



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

CAREER OPPORTUNITY

Technical and Vocational Education and Training Authority (TVETA) is a State Corporation under the Ministry of Education established under the TVET Act of 2013. The mandate of the Authority is to promote quality access, equity and relevance in Technical and Vocational Education and Training (TVET) by developing standards, inspecting, registering and licensing trainers.

The Authority seeks to recruit a result-oriented, self-driven person with high integrity to fill the following vacant positions:

S/No	Vacancy Number	Position	Number of Posts
1.	TVETA/1/NOV/2020	Director, Accreditation and Outreach Services, TVETA Grade 2	1
2.	TVETA/2/NOV/2020	Director, Standards Development, Compliance and Enforcement TVETA Grade 2	1
3.	TVETA/3/NOV/2020	Director, Strategy, Planning and Research TVETA Grade 2	1
4.	TVETA/4/NOV/2020	Assistant Director Legal Services, TVETA Grade 4	1
5.	TVETA/5/NOV/2020	Assistant Director ICT, TVETA Grade 4	1
6.	TVETA/6/NOV/2020	Compliance and Enforcement Officer, TVETA Grade 6	5
7.	TVETA/7/NOV/2020	Research Officer, TVETA Grade 6	3
8.	TVETA/8/NOV/2020	Outreach Services Officer, TVETA Grade 6	1
9.	TVETA/9/NOV/2020	Standard Development Officer, TVETA Grade 6	1
10	TVETA/10/NOV/2020	Office Administrator, TVETA Grade 8	3
11	TVETA/11/NOV/2020	Driver, TVETA Grade 10	4

Detailed advert and how to apply can be accessed from the TVETA website: www.tveta.go.ke

Technical and Vocational Education and Training Authority (TVETA) is an equal opportunity employer promoting gender, equity and diversity. Persons with Disability (PWDs) and other Minority groups are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted for interview.

DIRECTOR GENERAL/CEO

Technical and Vocational Education and Training Authority

JOB DESCRIPTIONS (JDs) AND JOB SPECIFICATIONS (JSs)

1. DIRECTOR, ACCREDITATION AND OUTREACH SERVICES

Terms of Appointment	5 Year contract renewable subject to performance
Basic Pay	179,441 – 246,579
House Allowance	60,000
Commuter Allowance	30,000
Extraneous Allowance	40,000

a) Duties and Responsibilities

- i. Providing Strategic leadership in Accreditation and Outreach services
- ii. overseeing accreditation of training providers, foreign institutions, assessment centres, training programmes, trainers, assessors and verifiers;
- iii. ensuring accreditation of new and revised training programmes;
- iv. overseeing recognition and equation of TVET qualifications awarded by local and foreign institutions;
- v. ensuring development of TVET programmes and Information, Education and Communication(IEC) materials for capacity building and sensitization of TVET providers and stakeholders;
- vi. overseeing organization of TVET Skills fairs and shows, workshops at national and county levels;
- vii. facilitating dissemination of TVET research findings, regulations, standards and guidelines to TVET providers and stakeholders;
- viii. ensuring establishment of linkages and partnerships for best practice in TVET;
- ix. overseeing awareness creation of TVET at National and County Governments, public and private sector; and
- x. overseeing development of directorate's budget and work plan.

(b) Requirements for Appointment

- i. served in the grade of Deputy Director, Accreditation or Deputy Director, Outreach Services for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;
- ii. Bachelor's degree in Education in a TVET related field;

OR

- iii. Bachelor’s degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution **AND** Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution;
- iv. Master’s degree in any of the following disciplines: Education; Engineering (Electrical, Mechanical, Automotive, Electronics, Telecommunication, Computer Science, Civil, Construction Plant, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Information Systems; Information Technology; Library and Information Science; Information Communication Technology; Disaster Management; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Project Management; Entrepreneurship; Communication; Human Resource Management; Food Technology; Sociology; Economics; Business Administration; Business Management; Tourism; Supply Chain Management; Guidance and Counseling or any other equivalent qualifications from a recognized institution;
- v. Leadership Course from a recognized institution;
- vi. Membership to a relevant professional body where applicable
- vii. Demonstrated a high degree of professional competence and administrative capability required for effective performance of duties at this level.

2. DIRECTOR, STANDARDS DEVELOPMENT COMPLIANCE AND ENFORCEMENT

Terms of Appointment	5 Year contract renewable subject to performance
Basic Pay	179,441 – 246,579
House Allowance	60,000
Commuter Allowance	30,000
Extraneous Allowance	40,000

a. Duties and Responsibilities

- i. Providing strategic leadership in standards development and compliance enforcement;
- ii. Overseeing development and review of tvet processes, training standards and guidelines for accreditation and compliance;
- iii. Overseeing development of criteria and guidelines for admission to tvet training providers;
- iv. Establishing specific occupation and/or competence standards and benchmarks for training;

- v. Overseeing development of training systems for formal and informal sector;
- vi. Spearheading the process of establishing of sector skills advisory committees from key industry stakeholders to facilitate occupational standards development;
- vii. Directing the process of introducing new or reviewing existing raining programmes in tvet providers;
- viii. Overseeing the process of quality audit inspection for tvet providers, trainers and programmes and approving quality audit reports;
- ix. Directing investigation of institutions identified for non-conformity with the set standards to ensure compliance;
- x. Liaising with the legal officer on action to be taken on non-compliant institutions;
- xi. Overseeing the process of closure of non-compliant institutions; and
- xii. Overseeing evaluation of annual returns from TVET training providers.

(b) Requirements for appointment

- i. Served in the grade of Deputy Director, Standards Development or Deputy Director Compliance and Enforcement, for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;
- ii. Bachelor’s degree in Education in a TVET related field;

OR

Bachelor’s degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution **AND** Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution;

- i. Master’s degree in any of the following disciplines: Economics, Public policy, Mathematics, Statistics, Strategic Management, Public Administration, Project Planning and Management, Education, Engineering, Human Resource Management; Entrepreneurship; Agriculture; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Technology; Library and Information Science; Commerce; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Secretarial Studies; Supply Chain Management or any other equivalent qualification from a recognized institution;

- ii. Leadership Course from a recognized institution;
- iii. Membership to a relevant professional body where applicable;
- iv. demonstrated a high degree of professional competence and administrative capability required for effective performance of duties at this level.

3. DIRECTOR, STRATEGY, PLANNING AND RESEARCH

Terms Of Appointment	5 Year contract renewable subject to performance
Basic Pay	179,441 – 246,579
House Allowance	60,000
Commuter Allowance	30,000
Extraneous Allowance	40,000

a. Duties and responsibilities

- i. Ensuring alignment of organizational policies with national, regional and international TVET policy frameworks;
- ii. Providing guidance in research;
- iii. Overseeing development and management of TVET research;
- iv. Ensuring development of monitoring and evaluation systems for TVET systems;
- v. Overseeing effective implementation of the Authority’s strategic plan, policy and programs;
- vi. Overseeing Authority’s resource mobilization;
- vii. Overseeing establishment of research linkages and collaboration between TVET providers and industries;
- viii. Ensuring Coordination of risk management;
- ix. Overseeing performance management activities;
- x. Oversee process re-engineering in the Authority; and
- xi. Oversee development of Departmental budget and work plans.

b. Requirements for Appointment

- i. Served in the grade of Deputy Director, Strategy and Planning or Deputy Director, Research for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;
- ii. Bachelor’s degree in any of the following disciplines:- Economics, Public Policy, Mathematics, Statistics, Strategic Management, Public Administration, Project Planning and Management, Education, Engineering, Human Resource Management; Entrepreneurship; Agriculture; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information

Science; Commerce; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Secretarial Studies; Supply Chain Management or any other equivalent qualification from a recognized institution;

- iii. Master's degree in any of the following disciplines: Economics, Public policy, Mathematics, Statistics, Strategic Management, Public Administration, Project Planning and Management, Education, Engineering, Human Resource Management; Entrepreneurship; Agriculture; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Secretarial Studies; Supply Chain Management or any other equivalent qualification from a recognized institution;
- iv. Leadership Course from a recognized institution is an added advantage;
- v. Membership to a relevant professional body where applicable;
- vi. Demonstrated a high degree of professional competence and administrative capability required for effective performance of duties at this level.

4. ASSISTANT DIRECTOR, LEGAL SERVICES TVETA GRADE 4

Terms of Appointment	Pensionable
Basic Pay	112,562 – 162,317
House Allowance	45,000
Commuter Allowance	20,000

a. Duties and responsibilities

- i. Participate in developing, implementing and reviewing legal policies and procedures to ensure compliance;
- ii. Advising the Authority on legal matters;
- iii. Drawing and vetting of contracts, agreements and other legal documents;
- iv. Ensuring proper preparation of legal reports and opinions;
- v. Coordinating and liaising with external lawyers on all legal matters to ensure that the Authority's interests are taken care of;
- vi. Undertaking legal research; and
- vii. Monitoring compliance with regulatory and legislative requirements

(b) Requirements for Appointment

- i. Have served in the grade of Senior Legal Officer for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;

- ii. Have Bachelor’s degree in Law (LLB) from a recognized institution;
- iii. Have Master’s degree in Law (LLM) or its equivalent from a recognized institution;
- iv. Have Post Graduate Diploma in Legal Studies from the Council of Legal Education;
- v. Have Valid Practicing Certificate from Law Society of Kenya;
- vi. He an Advocate of the High Court of Kenya;
- vii. Management Course from a recognized institution will be an added advantage;
- viii. Have demonstrated merit and ability as reflected in work performance and results.

5. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, TVETA GRADE 4

Terms of Appointment	Pensionable
Basic Pay	112,562 – 162,317
House Allowance	45,000
Commuter Allowance	20,000

(a) Duties and Responsibilities

- i. Providing professional leadership and technical guidance to drive the implementation of information and communication technology policies in the authority;
- ii. Overseeing development and implementation of ict guidelines on distribution, installation, upgrade, maintenance and replacement of ict infrastructure and promote the use of cost effective ict solutions;
- iii. Ensuring ict projects are completed within the planned time and budget and that procedures and standards are adhered to;
- iv. Coordinating software development and training;
- v. Reviewing ict requirements and coordinating technical and functional improvements of the information systems in collaboration with end-users;
- vi. Liaising with the authority staff and end-users to ensure that the various management information systems and associated software’s that operate in the authority computers, servers and networks meet their needs;
- vii. Developing, implementing and continuously reviewing system security, back-up and recovery procedures;
- viii. Providing standards for acquisition, implementation and management for voice, radio, video and data communications/ict networks for all offices;
- ix. Providing advice, guidance and assistance to end users;
- x. Promoting the use of ict resources, tools and application of software, hardware and network services;
- xi. Promoting the use of robust and efficient systems/processes focused on ict leverage to improve efficiency, value addition and cost reduction; and
- xii. Overseeing ict project costing and implementation in liaison with users.

(b) Requirements for Appointment

- i. Served in the grade of Senior Information Communication Technology Officer for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;
- ii. Bachelor's degree in any of the following disciplines: - Computer Science; Information Science; Information Technology; Business Information Technology; Information Communication Technology or any other equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Computer Science; Information Science; Information Systems; Information Technology; Business Information Technology or any other equivalent qualification from a recognized institution;
- iv. Certificate in any of the following: - Microsoft Certified Solutions Expert (MCSE); Cisco Certified Network Administrator (CCNA); Cisco Certified Network Professional (CCNP); Certified Database Administrator; Certified Linux Administrator; Certified Unix Administrator; Certified Security Professional or any other equivalent qualification from a recognized institution;
- v. Management Course from a recognized institution is an added advantage;
- vi. Membership to a relevant professional body; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

6. COMPLIANCE AND ENFORCEMENT OFFICER, TVETA GRADE 6

Terms of Appointment	Pensionable
Basic Pay	72,870 – 107,323
House Allowance	35,000
Commuter Allowance	14,000

(a) Duties and Responsibilities

- i. Participating in identifying accredited institutions to be audited for compliance;
- ii. Participating in identifying assessment centres, assessors and verifiers;
- iii. Undertaking quality audit of institutions, trainers, assessors, verifiers and programmes;
- iv. Drafting quality audit reports;
- v. Participating in monitoring of TVET assessment;
- vi. Participating in investigation of institutions identified for non-conformity with the set standards;
- vii. Updating the database of non-compliant institutions; and
- viii. Receiving and acknowledging annual returns from TVET institutions.

(b) Requirements for Appointment

- i. Bachelor's degree in Education in a TVET related field;

OR

Bachelor's degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Computer Science;

Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution **AND** Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution.

7. OUTREACH SERVICES OFFICER, TVETA GRADE 6

Terms of Appointment	Pensionable
Basic Pay	72,870 – 107,323
House Allowance	35,000
Commuter Allowance	14,000

a) Duties and Responsibilities

Programme, Material Design and Development

- (i) Carrying out training need assessment (TNA) for TVET capacity building;
- (ii) Identifying TVET providers and stakeholders for capacity building and sensitization;
- (iii) Participating in capacity building and sensitization and preparing reports;
- (iv) Participating in development of career guidance materials; and carrying out career guidance for stakeholders.

Linkages and Partnership

- (i) Identifying areas of linkages and partnerships;
- (ii) Participating in national and county secondary school activities for awareness creation on TVET;
- (iii) Participating in annual devolution conferences; and
- (iv) Participating in organization of workshops for national and county governments, and the private sector.

(b) Requirements for Appointment

- (i) Bachelor's degree in Education in a TVET related field;

OR

Bachelor's degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal

Health; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution **AND** Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution; and

8. RESEARCH OFFICER, TVETA GRADE 6

Terms of Appointment	Pensionable
Basic Pay	72,870 – 107,323
House Allowance	35,000
Commuter Allowance	14,000

(a) Duties and Responsibilities

- (i) Identifying areas of study and collaborating institutions on action and collaborative research;
- (ii) Identifying areas of research linkages between TVET institutions and industries;
- (iii) Collecting research data;
- (iv) Participating in developing, updating and maintaining database of TVET graduates.
- (v) Identifying projects promoting innovation in TVET and institutions to participate in the innovations;
- (vi) Participating in preparation of research reports; and
- (vii) Participating in analyzing inspection reports and institutional annual returns

(b) Requirements for Appointment

- (i) Bachelor's degree in any of the following disciplines:- Economics, Public Policy, Mathematics, Statistics, Strategic Management, Public Administration, Project Planning and Management, Education, Engineering, Human Resource Management; Entrepreneurship; Agriculture; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Secretarial Studies; Supply Chain Management or any other equivalent qualification from a recognized institution.

