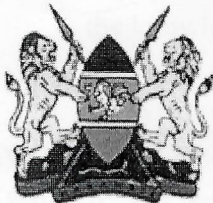


REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



MAKUENI COUNTY PUBLIC SERVICE BOARD

P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751

Email: cpsb@makueni.go.ke

web: www.makuenipsb.go.ke

VACANCY

DEPARTMENT OF AGRICULTURE, IRRIGATION, LIVESTOCK, FISHERIES AND CO-OPERATIVE DEVELOPMENT

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following position as per Section 59 of the County Governments' Act 2012.

TRAINING COORDINATOR (1 POST)

Salary: Job Group "N"

Terms of Service: 1 Year contract-renewable

Salary Scale: 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

(a) Duties and Responsibilities

Reporting to the Principal-Makueni ATC, the duties and responsibilities of the training coordinator will be to:

- (i) Coordinate effectively and efficiently teaching and practical at the centre;
- (ii) Supervise both school based and field based trainings;
- (iii) Ensure that the skills and knowledge imparted to students is relevant to the job market, self-employment and income generation;
- (iv) Design and deliver specialized training programmes for students and farmers to enhance community development, corporate social responsibility and to generate income for the college



- (v) Supervise students research projects and business plans and assess their ability to apply the knowledge and skills acquired in the course of training;
- (vi) Conduct seminars and workshops to the community and students to disseminate knowledge and skills;
- (vii) Coordinate placement of students under attachment to relevant farms/firms;
- (viii) Assess performance of students by setting and administering examinations to determine concept understanding and allow for progression of the student to the next academic level
- (ix) Mark and award of grades to students for purpose of evaluation leading to final awarding of academic certificates;
- (x) Support in the development and implementation of short trainings;
- (xi) Guide and counsel students in academics and social welfare to build the academic excellence and good character development of the students;
- (xii) Coordinate in marketing activities for the program
- (xiii) Support in developing work-plans and budgets for the school section;
- (xiv) Carry out any other duties as may be assigned from time to time by the immediate supervisor

(b) Requirements for Appointment

For appointment, a candidate must have: -

- (i) Be a Kenyan citizen;
- (ii) Bachelor's degree in any of the following disciplines: - Agriculture, Food Science and Technology, Agricultural Engineering, Animal Science, Botany, Zoology, Agricultural Economics, Agribusiness, Horticulture, Agriculture, Home Economics, Agricultural Education and Extension; Education (with Agriculture being one of the combinations) Biological Sciences, Veterinary Medicine and Animal health or equivalent qualification from a recognized institution;
- (iii) Minimum of Six years of experience' in teaching level 3 (artisan), level 4, level 5 or level 6 (diploma) courses in a recognized private or public ATVET institution (three of which should be as a section/unit head or in farm management);
- (iv) Experience of working as a farm manager will be an added advantage;
- (v) Postgraduate diploma in Education (PGDE) from the school of TVET or any other recognized institution (this is not as requirement for holders of degrees in Education and Extension or Education);
- (vi) TOT training of not less than 2 weeks from the Kenya School of Government or any other recognized institution will be an added advantage;
- (vii) Strong computer skills including Microsoft office
- (viii) Strong interpersonal and communication skills
- (ix) Attention to details and a team player



HOW TO APPLY

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card clearly indicating the position applied for on the **ENVELOPE** should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI**

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before **Thursday, 26th October, 2023.**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (viii) Affirmative action as stipulated in the constitution shall be applied;
- (ix) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**


Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD

