



**COUNTY GOVERNMENT OF BUNGOMA**

**COUNTY PUBLIC SERVICE BOARD**

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: [cpsb.bungoma50200@gmail.com](mailto:cpsb.bungoma50200@gmail.com)



## VACANCIES

*The County Public Service Board wishes to recruit competent and qualified Kenyans to fill the following positions in the Department of Education and Vocational Training.*

### **V.NO. 1/2026: DIRECTOR OF EDUCATION AND VOCATIONAL TRAINING, JOB GROUP "R" CPSB 3 (1 POST)**

#### **Duties and Responsibilities**

- i. Initiating, formulating and overseeing implementation and review of county and national policies on Early Childhood Development Education and Vocational Training
- ii. Monitoring the implementation of curricular and co-curricular activities to maintain standards;
- iii. Strengthening strategic partnerships and collaborations among stakeholders on promotion of Early Childhood Development Education and Vocational Training;
- iv. Overseeing overall management and development of Early Childhood Development Education capitation and Vocational Training tuition scheme grants;
- v. Facilitating and strengthening development of e-learning strategies;
- vi. Facilitating the promotion of innovative initiatives and business incubation in vocational training centers;
- vii. Initiating and coordinating strategic partnerships and collaborations with stakeholders;
- viii. Undertaking research on issues of Early Childhood Development Education and Vocational Training;
- ix. Overseeing the development and management of Education Management Information System;
- x. Facilitating the establishment of local and foreign support linkages;
- xi. Liaising with stakeholders on domestication of the design, drawing and Bills of Quantities for infrastructure development;
- xii. Coordinating establishment of functional Boards of Management to manage ECDE and Vocational Training centers;
- xiii. Participating in monitoring and evaluation of Vocational Training and ECDE programmes and projects.

In addition, the Director of Education and Vocational Training will be responsible for: - facilitating preparation and implementation of the department's annual work plan and budgetary requirements as per the strategic plans; developing and coordinating implementation of performance resource utilization; monitoring and evaluating various departmental programmes and projects; ensuring implementation of a results-based process in the department; and managing and developing staff.

## **Requirements for Appointment**

For appointment to this grade an officer must have:

- i. Served in the grade of Deputy Director ECDE JG 'Q' for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Education or Technology Education/Engineering. Entrepreneurship or Early Childhood Development Education or any other related field from a recognized institution;

**OR**

- Bachelor's degree in Science/Arts with a Post Graduate Diploma in Education/Engineering/Entrepreneurship or any other related field from a recognized institution;
- iii. Master's degree in any of the following disciplines: Education or Technology Education or any other related field from a recognized institution;

**OR**

- Master's degree in Science/Arts from a recognized institution
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
  - v. Certificate in Computer Applications from a recognized institution;
  - vi. Thorough understanding of provisions of the Vocational Training and Early Childhood Development Education Policies and have the ability to relate them to National Development Goals;
  - vii. Demonstrated merit and ability as reflected in work performance and results.

**Terms of Service: Five (5) years- contract**

## **V.NO. 2/2026: DEPUTY DIRECTOR ECDE, JOB GROUP "Q" CPSB 4 (1 POST)**

### **Duties and responsibilities.**

- i. Role modelling guiding and counselling, mentoring and motivation for the learners;
- ii. Initiating and coordinating the designing of the curriculum;
- iii. Organizing and developing of play/learning activities to foster children's exploration and creativity;
- iv. Ensuring safety and security of learners.
- v. Facilitate children in self-expression and discovery in order to cope with primary school life.
- vi. Facilitating on re-writing, pre-reading, number skills, creativity, experimentation, and availing children with opportunities to learn to care for themselves and control of their behavior;
- vii. Organizing community mobilization meetings to create awareness on ECDE programme
- viii. Participating in curricula development panels, preparing organizing and developing relevant play/learning materials;
- ix. Management of ECDE center, maintenance of professional records such as children's progress records, schemes of work, lesson plans, and daily programme of activities;
- x. Mentorship of ECDE Teacher trainees;
- xi. Interpretation and implementation of ECDE policies;
- xii. Developing County Programmes that cater for the total development of children;
- xiii. Conducting research in ECDE;
- xiv. Participating in stakeholder engagement in the ECDE sector;
- xv. Prepare monthly, quarterly and Annual report on ECDE sector;

- xvi. Assisting in the development and implementation of the strategic plan for ECDE;
- xvii. Monitoring and evaluation of ECDE programmes;
- xviii. Management of the County ECDE Resource Centre;
- xix. Preparation and costing of Annual Work Plan.

**Requirements for appointment.**

For appointment to this grade a teacher must have: -

- i. Served in the grade of Assistant Director ECDE JG ‘P’ or a comparable and relevant position in public or private sector for a minimum period of 3 years;
- ii. A Masters of Education Degree in Early Childhood Development Education or any other Master’s Degree from a recognized institution of higher learning;
- iii. Must be registered by the Teachers Service Commission;
- iv. Certificate in Computer applications;
- v. Have a Strategic Leadership Development Programme (SLDP) certificate from a recognized training institution.
- vi. Shown merit and ability as reflected in work performance and results;

**Terms of Service: Five (5) years- contract**

**V.NO. 3/2026: DEPUTY DIRECTOR VOCATIONAL AND TECHNICAL TRAINING, JOB GROUP Q ‘CPSB 04’ (JG-Q) (1 POST)**

An officer at this level may be deployed as Deputy Director Vocational Training /VTO in addition to teaching duties.

