



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF BASIC EDUCATION**

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NAIROBI

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7th August, 2016

**All Directors Ministry Headquarters
Secretary, Teachers Service Commission
County Directors of Education
Sub County Directors of Education**

VACANCIES

Applications are invited from suitable qualified serving Teachers with Teachers Service Commission to fill the following posts in this Ministry. All posts are on Permanent and Pensionable terms of service.

**CHIEF EDUCATION OFFICER
JOB GROUP 'M' (50 POSTS)**

SALARY SCALE: Ksh.41,590 p.m. to	Ksh. 55,840 p.m
COMMUTER ALLOWANCE:	Kshs. 8,000 p.m
LEAVE ALLOWANCE:	Kshs. 6,000 p.a

MEDICAL BENEFITS: Covered by NHIF Civil Servants Medical Scheme

HOUSE ALLOWANCE: As per the prevailing rates applicable in the Civil Service

TERMS OF SERVICE: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail; administering, monitoring and assessing education institutions, programmes and projects; coordinating local stakeholders; managing education data; ICT integration in education; implementing education standards, culture and environmental sustainability; implementing education policies; participating in the preparation of curriculum; coordinating the auditing of financial resources; supervising the administration of national examinations; and compiling and analyzing education data.

a) Requirements for Appointment

For appointment to this grade, a candidate must have;

- i) Served as a Graduate Teacher with Teachers Service Commission in Job Group “L” and “M” for at least 6 years
- ii) Bachelor of Education degree from a recognized institution;

OR

Bachelor of Arts/Science with Education from a recognized institution;

OR

Bachelor of Arts/Science and Postgraduate Diploma in Education from a recognized institution; and
- iii) Certificate in Education Management Course lasting not less than four (4) weeks from a recognized institution
- iv) Certificate in computer applications skills from a recognized institution; and
- v) Shown merit and ability as reflected in work performance and results.

CHIEF QUALITY ASSURANCE & STANDARDS OFFICER JOB GROUP ‘M’ (50 POSTS)

SALARY SCALE: Ksh.41, 590 p.m. to	Ksh. 55,840 p.m
COMMUTER ALLOWANCE:	Kshs. 8,000 p.m
LEAVE ALLOWANCE:	Kshs. 6,000 p.a

MEDICAL BENEFITS: Covered by NHIF Civil Servants Medical Scheme

HOUSE ALLOWANCE: As per the prevailing rates applicable in the Civil Service

TERMS OF SERVICE: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities for this this grade will entail: Carrying out school and /or subject standards assessment; disseminating assessment findings; and advising education boards and teacher on the standards of education in their respective regions; coordinating schools activities and programs; organizing pedagogical skills upgrading for teachers; organizing and coordinating co-curriculum activities; determining the quality of education index at school, zonal and sub county levels.

b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- i) Served as a Graduate Teacher with Teachers Service Commission in Job Group "L" and 'M' for at least 6 years
- ii) Bachelor of Education degree from a recognized institution;

OR

Bachelor of Arts/Science and Postgraduate Diploma in Education from a recognized institution; and

OR

Bachelor of Arts/Science with Education from a recognized institution;

- iii) Certificate in computer applications skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and results.

Qualified officers should complete one copy of PSC 2 form attaching certified copies of their academic and professional certificates and forward one copy PSC 2A through their respective Head of Department. Applications should be forwarded to:-

Cabinet Secretary
Ministry of Education
P.O. Box 30040-00100
NAIROBI.

Alternatively applications should be hand delivered to Jogoo House 'B' 3rd Floor- Director Human Resource Management Office not later than **23rd September 2016.**

A copy of this advertisement is also placed in the Ministry's Website www.education.go.ke

Andrew A. Nyanhoga
FOR: CABINET SECRETARY.

Copy to:

Principal Secretary
State Department of Basic Education