



**NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD
INTERNAL ADVERTISEMENT
VACANCIES**

3rd August, 2020

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2) on distribution of functions between the National Government and County Government, the Narok County Public Service Board invites applications from internal qualified candidates to fill the following positions in the Narok County Government.

DEPARTMENT OF EDUCATION

ADVERT NO. 41/2020- YOUTH POLYTECHNIC INSTRUCTOR I, JOB GROUP 'K' (10 POSTS)

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 38,270- 51,170 pm

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; ensuring proper storage, care and usage of teaching and learning materials, tools and equipment; administering examinations; coordinating co-curricular activities; ensuring trainee discipline is maintained; coaching and providing leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; guiding, monitoring and supervising trainees on attachment; and preparing trainees progress reports.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Youth Polytechnic Instructor II for a minimum of period of three (3) years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Instrumentation and Control Engineering; Industrial/Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution.
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

**ADVERT NO. 41/2020- SENIOR YOUTH POLYTECHNIC INSTRUCTOR,
JOB GROUP 'L' (9 POSTS)**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 42,970- 59,120 pm

(a) Duties and Responsibilities at this level

Duties and responsibilities at this level will involve conducting theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment; coordinating co-curricular activities; ensuring trainees discipline is maintained; liaising with relevant industries for trainee attachment; guiding and supervising newly deployed Youth Polytechnic Instructors; participating in preparation of estimates of recurrent and development

expenditure in specific technical subject area; and ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

(b) Requirement for Appointment

- (i) Served in the grade of Youth Polytechnic Instructor I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science, Information and Communication Technology; Electronics Engineering; Mechanical Engineering; Automotive Engineering Instrumentation and Control Engineering; Industrial/Construction; Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution.
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

Interested and qualified persons are requested to make their applications in written by completing one (1) application for employment form serial number **NRK-CPSB (1)2016 (REV. 2019)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>

Please note,

- Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.

- The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

Shortlisted candidates shall be required to produce **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

All applications should be sent or hand delivered in a sealed envelope on or before **21st August, 2020** addressed to:

**The Board Secretary/CEO
Narok County Public Service Board
P.O Box 545-20500
Narok**