**Duties and responsibilities at this level will entail:**

- i. Train in areas of specialization in accordance with the syllabus
- ii. Coordinate courses, programs, projects and practical work
- iii. Prepare and maintain schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records
- iv. Carry out research in the relevant field of specialization
- v. Prepare annual budgets
- vi. Conduct co-curricular activities for trainees
- vii. Maintain trainee discipline through guiding and counseling;
- viii. Liaise with relevant industries for trainee attachment
- ix. Oversee proper inventory management
- x. Manage the human resource at the vocational training centers
- xi. Prudently manage institutions financial resources
- xii. Carry out trainee assessment in class and on attachment
- xiii. Resource mobilization
- xiv. Stakeholder engagement
- xv. Policy formulation, co-ordination and implementation

## **Requirements for Appointment**

*For appointment to this grade an officer must have:*

- i. Served in the grade of Assistant Director Vocational and Technical Training Job Group 'CPSB 05' (JG-P) for a minimum period of three (3) years
- ii. Bachelor's degree in any of the following disciplines: Education, Technology Education or BSc. Engineering, Entrepreneurship or any related field from a recognized university
- iii. Master's degree in Education (Institution management, Home Economics, Technology Education), Entrepreneurship or any other related field from a recognized university
- iv. Certificate in Strategic Leadership Development Program or Education Management lasting not less than six (6) weeks or its equivalent from a recognized institution
- v. Has shown merit and ability in work performance and results
- vi. Registered by Technical Vocational Education and Training Authority (TVETA)
- vii. Attended refresher course for a minimum of four (4) weeks in the relevant field.

**Terms of Service: Five (5) years- contract**

## **V.NO. 4/2026: ASSISTANT DIRECTOR VOCATIONAL AND TECHNICAL TRAINING JOB GROUP 'CPSB 05' (JG-P) (1 POST)**

An officer at this level may be deployed as Assistant Director Vocational Training in addition to teaching duties.

### **Duties and responsibilities at this level will entail:**

- i. Train in areas of specialization in accordance with the syllabus
- ii. Coordinate courses, programs, projects and practical work
- iii. Prepare and maintain schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records
- iv. Carry out research in the relevant field of specialization
- v. Prepare annual budgets
- vi. Conduct co-curricular activities for trainees
- vii. Maintain trainee discipline through guiding and counseling
- viii. Liaise with relevant industries for trainee attachment
- ix. Oversee proper inventory management
- x. Manage the human resource at the vocational training centers
- xi. Prudently manage institution financial resources.
- xii. Parry out trainee assessment in class and on attachment
- xiii. Resource mobilization
- xiv. Stakeholder engagement
- xv. Policy formulation, co-ordination and implementation

## Requirements for Appointment

*For appointment to this grade an officer must have:*

- i. Served in the grade of Principal Vocational and Technical Trainer Job Group ‘CPSB 06’ (JG-N) for a minimum period of three (3) years
- ii. Bachelor’s degree in any of the following disciplines: Education, Technology Education or BSc. Engineering, Entrepreneurship or any other related field from a recognized university
- iii. Master’s degree in Education (Institution management, Home Economics, Technology Education), Entrepreneurship or any other related field from a recognized university.
- iv. Certificate in Strategic Leadership Development Program or Education Management lasting not less than six (6) weeks or its equivalent from a recognized institution
- v. Have shown merit and ability in work performance and results
- vi. Registered by Technical Vocational Education and Training Authority (TVETA)
- vii. Attended refresher course for a minimum of four (4) weeks in the relevant field.

**Terms of Service: Five (5) years- contract**

## V.NO. 5/2026: VOCATIONAL AND TECHNICAL TRAINER ASSISTANT III, JOB GROUP ‘CPSB 11’ /(JG-H) (87 POSTS)

### POSTS PER TRADE

1) Building Construction	14
2) Motor vehicle Mechanics	14
3) Fashion Design/Garment Making	14
4) Hair dressing and Beauty Therapy	14
5) Electrical Engineering	14
6) Plumbing Technology	5
7) Welding and Fabrication	5
8) Information and Communication Technology	7

### Duties and responsibilities at this level will entail:

- i. Instruct in areas of specialization in accordance with the syllabus
- ii. Prepare and maintain schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records
- iii. Carry out trainee assessment in class and on attachment
- iv. Coordinate storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment
- v. Conduct co-curricular activities for trainees
- vi. Maintain trainee discipline through guiding and counseling
- vii. Induct and supervise the newly deployed Instructors

## Requirements for Appointment

For direct appointment to this grade, a Trainer must have:

- i. Diploma in any of the following technical disciplines: Computer Studies/Science, Information and Communication Technology, Electrical Engineering, Mechanical Engineering, Automotive Engineering, Building and Construction, Hair Dressing and Beauty Therapy, Clothing, Fashion Design and Textile Technology, or its equivalent qualification from a recognized institution
- ii. Training in pedagogical skills from an accredited institution
- iii. Registered by Technical Vocational Education and Training Authority (TVETA)

## Terms of service: Permanent and Pensionable

## V.NO. 6/2026: ASSISTANT VOCATIONAL TRAINER III, JOB GROUP 'CPSB 12' (JG-G) (48 POSTS)

### POSTS PER TRADE

1) Building Construction	6
2) Motor vehicle Mechanics	6
3) Fashion Design/Garment Making	6
4) Hair dressing and Beauty Therapy	6
5) Electrical Engineering	6
6) Plumbing Technology	6
7) Welding and Fabrication	6
8) Information and Communication Technology	6

### Duties and responsibilities

This is the entry grade for the Assistant Vocational Trainers with a certificate (Craft). The Trainer at this level will work under the guidance of a head of institution

- i. Instruct in areas of specialization in accordance with the syllabus
- ii. Prepare and maintain schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials
- iii. Carry out trainee assessment in class and on attachment
- iv. Ensure proper care and maintenance of tools and equipment
- v. Conduct co-curricular activities for trainees;
- vi. Maintain trainee discipline through guiding and counseling.

### Requirements for appointment

For appointment to this grade, a Trainer must have:

- i. Craft Certificate or Master craft III certificate in any of the following technical disciplines- Computer Studies/Science, Information and Communication Technology, Masonry; Air Conditioning and Refrigeration; Agriculture, Hair Dressing and Beauty Therapy, Clothing, Fashion Design and Textile Technology, Electrical and Electronics; Motor Vehicle Technology, Plumbing, Metal Processing or its equivalent from a recognized institution

- ii. Registered by Technical Vocational Education and Training Authority (TVETA),
- iii. Training in pedagogical skills from accredited institution

**Terms of service: Permanent and Pensionable**

### **V.NO. 7/2026: ECDE ASSISTANT TEACHER III, JOB GROUP “H” CPSB 11(135 POSTS)**

#### **Duties and responsibilities**

- i. Teaching learners;
- ii. Assessment of learners;
- iii. Designing, organizing and facilitating play/learning activities and fostering children’s exploration, creativity, self-expression and discovery in order to cope with primary school life;
- iv. Caring and nurturing spiritual, moral, mental, physical growth and developing their understanding and appreciation of culture and environment;
- v. Providing opportunities for fostering hands on learning exploration, creativity, self-expression, discovery, making choices, self-control and the development of motor skills;
- vi. Enhancement of communication, re-writing, pre-reading, and number skills and experimentation;
- vii. Preparing and developing play/learning materials schemes of work lesson plans and daily programme of activities, children’s progress records of work, health records and other records.

#### **Requirements for appointment**

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

- i. Minimum grade of C in KCSE **OR** Certificate in ECDE from the Kenya National Examination Council;
- ii. Diploma in early childhood education from the Kenya National Examination Council or equivalent from a recognized institution;
- iii. Must be registered by the Teachers Service Commission;
- iv. Certificate of Good Conduct.

**Terms of service: Permanent and Pensionable**

### **V.NO. 8/2026: ASSISTANT ECDE TEACHER V, JOB GROUP ‘G’ CPSB 12 (90 POSTS)**

#### **Duties and Responsibilities**

- i. Teaching learners;
- ii. Assessment of Learners;
- iii. Organizing and facilitating play/learning activities and fostering children’s exploration, creativity, self-expression and discovery in order to cope with primary school life;
- iv. Caring and nurturing spiritual, moral, social, mental, physical growth and developing their understanding and appreciation of culture and environment;
- v. Managing of ECDE center records, ensuring children’s safety and security and mobilizing the community on ECDE matters; and
- vi. Preparing and developing play/learning materials, keeping professional records (schemes of work, lesson plans, daily programme of activities, etc.)

## **Requirements for appointment**

For appointment to this grade, a teacher must have;

- i. Minimum grade of D+ in the Kenya Secondary Certificate of Education or any other equivalent qualification from a recognized examining body;
- ii. A Certificate in Early Childhood Development Education offered by the Kenya National Examination Council, or its equivalent from a recognized institution;
- iii. Must be registered by the Teachers Service Commission;
- iv. Certificate of Good Conduct.

## **Terms of service: Permanent and Pensionable**

### **How to Apply**

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates duly certified, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub- County and ward of residence to reach the undersigned by **2<sup>nd</sup> April, 2026 at 5.00 p.m.**

Applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

**Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disabilities, Minority and Marginalized groups are particularly encouraged to apply.**

**PLEASE NOTE:** Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

*Canvassing will lead to automatic disqualification*

***Only shortlisted candidates will be contacted.***

The Secretary/CEO  
County Public Service Board  
P.O Box 2489-50200  
**BUNGOMA**