

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT FOR VACANT POST IN THE EDUCATION AND ICT DEPARTMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified serving officers in the Kilifi County Government to fill the following position.

Department of Education and ICT

1. Assistant Director – Pre Primary Education J/G ‘P’ (1 Post) REF: CG/KLF/CPSB/ADVRT/19/03/19

Duties and responsibilities

Duties and responsibilities are as follows: -

- Coordinate planning and implementation of ECDE Centre programs
- Conducting research on ECDE
- Engaging stakeholders in ECDE sector
- Mobilizing and sensitizing communities on the importance of ECDE
- Participating in the preparation, implementation and review of the ECDE policy
- Developing and implementing strategic plan of the ECDE sector
- Monitoring and evaluation of the ECDE programs in the wards or sub county
- Conduct professional development and capacity building for early childhood teachers and other stakeholders
- Plan and budget for the ECDE play or learning materials and the feeding programme
- Mentorship and counseling supervisory role over ECDE teachers in the county
- Induction of new ECDE teachers
- Liaising with community, education fraternity, other government departments and other relevant stakeholders on ECDE related matters
- Interpretation and implementation of ECDE policy
- Preparation and costing of annual work plans
- Prepare monthly, quarterly and annual reports on the ECDE sector
- Developing sub county based programs that cater for the total development of children less than 8 years
- Effective management of the sub county Resource centre for the ECDE programmes
-

Requirements for Appointment

- Served in the grade of Principal Graduate ECDE Teacher I Job Group ‘N’ or a comparable and relevant position for at least 3 years
- Degree in Early Childhood Development Education offered by a recognized institution of higher learning
- Masters of Education in Early Childhood Development, Masters of Education or any other relevant qualification from a recognized institution
- Certificate of senior management course lasting not less than four (4) weeks for a recognized government training institution
- Proficiency in computer application
- Certificate of Good Conduct
- Shown merit and ability as reflected in work performance and results

Terms of service: Permanent

Salary Scale: 84,080 – 112,660 p.m.

Other Allowances are as issued by SRC from time to time.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct (DCC)
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tuskys Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 6th day of May, 2019.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification