

RE - ADVERTISEMENT

TEACHERS SERVICE COMMISSION



VACANCIES FOR PRINCIPALS IN NATIONAL, EXTRA COUNTY SCHOOLS AND TEACHER TRAINING COLLEGES

The Teachers Service Commission is a Constitutional Commission established under article 237 of the Constitution.

Pursuant to its mandate, the Commission is inviting applications from suitably qualified candidates to fill the posts of Principals in National, Extra County Schools and Teacher Training Colleges as shown below.

Interested candidates, who meet the required qualifications, should make their applications online through the TSC Web – www.teachersonline.go.ke so as to be received on or before 17th October, 2017.

I. DUTIES AND RESPONSIBILITIES

1. Be a lead educator and administrator in the institution.
2. Manage and implement institutional curriculum.
3. Administer teaching functions in the institution including the evaluation of curriculum delivery.
4. Be responsible for implementation of education policy and professional practice and maintenance of the teaching standards at the institutional level.
5. Procure goods and services within the public procurement guidelines for institutional use.
6. Be the custodian of records of the institution.
7. Be Secretary to the Board of Management (BoM) and ensure execution of the decisions of the Board.
8. Ensure diligent utilization of institutional resources.
9. Be responsible for the resource mobilization, project planning, administration and management of human resource.
10. Ensure maintenance of high standards of discipline by both staff and students.
11. Ensure compliance to the statutory requirements and other relevant laws related to employment.
12. Be responsible for the establishment and maintenance of a safe and conducive environment for learners.
13. Be conversant with relevant provisions in the Constitution and other laws and regulations that relate to Education and Teacher Professionalism.

II. MINIMUM REQUIREMENTS FOR APPOINTMENT

1. Be a Kenyan Citizen.
2. Be a qualified Graduate Teacher/Technical Teacher/Lecturer employed by the Teachers Service Commission.
3. Must have demonstrated competence and ability as a classroom teacher.
4. Must be at Job Group 'P' and above and has served continuously as an institution administrator for a period not less than 10 years.
5. Be a holder of a Masters Degree in a relevant area from a university recognized in Kenya.
6. Be Computer Literate.
7. A Course in Management or Leadership will be an added advantage.

NB:

Shortlisted Candidates shall be required to present the following documents during interviews:

- a. Certificate of Good Conduct.
- b. Clearance Certificate by Higher Education Loans Board.
- c. Clearance Application from EACC.
- d. Clearance Certificate from a Credit Reference Bureau.
- e. KRA Tax Compliance Certificate

Advert No. 2/2017: Principals of National and Extra County Schools – 15 Posts

Applicants MUST be:

1. Serving as Principal in a secondary school.
2. Result oriented with proven track record of good performance in KCSE in the last 3 years.

Advert No. 3/2017: Principals of Teacher Training Colleges – 3 Posts

Applicants MUST be:

1. Serving as Principal or Deputy Principal in a Tertiary Institution.
2. Must be result oriented with proven track record of good performance in National Examinations in the last 3 years.

NB: These adverts CANCEL our earlier Adverts No. 2/2017 and 3/2017 that were placed in the media on 5th September 2017.