



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the various positions declared by Departments.

Terms of Service

Three (3) years contract.

NB: Those serving on permanent terms will however be engaged on their substantive permanent terms.

Eligible employees are requested to fill out the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2024/2025, letter of appointment/promotion to the current substantive grade, and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000**

All applications should reach the Secretary on or before **11th April 2025 at 5.00 pm.**

ASSISTANT DIRECTOR, EARLY CHILDHOOD DEVELOPMENT EDUCATION, JOB GROUP 'P'-1 POST

Duties and Responsibilities: -

Reporting to the County Director for Education and Training, the Officer will be responsible for the following duties and responsibilities: -

- Coordinating equitable distribution of materials, tools, and equipment to ECDE centers;
- Monitoring implementation of curricular and co-curricular activities to maintain standards in the ECDE;
- Assessing upcoming ECDE centers' capacity for registration as training institutions;
- Supporting the identification, promotion, and development of innovative initiatives in ECDE centers;
- Coordinating material development in the ECDE sector;
- Promoting the development of talent through creative arts;
- Managing training exchange programs to enhance learning;
- Ensuring the development and maintenance of assets and skills inventory in the ECDE centers;
- Popularizing ECDE centers to target communities;
- Monitoring the development and maintenance of assets and skills inventory in the ECDE centers;
- Supervising administering of examinations in ECDE centers;
- Coordinating and training on Competency Based Curriculum to the ECDE teachers

Requirements for appointment;

For Appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor of Education in Early Childhood Development Education from a university recognized in Kenya;
- iv. Masters' Degree in Early Childhood Development Education from a university recognized in Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Minimum of ten (10) years' experience working in the education sector five (5) of which should be in an administrative position as a head of Institution.
- vii. Knowledge in Competency Based Curriculum
- viii. Possesses excellent communication and facilitation skills;
- ix. Demonstrated merit and ability as reflected in work performance and results;