9. STANDARDS DEVELOPMENT OFFICER, TVETA GRADE 6

Terms of Appointment	Pensionable
Basic Pay	72,870 – 107,323
House Allowance	35,000
Commuter Allowance	14,000

(a) Duties and Responsibilities

- (i) Identifying the priority occupations and TVET sectors;
- (ii) Identifying training systems in formal and informal sector;
- (iii) Identifying various accreditation and compliance processes and procedures;
- (iv) Carrying out needs assessment for specific training occupations their admissions;
- (v) Updating the database for developed standards and guidelines;
- (vi) Drafting templates, checklists and forms to be used to facilitate implementation of standards; and
- (vii) Drafting requirements for admission into specific occupations levels of TVET programmes.

(b) Requirements for Appointment

- i. Bachelor's degree in Education in TVET related field;

OR

Bachelor's degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution **AND** Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution.

10. ASSISTANT OFFICE ADMINISTRATOR, TVETA GRADE 8

Terms of Appointment	Pensionable
Basic Pay	47,580 – 70,655
House Allowance	28,000
Commuter Allowance	10,000

a) Duties and responsibilities

- i) Preparing responses to simple routine correspondences;
- ii) Maintaining the regional office diary;

- iii) Handling telephone calls and appointments;
- iv) Maintaining proper record of correspondence and file movement;
- v) Ensure security of office records, documents and equipment;
- vi) Attending to visitors/clients;
- vii) Maintaining schedule of meetings and minutes and reports;
- viii) Ensuring the general cleanliness of the offices;
- ix) Facilitating payment of utility bills;

b) Requirements for Appointment

- i) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or its equivalent

OR

- ii) Diploma in Business Administration, Business Management, or its equivalent from a recognized institution.

11. DRIVER, TVETA GRADE 10

Terms of Appointment	Pensionable
Basic Pay	30,833 – 45,953
House Allowance	10,000
Commuter Allowance	8,000

a) Duties and responsibilities

- i) Driving Authority vehicles as authorized;
- ii) Carrying out routine checks on the vehicles;
- iii) Maintaining the work tickets for vehicles assigned;
- iv) Effective usage and good care of the fuel card;
- v) Ensuring security and safety of the vehicle;
- vi) Overseeing safety of the passengers and or goods therein;
- vii) Maintaining cleanliness of the vehicle;
- viii) Monitoring deadlines for vehicle insurance;
- ix) Detecting and reporting malfunctioning of vehicles system;
- x) Ensuring adherence to or observations of traffic laws; and
- xi) Reporting any incidents to police and/or the office immediately they occur

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education or its equivalent qualification from a recognized institution;
- ii) A valid driving license free from any endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iii) Passed Suitability Test for drivers;
- iv) Trade Test for Drivers Grade III; and
- v) First-Aid Certificate Course lasting not less than one (1) week from a recognized institution.

HOW TO APPLY:

Soft copy applications:

Interested persons should send their detailed application **cover letter** and **Curriculum Vitae (CV) ONLY**. The Curriculum Vitae should include their day and evening telephone numbers, e- mail address and names and addresses of three referees. The application should reach the **Director General/CEO** not later than **MONDAY 2ND NOVEMBER, 2020 5 P.M.**

The application should be sent to the following email address: recruitment@tveta.go.ke.

Applicants are also **REQUIRED** to fill the attached job application summary template and submit in soft copy (**saved in MS Excel**) together with their application. An example has been attached for your guidance. Kindly **replace** the sample with your information.

Shortlisted candidates will be required to produce academic certificates and testimonials as indicated on their CVs and job application summary.

Only shortlisted candidates will be contacted and will be expected to produce valid copies of clearance certificates from the following organizations when they appear for interview in fulfillment of the requirements of Chapter Six of the Kenyan Constitution.

- i. Valid tax compliance certificate from Kenya Revenue Authority (KRA);
- ii. Valid Higher Education Loans Board (HELB) clearance certificate;
- iii. Valid self-declaration forms from Ethics and Anti-Corruption Commission specific to this advertisement;
- iv. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI) issued not more than one year ago from the date of this advert;
- v. Valid Credit Reference Bureau (CRB) clearance.

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