



09TH NOVEMBER 2016

**ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD**

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

1. DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING

I. ECDE CARE GIVERS- 404 POSITIONS (3YEAR CONTRACT)

Duties and responsibilities.

- Organize and facilitate play/learning activities to enable children cope with primary school life.
- Caring and nurturing spiritual, moral ,social, mental and physical growth of children
- Managing ECDE centre and keeping professional records (Scheme of work, lesson plans ,daily programme of activities,etc)and ensuring children's safety and security
- Preparing and developing play/learning materials.

Requirements for Appointment

- A certificate in Early Childhood Development Education by KNEC or its equivalent
- Minimum KCSE certificate of grade D+ /KCE div III or KCSE D plain/KCE Div IV or KJC with proficient certificate in Early Childhood Development Education offered by KNEC or other recognized equivalent qualification
- 1year experience of service in teaching.

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. All applications to be addressed to the Secretary County Public Service Board and submitted to the Sub County Education Programme Office on or before **Thursday 24TH November 2016.**
- ii. Note that it is a criminal offence to provide false information and submit fake/forged documents while applying for a job.
- iii. Elgeyo Marakwet is an equal opportunity employer

2. DEPARTMENT OF TRADE, TOURISM, ENERGY AND COOPERATIVE DEVELOPMENT

1. ASSISTANT CO-OPERATIVE OFFICER III _3 POSITIONS (JG 'H')

Duties and responsibilities

- Advising and training co-operative societies on specialized matters like marketing, budgeting, training and education, accounting and management, investment and governance.
- Overseeing co-operative election.
- Collecting data on potential areas for analysis and policy formulation.
- Monitoring work plans for cooperative extension service
- Enforcing compliance to cooperative legislation
- Training co-operative society leadership and membership on entrepreneurship and book keeping.
- Promoting co-operative societies
- Supervising elections by co-operative societies
- Attending co-operative AGM and management meetings.

Requirements for Appointment

- Diploma in co-operative management from a recognized institution preferably college of Kenya
- Certificate in computer applications from recognized institution
- CPA 1 is an additional advantage
- Two years experience on the relevant field preferable sacco; marketing co-operative societies, co-operative departments of counties and national government or any other co-operative related body

Details of the job description, job requirements and application procedure can be obtained by logging onto www.elgeyomarakwetcpsb.org/ or www.elgeyomarakwet.go.ke/jobsandvacancies

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- iv. All applications can only be submitted online on or before **Thursday 24TH November 2016**.
- v. Applicants should meet requirements of chapter six of the constitution of Kenya and will be required to get clearance certificates from EACC, KRA, and obtain a certificate of good conduct from the police.
- vi. Note that it is a criminal offence to provide false information and submit fake/forged documents while applying for a job.
- vii. Only shortlisted candidates will be contacted.
- viii. Elgeyo Marakwet is an equal opportunity employer.

**THE SECRETARY,
ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD**