
(iv) Assisting in compiling performance contract reports from the departments and keeping records on performance contract targets;
(v) Participating in the implementation of the preparation of strategic plan;
(vi) Researching on topical areas as may be directed within the department.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management or other relevant and equivalent qualification from a recognized institution;
(iii) Proficiency in Computer Application skills;
(iv) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Planning and Analytical skills;
(iii) Analytical skills;
(iv) Communication and reporting skills;
(v) Interpersonal skills.

6.0 EXAMINATIONS OFFICER, KNEC GRADE 7 (5 POSTS)

(a) Job Description

I. Test Development – School Assessments

The duties and responsibilities of the officer will entail:

(i) Participating in curriculum development activities;
(ii) Participating in the alignment of syllabuses and curriculum designs to examinations and assessments;
(iii) Developing Tables of Specifications for all test papers and assessment tools;
(iv) Training setters and moderators;
(v) Setting and moderating test items/papers and assessment tools in a secure environment;
(vi) Proofreading and approving test items/papers for banking;
(vii) Participating in pre-testing of test items;
(viii) Providing input in the preparation of examination timetables and assessment schedules;
(ix) Providing input in the preparation of divisional work plans, procurement plans, and budgets;
(x) Participating in the coordination of marking schemes during marking;
(xi) Participating in awards and grading;
(xii) Preparing examination feedback reports;
(xiii) Implementing the recommendations of Chief Examiners and Awards Panels for continual improvement;

(xiv) Ensuring security and confidentiality of all examination and assessment materials;
(xv) Keeping abreast with trends in psychometrics;
(xvi) Adhering to the requirements of the Quality Management Systems for continual improvement;
(xvii) Process payment claim vouchers for contracted professionals and recommend payment.

II. Test Development - Teacher Education Assessments

The duties and responsibilities of the officer will entail:

(i) Training and recruiting setters and moderators;
(ii) Preparation of assessment timetables;
(iii) Setting and moderating assessment items/papers
(iv) Analyzing assessment test items/papers and preparing feedback reports;
(v) Registration of candidates for Teacher Education assessments;
(vi) Identification, inspection and approval of assessment, distribution and marking centers for Teacher Education assessments;
(vii) Coordinating marking of candidates' scripts for Teacher Education assessments;
(viii) Coordinating assessment of practical, orals and projects for Teacher Education assessments;
(ix) Processing candidate's assessment marks and producing results;
(x) Issuing academic certificates and diplomas to successful candidates for Teacher Education assessments.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) Bachelor's Degree in Education from a recognized institution **OR** Bachelors Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution **OR** a Higher Diploma in a relevant discipline and a Diploma in Technical Education from a recognized institution and at least four (4) years cumulative teaching experience;
(ii) Demonstrated competence and merit in work performance;
(iii) Proficiency in computer applications;
(iv) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Time management;
(iii) Communication and reporting skills;
(iv) Keen to details;
(v) Interpersonal skills;

(vi) Team player.

7.0 HUMAN RESOURCE MANAGEMENT OFFICER, KNEC GRADE 7 (2 POSTS)

(a) Job Description

The duties and responsibilities of the officer will entail:

(i) Verifying information relating to recruitment and performance appraisal;
(ii) Assisting in payroll and benefits administration;
(iii) Updating human resource records in an accurate and timely manner;
(iv) Drafting correspondences;
(v) Processing, monitoring employee leave records and ensuring timely reports;
(vi) Participating in staff recruitment, training, development and performance appraisal;
(vii) Liaising with the insurance, pension, medical providers; and;
(viii) Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse;

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized Institution; OR Bachelor's Degree in Social Sciences/Business Administration/Commerce with Diploma (KNEC) in Human Resource Management or equivalent qualification from a recognized Institution;
(ii) At least four (4) years cumulative relevant work experience;
(iii) Membership to the Institute of Human Resource Management;
(iv) Demonstrated merit in work performance;
(v) Proficiency in computer application;
(vi) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Planning skills;
(iii) Communication and reporting skills;
(iv) Strong managerial skills and ability to lead teams;
(v) Interpersonal and negotiation skills;
(vi) Team player.

