



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

VACANCY ANNOUNCEMENT

Technical and Vocational Education and Training Authority (TVETA) is a State Corporation established under the Technical and Vocational Education and Training (TVET) Act CAP 210A to regulate and coordinate training in the country through licensing, registration, and accreditation of programs, institutions and trainers.

The Authority seeks to recruit a qualified person to fill the position of **Director General/ Chief Executive Officer (CEO)**.

Job Title	Director General/CEO, TVETA Grade 1
Ref.	TVETA/1/MAY/2026
Reports To	TVETA Board
Terms of appointment	Five (5) Year contract, eligible for re-appointment for one (1) further term of five years upon the recommendation of the Board.
Job Purpose	Director-General shall be the chief executive officer of the Authority and shall be subject to the directions of the Board, be responsible for the day-to-day management of the affairs of the Authority.

(a) Duties and Responsibilities

- Ensuring that the Authority delivers on its mandate as stipulated in the TVET Act CAP 210A;
- Serves as the link between the Board and management, providing regular communication to the Board on all key technical, financial, strategic, administrative and other matters of the Authority;
- Develop and recommend to the Board, the Authority strategic plans, work plans and annual operating budgets
- Shall be ex officio member and secretary to the Board. Executing and communicating the Board's strategies, decisions and policies;
- Ensure the development and implementation of effective financial management policies.
- Ensure the preparation of the annual budget and establishment of proper internal controls;
- Establish Proper Internal Controls systems and procedures;
- Foster a corporate culture that promotes implementation of ethical and good corporate governance practices;
- Act as the official Spokesperson for the Authority;
- Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees;
- Ensure compliance with the Constitution, policies, laws, regulations and procedures;
- Any other duty assigned by the Board from time to time, and consistent with the Constitution and other legal provisions.

(b) Requirements for Appointment

- Served in the grade of Director for a minimum period of three (3) years or in a comparable position in the Public Service/Private Sector;
- 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;
- 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;
- At least fifteen (15) years' experience in Public or private Institutions, five (5) of which must be in senior Management;
- Has expertise in matters relating to Technical and Vocational Education;
- Doctorate degree in a relevant area will be an added advantage;
- Leadership course lasting not less than four (4) weeks from a recognized institution is an added advantage;
- Membership to a relevant professional body where applicable
- Be a Kenyan citizen
- Meet the requirements of Chapter Six of the Constitution;
- demonstrate a high degree of professional competence and administrative capability required for effective performance of duties at this level.

(c) Personal Qualities

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| i. Adaptability and strategic thinking skills; | (v) Decision-making Skills and Decisiveness; |
| ii. Strong and effective communication Skills; | (vi) Diplomacy and balanced negotiation Skills; |
| iii. Ethical Leadership Skills; | (vii) Demonstrate high emotional intelligence; |
| iv. Resource Mobilization skills; | (viii) Possess strong team building skills |

HOW TO APPLY:

Interested applicants must submit a detailed application letter, certified true copies of academic and professional certificates, testimonials, a copy of their national ID, and an updated curriculum vitae (CV). Applications may be submitted as either hard copy or soft copy and should be clearly referenced "**Application for the position of Director General/CEO**". All applications must reach the Office of the Chairperson on or before **Tuesday, 9 June 2026, at 5:00 p.m. EAT**

**The Chairperson, Board of Directors
TVETA**

**Utalii Hse. 8th Floor, Wing A, Office of the Chairperson
PO BOX 35625-00100 Nairobi.
Email: recruitment@tveta.go.ke**

Successful candidates will be required to produce valid copies of clearance certificates in fulfillment of the requirements of Chapter Six of the Kenyan Constitution as follows:

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

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.

Note: Names of the applicants and shortlisted candidates will appear on TVETA website: tveta.go.ke.