



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

ADVERTISEMENT FOR VACANCIES

Our Vision

A centre of excellence in Curriculum Development, Assessment and Competence Certification in TVET for a globally competitive labour force.

Our Mission

To provide demand driven curricula, conduct assessment and undertake competence certification of TVET graduates for competitive global labour market.

The TVET Curriculum Development Assessment and Certification Council is a State Corporation establishment under the Technical and Vocational Education and Training (TVET) Act No. 29 of 2013, Article 44 (1). The mandate of the Council is to undertake design and development of Curricula for the training institutions' examinations, assessment and competence certification.

TVET CDACC is seeking to fill vacant positions in its establishment. Interested and qualified people are requested to make their applications online through the Council's website www.tvetcdacc.go.ke

Please Note:

- (i) Ongoing courses and qualifications not yet obtained by closure of the advert should not be filled in the application.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) TVET CDACC is an equal opportunity employer **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

- (v) Shortlisted candidates shall be required to avail originals of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.
- (vi) Applications should reach the Council on or before **Tuesday 7th May, 2024 5.00pm** (East African Time).

Applications are invited from qualified candidates for the positions shown below:

DIRECTOR TECHNICAL SERVICE – JOB GRADE 2

VACANCY NO.: CDACC 1/04/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS- FIVE (5) YEAR CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

BASIC SALARY SCALE - Kshs. 144,039 -228,522

Allowances are provided as guided by SRC

The Director, Technical Services shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable to the Chief Executive Officer for the overall management of the Curriculum Development, Assessment & Certification and Research, Advocacy and Material Development functions.

Key Duties and Responsibilities

The duties and responsibilities will entail: -

- i. Formulation, implementation and coordination of Curriculum Development, Assessment & Certification and Research, Advocacy and Material Development policies, strategies and programmes;
- ii. Providing advisory services to the Chief Executive Officer on all matters related to Curriculum Development, Assessment & Certification and Research, Advocacy and Material Development;
- iii. Overseeing the development of CBET curricula assessment and certification;
- iv. Creating and promoting an enabling environment for public-private partnerships to promote industry and training institutions collaborations;
- v. Defining and setting quality benchmarks in liaison with relevant Council's organs;
- vi. Spearheading the development of performance targets and work plans in the directorate;
- vii. Coordinating the preparation of the departmental budgets in the Directorate; and
- viii. Supervising, guiding and developing staff in the Directorate.

Requirements for Appointment

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

- i. Served in the Grade of Deputy Director in Curriculum Development or Assessment & Certification or Curriculum Research, Advocacy & Material Development for a minimum period of three (3) years or in a public organization or any other reputable organization;
- ii. At least twelve (12) years relevant experience three (3) of which should be in senior management position;
- iii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- iv. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- v. Leadership Course lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer proficiency from a recognized institution; and
- vii. Meets the provision of chapter six of the Constitution.

DEPUTY DIRECTOR, ASSESSMENT AND CERTIFICATION – CDACC JOB GRADE 3

VACANCY NO.: CDACC/2/4/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS- FIVE (5) YEAR CONTRACT, RENEWABLE SUBJECT TO PERFORMANCE

BASIC SALARY SCALE - Kshs. 108,546 -178,445

Allowances are provide as guided by SRC

The Deputy Director, Assessment and Certification shall be appointed on a contract of five (5) years renewable subject to performance. He/she will be answerable to the Director Technical Services on Assessment and Certification activities.

Key Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating the formulation, development and review of assessment and certification policies, guidelines and strategies;
- ii. Developing performance targets, work plans and preparing budget for the department and supervising, guiding and developing staff under him/her.
- iii. Providing advice on matters pertaining to assessment and certification;
- iv. Establishing assessment and certification standards and procedures; registering, internal and external assessors and verifiers,
- v. In charge of registration of assessment centres;
- vi. Coordinating of awarding of certificates to successful candidates to successful candidates;
- vii. Initiating national, regional and international collaborations to promote competency-based assessment and certification;
- viii. Facilitating liaison between assessment centres and training institutions;
- ix. Establishing linkages, partnerships and networks to enhance quality of assessment and certification;
- x. Coordinating investigations and determining cases involving malpractices in assessment and certification;
- xi. Coordinating the development and implementation of capacity building of for assessors and verifiers;
- xii. Implementing guidelines for Recognition of Prior Learning (RPL) assessment;
- xiii. Determining assessment and certification appeals from the candidates; and
- xiv. Ensuring the maintenance of a data base for all certificate holders, registered curriculum developers, assessors, verifiers and assessment centres.

Requirements for Appointment

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

- i. Served in the grade of Principal Assessment and Certification Officer for a minimum period of three (3) years or an equivalent position in the TVET sector in a public organization or any other reputable organization;
- ii. Should have at least nine (9) years relevant experience;
- iii. Bachelor's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- iv. Master's degree in any of the following disciplines: Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences,

- Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognized institution;
- v. Leadership Course lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer proficiency from a recognized institution;
- vii. Meets the provisions of chapter six of the Constitution.

SENIOR ACCOUNTS OFFICER –CDACC JOB GRADE 5

VACANCY NO.: CDACC/3/4/2014

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 75,219 -122,094

Allowances are provide as guided by SRC

Key Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Complying with regulations pertaining to financial management and controls;
- ii. Preparing cash flow forecasts statements;
- iii. Complying with financial processes and procedures;
- iv. Ensuring projects overheads remittances are done;
- v. Carrying out data analysis to support preparation of accounting reports;
- vi. Preparing bank reconciliations and maintaining general ledger accounts;
- vii. Maintaining of customers and supplier's records for the purpose of payment;
- viii. Handling petty cash;
- ix. Maintaining all the funds and cash records;
- x. Writing cheques and posting payments and receipt vouchers in the cashbooks;
- xi. Issuing withholding and Value Added Tax certificate to suppliers;
- xii. Submitting withholding and Value Added Tax returns to Kenya Revenue Council; and
- xiii. Overseeing the risk management of financial resources.

Requirements for Appointment

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

- i. Served in the grade of Accountant for at least three (3) years in the public service or in a reputable organization;

- ii. Should have three (3) years' relevant experience:
- iii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution; 50 TVET CDACC
- iv. Certified Public Accountant (CPA) IV Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or Part IV of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution; iv. v. vi. Management Course lasting not less than two (2) weeks from a recognized institution; Certificate in computer proficiency from a recognized institution;
- v. Management Course lasting not less than two (2) weeks from a recognized institution;
- vi. Be a member of ICPAK or any other relevant professional body;
- vii. Certificate in computer proficiency from a recognized institution and
- viii. Meets the provision of chapter six of the Constitution.

CURRICULUM DEVELOPMENT OFFICER-CDACC JOB GRADE 6

VACANCY NO.: CDACC/4/4/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 59,500 -100,961

Allowances are provide as guided by SRC

Key Duties and Responsibilities

The duties and responsibilities will entail: -

- i. Collecting and collating data on Competency Based Curriculum;
- ii. consolidating literature materials on curriculum development;
- iii. Receiving proposals for application for development of Competency Based Curriculum;
- iv. Developing relevant occupational standards, curricula and curriculum support materials;
- v. providing support in the preparation of curriculum development workshops;
- vi. Participate in training stakeholders in development of occupational standards, curricula and curriculum support materials;
- vii. Adapting occupational standards, curricula and curriculum support materials for trainees with special needs;
- viii. Consolidating literature materials on curriculum development;

- ix. Receiving feedback and complaints from all stakeholders involved in CBET curricula development;
- x. Analysing and compiling data on curricula;
- xi. Participate in promoting industry linkages and partnerships to promote work-based learning
- xii. Providing support in the preparation of curriculum development workshops;
- xiii. Participating in Sector Skills Committee (SSC) meetings; and
- xiv. Participate in Validating occupational standards, curricula and curriculum support
- xv. keeping a register of all accredited TVET programmes.

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: -
Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- ii. Certificate in computer proficiency from a recognised institution; and
- iii. Meets provision of chapter six of the Constitution.

ASSESSMENT AND CERTIFICATION OFFICER - CDACC JOB GRADE 6

VACANCY NO.: CDACC/5/4/ 024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 59,500 -100,961

Allowances are provide as guided by SRC

Key Duties and Responsibilities

The duties and responsibilities will entail: -

- i. Developing and validating assessment tools;
- ii. Participating in training industry experts and stakeholders in competency-based assessment;
- iii. Adapting assessment tools for candidates with special needs;
- iv. Consolidating literature materials on assessment tool development and validation;
- v. Maintaining database of assessment tools in the relevant sectors
- vi. Registering candidates for assessment;
- vii. Registering assessment centers;
- viii. Packaging and delivering assessment materials;

- ix. Participating in marking of written assessments;
- x. Coordinating verification of practical assessments;
- xi. Dispatching assessment materials, certificates and result slips;
- xii. Processing assessment results queries;
- xiii. Participating in collecting scripts from storage facilities;
- xiv. Managing scripts storage facilities and
- xv. Participating in RPL assessment

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: -
Engineering related courses, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education with relevant specialization, Social Science with relevant specialization or an equivalent qualification from a recognised institution;
- ii. Certificate in computer proficiency from a recognised institution; and
- iii. Meets the provision of chapter six of the Constitution.

HUMAN RESOURCE OFFICER - CDACC JOB GRADE 6

VACANCY NO.: CDACC/6/4/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 59,500 -100,961

Allowances are provide as guided by SRC

Key Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Analysing utilization of the human resource in the Council and advising on proper deployment, staff performance, career;
- ii. Making appropriate recommendations and proposals on human resource planning and succession management;
- iii. Coordinating work environment and employee satisfaction surveys;
- iv. Implementing human resource management policies, regulations, procedures and systems;
- v. Preparing various human resource reports;
- vi. Implementing human resource decisions within existing rules, regulations and procedure;

- vii. Authenticate payroll and complement control data;
- viii. Implementing work place health and safety policies;
- ix. Complying with human resource statutory and regulatory requirements;
- x. Collecting and collating information to inform human resource policies in the organization;
- xi. Implementing employee satisfaction and work environment survey recommendations.
- xii. Developing training projections and plans; and
- xiii. Organizing training programmes;

Requirements for Appointment

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

- i. Served in the grade of Senior Human Resource Assistant Officer for at least three (3) years in the public service or in a reputable organization;
- ii. Bachelor's Degree in any of the following disciplines: - Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution;
- iii. Membership to a IHRM or any other relevant professional body with a valid practicing certificate;
- iv. A certificate in computer proficiency from a recognized institution.

AUDITOR - CDACC JOB GRADE 6

VACANCY NO.: CDACC/7/04/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 59,500 -100,961

Allowances are provide as guided by SRC

Key Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice;
- ii. Preparing audit operational plans; leading audit teams in implementing audit work plans;

- iii. implementing internal audit strategy;
- iv. Carrying out risk assessment and develop management guidelines both financial and non-financial;
- v. Objectively identify and reduce all operational and financial risks through effective strategies;
- vi. Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owners;
- vii. Interpretation of financial control and management resolution of the Council.
- viii. Coordinating implementation of sound internal audit policies and strategies;
- ix. Coordinating the implementation of risk assessment framework; interpreting regulations of the Institute;
- x. Allocating and coordinating audit assignments;
- xi. Coordinating implementation of audit plans, setting targets and budgets;
- xii. Implementing fraud investigation strategy and ensure that the operational plan Procedures are implemented;
- xiii. Ensure compliance with relevant laws, regulations, and set standards
- xiv. Interpreting financial policies for sound auditing principles, practices and control;
- xv. Developing audit programmes; coordinating post audit reviews; and
- xvi. Preparing and submitting periodic audit reports.

Requirements for Appointment

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

- i. Bachelor of Commerce Accounting or Finance option or its equivalent from a recognized Institution;
- ii. Certified Public Accountant (CPA) IV or Part IV of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iii. Must be a member of a Institute of Internal Auditors or a recognized professional body with a current practicing certificate; and
- iv. Certificate in computer proficiency from a recognized institution.

LEGAL ASSISTANT OFFICER –CDACC JOB GRADE 7

VACANCY NO.: CDACC/8/4/2024

NUMBER OF POSTS: ONE (1)

EMPLOYMENT TERMS: PERMANENT

BASIC SALARY SCALE - Kshs. 50,869 -84,500

Allowances are provide as guided by SRC

Key Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- v. Drafting legal opinions and reports on various issues affecting the Council;
- vi. Undertaking legal audits to measure the Council’s level of compliance with various legal requirements;
- vii. Drafting, leases, agreements and memorandums of understanding;
- viii. Participate in the of the Council’s policies to ensure that they are in line with
- ix. relevant laws and Government Circulars;
- x. Obtaining information and evidence on legal matters involving the Council and preparing instructions to the external lawyers;
- xi. Representing the Council in court and other legal fora; and
- xii. Informing contractors to renew performance bonds and insurance.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor of Laws degree from a recognized institution with a one (1) year experience;
- ii. Post Graduate Diploma in Law from Kenya School of Law;
- iii. An Advocate of the High Court of Kenya with a valid Practicing Certificate;
- iv. A registered member of the Law Society of Kenya in good standing;
- v. Computer literacy;
- vi. Demonstrated outstanding professional competence in legal work as reflected in
- vii. work performance;
- viii. Fulfill the requirements of Chapter Six of Constitution.