8.0 EXAMINATIONS ADMINISTRATOR, KNEC GRADE 7 (2 POSTS)

(a) Job Description

The duties and responsibilities will entail:

I. Examination Management

(i) Receiving, sorting, and filing registration of candidates' documents from the sub-county directors of education and heads of institutions;
(ii) Verifying and amending registration data;
(iii) Coordinating the sorting of green/blue bags;
(iv) Preparing materials required for the centering of the examination;
(v) Compiling documentary evidence for resolving examination and certificates queries;
(vi) Assigning examination and certificates related queries to the Principal Examination Administration Assistants;
(vii) Checking, packing, and dispatching nominal rolls;
(viii) Packing and dispatching examination/assessment materials;
(ix) Participating in the activities of marking during the marking process in the marking centre;
(x) Documenting reading of candidates' scripts;
(xi) Packing and dispatching examination/assessment results printouts, results slips, and academic certificates;
(xii) Processing the examination results;
(xiii) Preparing reports of examination activities;
(xiv) Implementing strategic plan targets and appraising the Examination Administration Assistant;
(xv) Act as team leader of the Examination Administration Assistants.

II. Field Administration

(i) Packing and dispatching of supervision and invigilation documents;
(ii) Preparing schedules for the marking exercise for the respective examinations;
(iii) Preparing schedules for recruitment and training of examiners/assessors;
(iv) Preparing reports for the respective examination activities;
(v) Coordinating the cleaning of green bags;
(vi) Advising on the list of examiners' details for promotion and retirement;
(vii) Compiling records of assessment of Practical, Aurals, and Orals from examiners;
(viii) Documenting reading of candidates' scripts;
(ix) Packing and dispatching of examination results printouts, results slips, and academic certificates;
(x) Participating in the packing of supervision circulars and other documents for the administration of examinations/assessments;
(xi) Participating in the processing of marking centres' institutional and examiners' bills;

(xii) Keeping and maintaining examiners' registers at the marking centers;
(xiii) Implementing strategic plan targets and appraising the Examination Administration Assistant;
(xiv) Supervising Examination Administration Assistants.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) Bachelor's Degree in Education from a recognized institution; OR Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
(ii) Demonstrated competence and merit in work performance;
(iii) Proficiency in computer applications;
(iv) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Time management;
(iii) Communication and reporting skills;
(iv) Keen attention to detail;
(v) Team player;
(vi) Interpersonal skills.

9.0 EXAMINATIONS CLERK, KNEC GRADE 11 (3 POSTS)

(a) Job Description

I. Examination Management

The duties and responsibilities will entail:

(i) Receiving, sorting and filing registration of candidates documents from the sub-county directors of education and heads of institutions;
(ii) Verifying and amending registration data;
(iii) Sorting green bags;
(iv) Preparing materials required for the centering of the examination/assessment;
(v) Compiling documentary evidence for resolving examination and certificates queries;
(vi) Checking, Packing and dispatching of nominal rolls;
(vii) Packing and dispatch of examination/assessment materials;
(viii) Receiving, filing of Report and Certificate of Supervision, attendance registers and other related documents,

(ix) Document reading of candidates scripts;
(x) Packing and dispatching of examination results printouts, results slips and academic certificates;
(xi) Facilitating the processing of examination/assessment results;
(xii) Recording scripts, question papers and other related examination/assessment materials from the examiners at the marking centre;
(xiii) Maintaining examiners' registers at the marking centres.

II. Field Administration

(i) Filing of examiners and assessors reports
(ii) Preparing examiners/assessors list in readiness for invitation for marking;
(iii) Sorting and filing examiners' claim forms;
(iv) Packing marking stationery and other related documents;
(v) Maintaining examiners registers at the marking centres;
(vi) Arranging and packing scripts, question papers, marking schemes, and related examination materials in preparation for marking exercise;
(vii) Recording scripts, question papers, and other related examination/assessment materials from the examiners at the marking centre;
(viii) Summarizing examiners' apportionment list for marking;
(ix) Packing supervision circulars and other documents for the administration of examinations/assessments;
(x) Preparing files and documents for briefing and sensitization;
(xi) Receiving, filing, and verifying supervision personnel data and all related documents from Sub County Directors of Education.

(b) Qualification and Experience

For appointment to this grade, a candidate must have:

(i) Certificate in Education, Information Communication Technology, Records Management, or equivalent qualification from a recognized institution;
(ii) Kenya Certificate of Secondary Education (KCSE) mean grade D+;
(iii) Proficiency in computer application;
(iv) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

(i) Integrity;
(ii) Communication and reporting skills;
(iii) Interpersonal skills;
(iv) Team player.

APPLICATION PROCEDURE

Interested and suitably qualified candidates should fill and submit the Application for Employment Form KNEC 2A – ***(External applicants)*** and Application for Employment Form KNEC 2B – ***(Internal applicants)***, application letter, accompanied by certified copies of academic and professional certificates, detailed curriculum vitae giving details of daytime telephone contact, e-mail address, current remuneration (enclose copy of your latest pay slip), names and valid current contacts of three referees, on or before **29th April 2025** to the address below:

The Chief Executive Officer
Kenya National Examinations Council
New Mitihani House, South C
P.O Box 73598-00200
NAIROBI

NOTES

(i) The Council will only contact the shortlisted candidates and canvassing will result in automatic disqualification;

(ii) Successful applicants offered employment will be required to submit clearance under Chapter Six (6) of the Constitution of Kenya;

(iii) KNEC is an equal opportunity employer and People Living with Disability and female candidates are encouraged to apply.

MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 300-40606, UGUNJA. Tel 0791226786,
TEL: 0791226786
EMAIL: ugunjatechcollege@gmail.com

ADVERTISEMENT

Ugunja Technical Vocational College is a reputable TVET Institution, registered and licensed under the Ministry of Education, State Department for Vocational and Technical Training. It is located in Ugunja Sub-County, Siaya County.

The institution's Board of Governors' invites application for officers to serve in the following departments.

A. TRAINER- BUILDING AND CIVIL ENGINEERING TRAINER- 1 POST

Responsibilities

i. Undertaking training in areas of specialization in accordance with the syllabus,
ii. Preparing teaching/learning documents,
iii. Setting and marking examination/carrying out assessment,
iv. Carrying out research work under the guidance and supervision of a HOD.

Requirements

i. At least Diploma in Building and civil engineering or Building Technology or Water Engineering
ii. At least one(1) year working experience in an educational sector
iii. Knowledge in computer application,
iv. A pedagogical skill is an added advantage.

B. TRAINER- FOOD AND BEVERAGE TRAINER- 1 POST

Responsibilities

i. Undertaking training in areas of specialization in accordance with the syllabus,
ii. Preparing teaching/learning documents,
iii. Setting and marking examination/carrying out assessment,
iv. Carrying out research work under the guidance and supervision of a HOD.

Requirements

i. At least Diploma in Food and beverage
ii. At least one(1) year working experience in an educational sector
iii. Knowledge in computer application,
iv. A pedagogical skill is an added advantage.

C. TRAINER SOCIAL WORK AND COMMUNITY DEVELOPMENT – 1 POST

Responsibilities

i. Undertaking training in areas of specialization in accordance with the syllabus,
ii. Preparing teaching/learning documents,
iii. Setting and marking examination/carrying out assessment,
iv. Carrying out research work under the guidance and supervision of a HOD.

Requirements

i. At least Diploma in the Social work and community development
ii. At least one(1) year working experience in an educational sector
iii. Knowledge in computer application,
iv. A pedagogical skill is an added advantage.

D. TECHNICIAN AUTOMOTIVE – 1 POST

Responsibilities

CamScanner

Responsibilities

i. Provide support to trainers and trainees in solving technical problem and practical
ii. Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
iii. Observe and ensure health and safety procedures are practiced and enforced and accident reported to the section head.
iv. Requisition for consumable to ensure they are replenish in a timely manner and organize in a way that they are easily traced
v. Prepare maintenance schedule for all workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to
vi. Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for.
vii. Segregate non-financial equipment and machinery to promote safety in the workshop
viii. Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/ Machinery
ix. Report breakdown of machinery and equipment to the head of the section to advise on the replacement needs
x. Supervise cleaning of the workshops to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practical.
xi. Issue the trainees with the require training resources during practical to ensure that the practical trainings run smoothly
xii. Diagnose vehicle mechanical and electrical problems.
xiii. Repair or replace faulty components, including engines, transmissions, brakes, suspension systems, and electrical systems.
xiv. Perform routine maintenance services, such as oil changes, tire rotations, and fluid top-ups.

Requirements

i. At least Diploma in Automotive Engineering from a recognized and accredited institution
ii. Knowledge of diagnostic processes, tools, equipment and ability to read and write electrical schematics
iii. At least one(1) year working experience in an educational sector

E. ENGINEERING MATHEMATICS TRAINER– 1 POST

Responsibilities

i. Undertaking training in areas of specialization in accordance with the syllabus,
ii. Preparing teaching/learning documents,
iii. Setting and marking examination/carrying out assessment,
iv. Carrying out research work under the guidance and supervision of a HOD.

Requirements

i. Bachelor's degree in the Applied Mathematics or pure mathematics or its equivalent from a recognized and accredited institution
ii. At least one(1) year working experience in an educational sector
iii. Knowledge in computer application,
iv. Pedagogical skill is an added advantage.

F. GENERAL AGRICULTURE TRAINER – 1 POST

Responsibilities

i. Undertaking training in areas of specialization in accordance with the syllabus,
ii. Preparing teaching/learning documents,
iii. Setting and marking examination/carrying out assessment,
iv. Carrying out research work under the guidance and supervision of a HOD.

CamScanner

Requirements

i. At least Diploma in General Agriculture or Agriculture Extension or Agriculture Science its equivalent from a recognized and accredited institution.
ii. At least one(1) year working experience in an educational sector
iii. Knowledge in computer application,
iv. A pedagogical skill is an added advantage.

N/B

Ugunja Technical and Vocational College is an equal opportunity employer. **Women, Youth, Persons with Disability, Marginalized Groups and Non-Dominant Communities** are encouraged to apply.

Applicants who meet the criteria above to hand deliver his/her detailed Curriculum Vitae giving 3 referees, copies of all relevant certificates and testimonials National Identity card, including their daytime reliable telephone number to the institution on or before 30th APRIL, 2025.

Only shortlisted candidates will be contacted.

PRINCIPAL,
UGUNJA TECHNICAL AND VOCATIONAL COLLEGE,
P.O.BOX 300-40606, UGUNJA.
TELL .0791226786.

UGUNJA TECHNICAL & VOCATIONAL COLLEGE
17 APR 2025
P. O. BOX 300 - 40606, UGUNJA

CamScanner

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
TIGANIAEAST TECHNICAL & VOCATIONAL COLLEGE
(Next to Mikinduri Market)
Technical Skills and Innovation for Self-Reliance and Sustainability
P.O. BOX 14 – 60607 MIKINDURI
TEL: 0745-911518 Email:tiganiaeasttvc@gmail.com

VACANCY

Applications are invited from a qualified candidate for the following position: -

Automotive Engineering Trainer

Minimum Qualifications

Degree or a Higher Diploma in Automotive Engineering, Automotive Electronics / Diploma in Automotive Engineering

- Proficiency in Computer applications
- Diploma in Technical Education from a recognized institution shall be an added advantage.
- 2 years of teaching experience in a tertiary institution.

Agriculture Trainer

Minimum Qualifications

Degree or a Diploma in Agriculture or a related field.

- Proficiency in Computer applications
- Diploma in Technical Education from a recognized institution shall be an added advantage.
- 2 years of teaching experience in a tertiary institution.

Key Roles

- Prepare lessons and other teaching materials for efficient and effective teaching.
- Lecture in the area of competency in order to empower the trainees
- Prepare, evaluate, and grade students' assignments, test projects, and examinations for proper assessment.
- Counsel and guide students in order to enhance learning and social responsibility.
- Set and administer tests/examinations, write study packs, and prepare schemes of work and lesson plans for maintenance of high standards in training.
- Participate in the development of new programs to increase departmental profitability and growth.
- Monitor students' class attendance.
- Conduct research to update knowledge in the field of competence.
- Attend and participate in scheduled departmental meetings and staff activities/ events.
- Maintain class discipline in order to ensure a conducive learning environment.
- Assesses students on attachment to ensure the acquisition of skills.
- Participate in college marketing and other activities

Applications.CV and Academic and Professional qualifications should be delivered via email, post, or hand delivery on or before ***Friday 25th April 2025.*** They should be addressed to:

Approved for Circulation

The Principal
Tigania East Technical and Vocational College
P.O. BOX 14-60607
MIKINDURI
Email: tiganiaeasttvc@gmail.com

PRINCIPAL
TIGANIA EAST TECH
AND VOCATIONAL COL
P O. BOX 14 - 60607, MIKIND

TIGANIA EAST TECHNICAL & VOCATIONAL COLLEGE
11 APR 2025
P.O. Box 14 - 60607, MIKINDURI