

ADVERTISEMENT FOR A VACANCY

Kenya School of TVET (KSTVET) is a State Corporation established by the Kenya School of Technical and Vocational Education and Training (KSTVET) Legal Order No.123 of 2022 under the Ministry of Education.

The School is established with the primary objective of training and capacity building of technically skilled personnel to teach in Technical, Vocational Education and Training (TVET) institutions and is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of the Chief Executive Officer/Principal.

The Principal shall be the Chief Executive Officer and Secretary to the Council of the School and shall bear the responsibility for the day-to-day management of the School.

The School hereby invites applications from suitably qualified Kenyan citizens for the above position as indicated below: -

Position	KST Grade	Number of Positions	Job reference No.
Chief Executive Officer/Principal	KST 1	One (1)	KSTVET/HR/01/01/2024

Only shortlisted candidates shall be contacted.

Any form of canvassing shall lead to automatic disqualification. Detailed Job requirements are posted in the KSTVET website www.kstvet.ac.ke.

Applications from qualified and interested candidates should be received not later than 5.00 pm on 4th March 2024.

Council Chairman
Kenya School of TVET

CHIEF EXECUTIVE OFFICER/PRINCIPAL

Background

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Job Purpose

The Chief Executive Officer/Principal is responsible to the Council for the implementation of the Kenya School of TVET strategic goals and the management of its resources including giving direction and leadership in achievement of its mission. In addition, the CEO is responsible for the day to day operations and administration of the School.

JOB AND PERSON SPECIFICATION

(a) Job Specifications

- i. Accounting officer of the school;
- ii. The School's official spokesperson in matters operation;
- iii. Secretary to the Council;
- iv. Provide overall leadership in the execution of the Council's mandate;
- v. Lead the development and execution of the Council's strategy to ensure achievement of the Council's objectives;
- vi. Develop operational plans for achieving the objectives of the School;
- vii. Guide the development and implementation of relevant policies and procedures that give the School positive perception and competitive advantage;
- viii. Oversee preparation of annual budgets and establishing proper internal controls;
- ix. Implement policies and programmes of the School, ensuring alignment with the School's philosophy, vision, mission and core values and reporting thereon to the Council;
- x. Ensure that the organization has an effective management structure including succession plans;
- xi. Responsible for the day to day running and operation of the School including providing strategic leadership in accordance with the mandate of the School;
- xii. Coordinate resource mobilization to enhance realization of the strategic objectives;
- xiii. Manage funds, property and affairs of the School prudently;
- xiv. Foster a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity;

- xv. Ensure continuous improvements in the quality and value of services provided by the school;
- xvi. Provide regular, thorough and prompt communication to the Council on key technical, financial and administrative matters;
- xvii. In consultation with the Chairperson, convene Council meetings;
- xviii. Maintain effective collaboration and partnerships with organs of Government and Government agencies, international organizations, private sector and all stakeholders; Custodian of the Council legal instruments, land titles and records of all assets of the Council;
- xix. Perform any other function that is incidental or consequential to KSTVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written law.

(b) Persons Specifications

For appointment to the position of the Chief Executive Officer, a candidate must have:

- i. Bachelor's Degree in a TVET related discipline/Higher National Diploma or its equivalent
- ii. Masters Degree or its equivalent
- iii. PhD (earned)
- iv. Professional qualification and membership where applicable
- v. Leadership course lasting not less than four (4) weeks (cumulative).
- vi. Pedagogy qualification
- vii. Registration as a trainer by TVETA
- viii. At least Fifteen (15) years' relevant work experience
- ix. At least 10 Years' experience in Senior management
- x. Demonstrated results in work performance
- xi. Evidence of publication in referenced journals or authorship of relevant books published by recognized publishers
- xii. Computer Literacy
- xiii. Fulfil the requirements of Chapter 6 of the Constitution

Competencies and Skills

- i. Analytical skills;
- ii. Creative and innovative thinking;
- iii. Resources mobilization;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Networking and building linkages;
- viii. Conversant with PFM Act.

Terms of Service

The successful candidate will hold office for term of five (5) years eligible for re-appointment for one other term subject to satisfactory performance.

Applications should be addressed to: -

**The Council Chairperson
Kenya School of TVET
P.O Box 44600-00100
Nairobi**

Interested candidates may send their application either by post OR hand delivered OR emailed to recruitment@kstvet.ac.ke indicating the Job Title on the envelope to be received on or before 5.00 p.m. on 4th March 2024.

Kenya School of TVET (KSTVET) is an Equal Opportunity Employer. Women and People with Disability (PWD), the marginalized and minorities who meets the qualifications are encouraged to apply.

Shortlisted candidates will be required to fulfill the requirements of Chapter Six of the Constitution of Kenya and present the following documents: -

- i. Certificate of Good Conduct from the Directorate of Criminal Investigations. (DCI)
- ii. Clearance/Compliance Certificate from Higher Education Loans Board (HELB).
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA).
- iv. Clearance from the Ethics and Anti-Corruption Commission (EACC).
- v. Certificate from an approved Credit Reference Bureau (CRB).