

VACANCY RE-ADVERTISEMENT

The Kenya School of Technical, Vocational, Education and Training (KSTVET) is a State Corporation under the Ministry of Education, State Department for Technical, Vocational, Education and Training.

The KSTVET Council seeks to fill the following vacant position on a five (5) year contract terms:

1. **ADVERT NO. 01 KSTVET/ADM/03/2026: DIRECTOR, ADMISSIONS, ASSESSMENT AND CERTIFICATION – GRADE – KST 2 (CSG/JG - 5/S) - ONE (1) POST;**

(a) Job Purpose

The Director, Admissions, Assessment and Certification is responsible to the Chief Executive Officer for Admission, Assessment, Examination and Certification in the school.

(b) Job Description

Duties and responsibilities at this level will entail:-

- (i) Developing and implementing admission, assessment, examination and certification policies and procedures;
- (ii) Overseeing trainee application, selection and admission processes;
- (iii) Custodian of trainee admission, examination, assessment and certification records;
- (iv) Overseeing analysis of admission trends, demographics, and other relevant data to inform future recruitment and enrolment strategies;
- (v) Coordinating development and communication of the training, Assessment and Examination timetables;
- (vi) Marketing the academic programmes of the school;
- (vii) Establishing and maintaining relationships with various Training institutions and organizations for trainee practice;
- (viii) Spearhead monitoring and evaluation of trainees on teaching practice;
- (ix) Overseeing resolution of issues and concerns that may arise between students and host institutions during the placement period;
- (x) Overseeing assessment and grading of trainees based on their performance.

mance during the placement period;

- (xi) Guiding development of training practice budget;
- (xii) Overseeing the processing, approval and issuance of academic transcripts;
- (xiii) Authenticating certificates;
- (xiv) Managing course substitutions and credit transfer;
- (xv) Coordinating updating of trainee information in the school's database;
- (xvi) Overseeing implementation and enforcement of examination security measures;
- (xvii) Coordinating mainstreaming of trainees with special needs;
- (xviii) Managing printing and storage of examination materials and certificates;
- (xix) Enforcing the institution's policies on academic integrity;
- (xx) Managing examination disputes;
- (xxi) Coordinating preparation of graduation list;
- (xxii) Coordinating capacity building in the directorate;
- (xxiii) Coordinating directorate performance management; and
- (xxiv) Performing any other function that is incidental or consequential to KS TVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written law, that may be assigned by the Principal/CEO.

(c) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of should have been at the grade of Deputy Director position or a comparable position;
- (ii) Bachelor's Degree in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Ma

- ss communication, Sport Science or Any other relevant qualification from a r
ecognize institution;
- (iii) Master's Degree in any of the following fields; Electrical and Electronic
s engineering, Telecommunications, Mechatronics Engineering, Mecha
nical engineering, Medical Engineering, Aeronautical Engineering Agri
cultural Engineering, Building Technology, Civil Engineering, Land Surv
ey Engineering, Quantity Survey, Architecture, Computer science/infor
mation Technology, Software Engineering, Information system, Home
economics, Food and beverage, Catering and accommodation, Hospit
ality management, Tourism management, Nutrition and dietetics man
agement, Hotel Management, Event planning and management, Fashi
on design and marketing, Clothing textile and interior design, Fashion
design and textile technology, Apparel fashion and design, Applied Sci
ence, Medical laboratory, Pharmacy, Geophysics, Chemical Engineerin
g, Agriculture, Environmental Science, Horticulture, Animal health, Ani
mal production, Veterinary medicine, Agricultural education and extens
ion, Agricultural economics, Entrepreneurial agriculture, Agribusiness,
Accounting, Business management/Administration, Supply Chain ma
nagement, Human resource, Entrepreneurship, Project management, B
anking and finance, Economics, Marketing, Office management, Secre
tarial Studies, Information science, Social work and community develo
pment, Development studies, Sociology, Media technology, journalism,
Mass communication, Sport Science, Curriculum development or Any
other relevant qualification from a recognized and accredited institutio
n;
 - (iv) Membership to a professional body where applicable and in good stan
ding;
 - (v) Pedagogy qualification;
 - (vi) Registered as a trainer by TVETA;
 - (vii) Certificate in Leadership Course lasting not less than 4 weeks from a r
ecognized and accredited institution;
 - (viii) Proficiency in Computer applications; and
 - (ix) Demonstrated a high degree of professional competence, Managerial
and administrative capability as reflected in work performance and res
ults.

APPLICATION PROCEDURE

Interested applicants who meet the requirements are invited to send their a
pplication letter together with detailed CV indicating three (3) names of ref
erences, current position/grade, telephone numbers, copies of academic an
d professional certificates, testimonials and a copy of National Identity Car
d/Passport through any of the following modes:

1. Send the application in an envelope with the position applied for clearly
marked on the envelope, through Postal Office to:-
The Chief Executive Officer,
Kenya School of TVET,

P. O. Box 44600-00100

NAIROBI – KENYA

2. Send the application to the email: recruitment@kstvet.ac.ke indicating the position applied for as Subject.
3. Hand delivered in an envelope with the position applied for clearly marked on the envelope, to: -
The Chief Executive Officer,
Kenya School of TVET,
Gigiri, UN Avenue, along Limuru Road,
NAIROBI, KENYA.

Note 1: Applicant should use **only one mode** of submitting application (**either** hard copy or soft copy)

Note 2: Canvassing will lead to automatic disqualification.

Note 3: Only shortlisted candidates will be contacted for interviews.

Note 4: Applications received after the deadline will not be processed.

Note 5: The successful candidates after interviews will be required to obtain the following documents:-

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

Applications should be submitted not later than **Tuesday, 27th October 2026 before 5:00 p.m.**

Kenya School of TVET is an equal opportunity employer; persons with disabilities and people from marginalized groups with requisite qualification are encouraged to apply.

**Dr. Edwin Tarno, PhD, HSC
CEO/COUNCIL SECRETARY**