

REPUBLIC OF KENYA



EMBU COUNTY PUBLIC SERVICE BOARD

P.O Box 2871 – 60100, Probation Offices Building, 1st Floor, Embu

Embu County Public Service Board wishes to recruit competent and qualified persons to fill the following 65 positions in the Department of Education, Science and Technology **on one year renewable contract of Ksh 15,000 pm.** This is pursuant to Article 235 of the constitution of Kenya, 2010 and Section 63 of the County Government Act 2012.

ELECTRICAL AND ELECTRONICS INSTRUCTOR (3 POSTS) CPSB 09/2016

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Electrical and Electronics Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainee discipline.
- Guiding and counseling trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in electrical and electronics from a recognized examining institution. Diploma in technical education be an added advantage

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I electrical and electronics/NVCET Level II.
- Computer literate will be an added advantage;
- Fulfill the requirements of chapter six of the constitution of Kenya 2010.

**2. APPROPRIATE CARPENTRY AND JOINERY INSTRUCTOR (4 POSTS)
CPSB 10/2016**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Carpentry and Joinery Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainees records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Craft in Carpentry and Joinery option from a recognized examining institution.
- Diploma in technical education will be an added advantage

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I/NVCET Level II in Carpentry and Joinery.
- Computer literate will be an added advantage;
- Fulfill the requirements of chapter six of the constitution of Kenya 2010.

**3. FOOD PROCESSING TECHNOLOGY INSTRUCTOR (2 POSTS)
CPSB 11/2016**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Food Processing Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline ;
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.

- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in food and beverage /food processing from a recognized examining institution.
- Diploma in technical education will be an added advantage

OR

- Minimum of Form Four academic certificate;
- Minimum National Vocation Certificate of Education and Training (NVCET) LEVEL II in Food and beverage/Catering.
- Computer literate will be an added advantage;
- Must fulfill the requirements of chapter six of the constitution of Kenya 2010.
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**4. MOTOR VEHICLE TECHNOLOGY INSTRUCTOR (8 POSTS)
CPSB 12/2016**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Motor Vehicle Mechanics Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- preparing trainees for co-curricular activities;
- maintaining trainees discipline
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Motor vehicle/ Automotive Engineering from a recognized examining institution.
- Diploma in technical education will be an added advantage.

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I Motor Vehicle Mechanics/Motor Vehicle Technology; NVCET LEVEL II .
- Computer literate will be an added advantage;
- Must fulfill the requirements of chapter six of the constitution of Kenya 2010.

**5. HAIR DRESSING AND BEAUTY THERAPY INSTRUCTOR (7 POSTS)
CPSB 13/2016**

Duties and responsibilities at this level will involve;

- Duties and responsibilities at this level will involve; Theoretical and practical instruction of Hair Dressing and Beauty Therapy Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainees records;
- Carrying out trainees assessment;
- ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Hair Dressing and Beauty from a recognized examining institution.
- Diploma in technical education will be an added advantage.

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in Hair Dressing and Beauty/NVCET LEVEL II.
- Computer literate will be an added advantage;
- Must fulfill the requirements of chapter six of the constitution of Kenya 2010.

6. BUILDING TECHNOLOGY INSTRUCTOR (16 POSTS) CPSB 14/2016

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Building Technology Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes,

- teaching and learning materials and trainees records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports;
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Building and Construction from a recognized examining institution.
- Diploma in technical education be an added advantage.

OR

- Minimum of Form Four academic certificate; and Minimum national Trade Test Grade I in Masonry/ NVCET LEVEL II.
- Computer literate will be an added advantage;
- Fulfill the requirements of chapter six of the constitution of Kenya 2010.

7. METAL PROCESSING TECHNOLOGY INSTRUCTOR (8 POSTS) CPSB 15/2016

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Metal Work Trainees;
- preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports;
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in Mechanical Engineering (Production Option)/ Craft in Metal work or

- welding and fabrication from a recognized examining institution.
- Diploma in technical education will be an added advantage;

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in Metal Work/Welding and Fabrication/Metal processing Technology NVCET LEVEL II.
- Computer literate will be an added advantage;
- Must fulfill the requirements of chapter six of the constitution of Kenya 2010.

**8. FASHION DESIGN AND GARMENT MAKING INSTRUCTOR (11 POST)
CPSB 16/2016**

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of Fashion Design/ Garment Making Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainees records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

- For appointment to this grade, a candidate must be in possession of:-
 - Diploma in Fashion Design/ Clothing Technology from a recognized examining institution.
 - Technical education will be an added advantage.

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in Tailoring and Dressmaking /Clothing Technology NVCET LEVEL II
- Computer literate will be an added advantage;

Must fulfill the requirements of chapter six of the constitution of Kenya 2010.

9. LEATHER WORK INSTRUCTOR (1 POST) CPSB 17/2016

Duties and responsibilities at this level will involve:-

- Theoretical and practical instruction of Leather Work Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.

Any other duties as may be assigned from time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in leather technology from a recognized examining institution.
- Diploma in technical education will be an added advantage

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in Leather Work/leather work Technology NV CET LEVEL II.
- Computer literate will be an added advantage;
- Fulfill the requirements of chapter six of the constitution of Kenya 2010.

10. PLUMBING INSTRUCTOR (4 POSTS) CPSB 18/2016

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of plumbing Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Craft in plumbing from a recognized examining institution.
- Technical education will be an added advantage.

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in plumbing /Building Technology NVCET LEVEL II.
- Computer literate will be an added advantage;
- Must fulfill the requirements of chapter six of the constitution of Kenya 2010.

11. REFRIGERATION AND AIR-CONDITIONING INSTRUCTOR (1 POSTS) CPSB 19/2016

Duties and responsibilities at this level will involve;

- Theoretical and practical instruction of refrigeration and air conditioning Trainees;
- Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carrying out trainees assessment;
- Ensuring proper care and maintenance of tools and equipment for the department;
- Preparing trainees for co-curricular activities;
- Maintaining trainees discipline;
- Guiding and counseling of trainees in the department;
- Monitoring trainees on field work and industrial attachment and compiling progress reports.
- Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- Diploma in refrigeration and air conditioning/plant mechanics from a recognized examining institution.
- Technical education will be an added advantage.

OR

- Minimum of Form Four academic certificate;
- Minimum National Trade Test Grade I in refrigeration and air conditioning /Refrigeration and Air Conditioning NVCET LEVEL II.
- Computer literate will be an added advantage;

Must fulfill the requirements of chapter six of the constitution of Kenya 2010. **HOW TO APPLY**

The candidate should attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic: Professional Certificates and testimonials**
- iii. **Clearance certificate from Higher Education Loan Board (HELB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti-Corruption Commission (EACC); and Credit Reference Bureau (CRB)**
- iv. **Any other relevant supporting documents.**

All applicants are requested to download the application form from Embu County website:-
www.embu.go.ke

Women, persons with disability and other disadvantaged persons are encouraged to apply.

Any candidate who directly or indirectly canvases shall lead to automatic disqualification.

All applications should be sent to the undersigned on or before

**THE SECRETARY /CEO
PUBLIC SERVICE BOARD
P.O BOX 2871-60100, EMBU**

NB: 1. Only short listed candidates shall be contacted.

2. The reference number of the position being applied **MUST** be indicated on the envelop and the Application.

Embu county Government is an equal opportunity Employer

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