



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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 replace the following positions with qualified, experienced, self-driven and result-oriented individuals.

S/No	Vacancy Number	Position	Number of Posts
1.	TVETA/1/FEB/2022	Deputy Director, Compliance and Enforcement. TVETA Grade 3	1
2.	TVETA/2/FEB/2022	Deputy Director, Strategy, Planning and Research, TVETA, Grade 3	1
3.	TVETA/3/FEB/2022	Deputy Director, Standards Development. TVETA Grade 3	1
4.	TVETA/4/FEB/2022	Deputy Director, Accreditation Services, TVETA 3	1
5.	TVETA/4/FEB/2022	Senior Supply Chain Management Officer. TVETA Grade 5	1

The detailed advertisement 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

**1. DEPUTY DIRECTOR, COMPLIANCE AND ENFORCEMENT, TVETA
GRADE 3**

Terms of Appointment	Pensionable
Basic Pay	145,465-200,647
House Allowance	50,000
Commuter Allowance	25,000

Duties and Responsibilities

- i. coordinating quality audit inspection for institutions, trainers and programmes;
- ii. evaluating quality audit reports and training programmes for training providers and making recommendations;
- iii. coordinating the development, updating and maintenance of a register for training providers that have been audited for compliance;
- iv. ensuring institutions recommended for improvement address the non-compliance issues raised;
- v. planning for monitoring of the assessment Centre's, Assessors and verifiers to ensure compliance to set occupational standards;
- vi. coordinating monitors and evaluators in carrying out quality audit;
- vii. coordinating investigation of institutions identified for non-conformity with the set standards and providing notice of timelines within which to comply; and
- viii. coordinating the closure process for non-compliant TVET providers or programmes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. served in the grade of Assistant Director 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;

- 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 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. Management Course from a recognized institution;
 - 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.

2. DEPUTY DIRECTOR, STRATEGY AND PLANNING, TVETA GRADE 3

Terms of Appointment	Pensionable
Basic Pay	145,465-200,647
House Allowance	50,000
Commuter Allowance	25,000

Duties and responsibilities

- i. aligning internal policies with national, regional and international TVET policy frameworks;
- ii. coordinating development and review of TVETA strategic plan;
- iii. coordinating the development and review of performance contracts;
- iv. harmonising workplans from directorates;
- v. coordinating the preparation, analysis and submission of performance reports to relevant stakeholders;
- vi. coordinating monitoring and evaluation activities of the Authority;
- vii. coordinating the development of proposals for resource mobilisation;
- viii. coordinating establishment of risk management system within TVETA; and
- ix. coordinating analysis of TVETA processes, identification of improvement opportunities and implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. served in the grade of Assistant Director, Strategy and Planning 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 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

- iv. Management Course from a recognized institution;
- 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

3. DEPUTY DIRECTOR STANDARDS DEVELOPMENT, TVETA GRADE 3

Terms of Appointment	Pensionable
Basic Pay	145,465-200,647
House Allowance	50,000
Commuter Allowance	25,000

Duties and Responsibilities

- i. designing the process and guidelines of admission in TVET training providers;
- ii. leading in development and review of accreditation and compliance process flowcharts;
- iii. leading the process of evaluating of training systems in formal and informal sector;
- iv. establishing and maintaining Sector Skills Advisory Committees from key industry stakeholders to facilitate occupational standards development;
- v. designing the process of introducing new or existing TVET training programmes to address skills gaps and mismatch;
- vi. coordinating development of templates, forms and checklists used to facilitate implementation of standards;
- vii. designing and reviewing the training system criteria;
- viii. leading in the adoption of the national and international standards;
- ix. ensuring review of competence standards and guidelines;
- x. coordinating development of requirements for admission into specific and occupations programmes.

Requirements for appointment

For appointment to this grade, an officer must have:-

- i. served in the grade of Assistant Director 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 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;

- 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 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. Management 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. DEPUTY DIRECTOR, ACCREDITATION, TVETA GRADE 3

Terms of Appointment	Pensionable
Basic Pay	145,465-200,647
House Allowance	50,000
Commuter Allowance	25,000

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. coordinating implementation of policies and strategies for accreditation;
- ii. coordinating inspection of TVET training providers and preparation of reports;
- iii. organizing accreditation of TVET training providers, assessment centers, foreign institutions, programmes, trainers, assessors and verifiers;
- iv. coordinating approval of new and revised training programmes;

- v. coordinating recognition and equation of TVET qualifications awarded by local and foreign institutions;
- vi. coordinating preparation of accreditation certificates for TVET providers; and
- vii. supervising development, updating and maintaining a database for accreditation.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) served in the grade of Assistant Director 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;

- (iii) 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;

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

5. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, TVETA GRADE 5

Terms of Appointment	Pensionable
Basic Pay	90,510-132,290
House Allowance	45,000
Commuter Allowance	16,000

(a) Duties and Responsibilities

- i. implementing the annual procurement and disposal plans;
- ii. providing secretariat services to committees' incidental to procurement of goods and services, and disposal of assets;
- iii. ensuring procured goods, services and works are as per specifications;
- iv. drafting contract documents for goods, works and services;
- v. initiating request for payment for goods, works and services rendered and follow up to ensure settlement; and
- vi. Carrying out market surveys to ensure the Authority obtains value for money.

(a)

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. served in the grade of Supply Chain Management 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:- Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or any other equivalent qualification from a recognized institution;
- iii. Diploma in Supply Chain Management from Chartered Institute of Purchasing and Supply (CIPS- Final) or equivalent qualification from a recognized institution;
- iv. Membership to the Kenya Institute of Supply Management (KISM) or Certified Institute of Purchasing and Supply (CIPS);

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 **TUESDAY 8TH MARCH 2022 AT 5.00PM**

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. (**THE EXCEL SUMMARY IS COMPULSORY**)

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.
- vi.

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