



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

CAREER OPPORTUNITY

ADVERTISEMENT FOR A VACANCY

The TVET Curriculum Development Assessment and Certification Council (TVET CDACC) is a State Corporation established 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 training institutions' examinations and competence certification

POSITION	VACANCY NO.	JOB GRADE	NUMBER OF POST
CHIEF EXECUTIVE OFFICER AND COUNCIL SECRETARY	CDACC/1/08/2023	1	1

Job Purpose

The Chief Executive Officer and Council Secretary will be responsible for the day-to-day operations of the Council and for the overall management and provision of strategic leadership at Technical and Vocational Education and Training (TVET) Curriculum Development Assessment and Certification Council (CDACC).

Duties and Responsibilities

- i) Responsible for the overall strategic leadership of the Council;
- ii) Ensure that the Council delivers on its mandate as stipulated in the TVET Act of 2013;
- iii) Develop and recommend to the Council, the strategic plans, work plans and annual operating budgets;
- iv) Act as the secretary to the Council and ensure that its decisions are implemented promptly and effectively;
- v) Ensure the development and implementation of effective financial management policies;
- vi) Serve as the link between the Council and management;
- vii) Convene Council's meetings in consultation with the Chairperson;
- viii) Sign all government and donor grant agreements and contracts and related documentation on behalf of TVET CDACC;
- ix) Identify and source for favourable development partners; and ensuring that annual financial audit is conducted and recommendations addressed;
- x) Be responsible for stakeholder management and the enhancement of the corporate image of the Council;
- xi) Spearhead the development and implementation of efficient systems that support the effective use of the Council's resources;
- xii) Establish Proper Internal Controls systems and procedures;
- xiii) Foster a corporate culture that promotes implementation of ethical and good corporate governance practices;
- xiv) Act as the official Spokesperson for the Council;
- xv) Develop and implement effective human resource management and administrative policies and systems;
- xvi) Ensure that TVET CDACC has effective management structure including succession plans; and
- xvii) Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees.

Requirements for Appointment

Applicants for this position must have;

- i. Bachelor's degree in Education in a TVET related field;

OR

Bachelor's degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Livestock Production; Animal Health; Applied and Health Sciences; Agricultural Economics; Computer Science; Information Communication Technology; Library and Information Science; Commerce; Communication; Tourism; Hospitality Management; Hotel Management; Food Technology; Home Economics; Business Administration; Business Management; Sociology; Economics; Secretarial Studies; Supply Chain Management; Psychological Counseling; and Guidance and Counseling or any other equivalent qualification from a recognized institution

AND

Must have a Post-Graduate Diploma in Education or Diploma in Technical Education from a recognized institution;

- i. Have a Master's degree in any of the following disciplines: Engineering, Information and Communication Technology, Textiles or Clothing Technology, Catering or Hospitality Management, Business Studies, Applied Sciences, Education, or equivalent qualification from a recognized institution;
- ii. Have at least fifteen (15) years relevant experience in the Public or Private sector, five (5) of which should be in a senior management position;
- iii. Have a good understanding of matters related to Technical Vocational Education and Training in national development;
- iv. A Doctorate degree in a relevant area will be an added advantage;
- v. A Leadership Course from a recognized institution will be an added advantage;
- vi. Should be a Member of a relevant professional body; and
- vii. Satisfy the requirements of chapter six of the constitution on leadership and integrity.

The successful candidate will be required to meet the provision of chapter six of the constitution

Terms of Reference

The successful candidate will hold office for term of **five (5) years** eligible for reappointment for one other term. The basic salary attached to this position is Kshs. 250,000 – 322,926

Applications should be addressed to:-

**Chairman, TVET Curriculum Development Assessment and Certification Council,
10th Floor, Absa Towers Loita Street
P. O Box 15745 – 00100
NAIROBI-KENYA**

Interested candidates may send their application either by post OR hand delivered OR emailed to cdaccrecruitment@gmail.com indicating the Job Title on the envelope to be received on or before **5.00 p.m. on 29th August, 2023.**

The TVET Curriculum Development Assessment and Certification Council (TVET CDACC) is an Equal Opportunity Employer. Women and People with Disability (PWD), the marginalized and minorities who meets the qualifications are encouraged to apply.