

SCHEME OF SERVICE

FOR

YOUTH TRAINING PERSONNEL

**APPROVED BY THE PUBLIC SERVICE COMMISSION OF KENYA
AND
ISSUED BY THE MINISTRY OF STATE FOR PUBLIC SERVICE**

MAY, 2012

(b) Requirements for appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Deputy Director, Youth Training for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Masters 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 National Youth Polytechnic Training Policies and have the ability to relate them to National Development Goals; and
- (vii) demonstrated merit and ability as reflected in work performance and results;

SCHEME OF SERVICE FOR YOUTH TRAINING PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent Youth Training Personnel in the Civil Service.
- (ii) To provide for well defined job descriptions and job specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable Youth Training Personnel understand the requirements and demands of their jobs.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of professional qualifications, knowledge of the job, merit and ability as reflected in the work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Principal Secretary responsible for Youth Affairs function in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Principal Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff, and that officers are confirmed on successful completion of their probation period.

(b) Training Scope

In administering the Scheme, the Principal Secretary will ensure that officers acquire the necessary qualifications prescribed in the Scheme. In addition, the principal secretary will ensure that appropriate induction, coaching, mentoring and training opportunities and facilities are provided to assist serving Youth Training personnel acquire necessary additional qualifications, specialization and experience required for both efficient and effective performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self-development. In all matters of training, however, the Principal

Secretary administering the Scheme will consult the Public Service Commission of Kenya.

3. THE YOUTH TRAINING PERSONNEL FUNCTION

(a) Youth Polytechnic Instructors Function

The Youth Polytechnic Instructors Function entails:- planning, designing and developing appropriate technical, vocational and entrepreneurship training programmes. Specifically, the Function involves: developing curriculum; preparing schemes of work, course materials, teaching aids, lesson plans and lesson notes; teaching, instructing and demonstrating; conducting practical exercises in specified technical areas; supervising projects and income generating activities; administering examinations; preparing trainee progress reports; assessing, monitoring and evaluating training programmes; organizing and conducting co-curricular activities; coordinating and supervising trainees on industrial attachment and fieldwork; guiding and counseling trainees; undertaking research in specific technical areas; and coordinating the safe custody of learning tools and equipment in Youth Polytechnics.

(b) Youth Training Officers Function

The Youth Training Officers function entails revitalizing, rehabilitating and promoting Youth Polytechnic training by initiating, formulating, interpreting, and reviewing national policies on Youth Polytechnics in line with the national development agenda. The function also involves overseeing policy implementation on curriculum and instruction, youth polytechnic tuition scheme and grants, quality assurance and standards, infrastructure development, promotion of innovation, research and consultancy in youth polytechnic training for skills development and employability.

Specifically, the function involves liaising with Boards of Governors in the management and development of Youth Polytechnics by:- monitoring the implementation of curricular and co-curricular activities to maintain standards; coordinating resource mobilization to support youth polytechnics; disbursing tools and equipment; maintaining up to date data on youth polytechnics programmes, projects and activities; overseeing trainee enrollment; strengthening strategic partnerships and collaborations among stakeholders; assessing upcoming youth polytechnics' capacity for registration as training institutions and examination centres; managing the youth polytechnic tuition scheme and grants; identifying, supporting and promoting innovative initiatives and incubation programmes in youth polytechnics through product exhibitions; promoting talent through

development of creative arts (music, art and drama) to enhance competition and promote growth; facilitating and strengthening development of e-learning strategies in youth polytechnics; integrating Information and Communication Technology in youth polytechnic curriculum; managing inter-youth polytechnic exchange programmes to enhance learning; ensuring the development and maintenance of assets and skills inventories in youth polytechnics; building capacity in youth polytechnics by conducting human resource planning; and facilitating establishment and management of guidance, counseling and skills improvement programmes for staff and trainees in youth polytechnics.

GRADING STRUCTURE AND SCOPE

Grading Structure

This Scheme of Service establishes six (6) grades for Youth Polytechnic Instructors and eight (8) grades for Youth Training Officers in the Ministry who will be designated and graded as follows:

YOUTH POLYTECHNIC INSTRUCTORS APPENDIX 'A'

| Designation | Job Group |
|--|-----------|
| Youth Polytechnic Instructor III | 'H' |
| Youth Polytechnic Instructor II | 'J' |
| Youth Polytechnic Instructor I | 'K' |
| Senior Youth Polytechnic Instructor | 'L' |
| Chief Youth Polytechnic Instructor | 'M' |
| Principal Youth Polytechnic Instructor | 'N' |

YOUTH TRAINING OFFICERS

APPENDIX 'B'

| Designation | Job Group |
|---|-----------|
| Youth Training Officer | 'K' |
| Senior Youth Training Officer | 'L' |
| Chief Youth Training Officer | 'M' |
| Principal Youth Training Officer | 'N' |
| Assistant Director, Youth Training | 'P' |
| Senior Assistant Director, Youth Training | 'Q' |
| Deputy Director, Youth Training | 'R' |
| Director, Youth Training | 'S' |

(b) Conversion to the new grading structure:

Serving officers will convert to the new degrading structure and designations grades as follows:-

(i) Youth Polytechnic Instructors

Appendix A

| Present Designation | Job Group | New Designation | Job Group |
|---------------------|-----------|--|-----------|
| Instructor III | 'H' | Youth Polytechnic Instructor III | 'H' |
| Instructor II | 'J' | Youth Polytechnic Instructor II | 'J' |
| Instructor I | 'K' | Youth Polytechnic Instructor I | 'K' |
| Project Manager IIB | 'L' | Senior Youth Polytechnic Instructor | 'L' |
| Project Manager IIA | 'M' | Chief Youth Polytechnic Instructor | 'M' |
| | | Principal Youth Polytechnic Instructor | 'N' |

(ii) Youth Training Officers

Appendix B

| Present Designation | Job Group | New Designation | Job Group |
|--------------------------------------|-----------|---|-----------|
| Instructor I | 'K' | Youth Training Officer | 'K' |
| Project Manager IIB | 'L' | Senior Youth Training Officer | 'L' |
| Project Manager IIA, | 'M' | Chief Youth Training Officer | 'M' |
| Principal Youth Training Officer | 'N' | Principal Youth Training Officer | 'N' |
| Assistant Director of Youth Training | 'P' | Assistant Director, Youth Training | 'P' |
| | | Senior Assistant Director, Youth Training | 'Q' |
| Deputy Director Youth Training | 'Q' | Deputy Director, Youth Training | 'R' |
| Director Youth Training | 'R' | Director, Youth Training | 'S' |

Notes:

- (i) *The grades of Youth Polytechnic Instructor III/II/I/Senior Youth Polytechnic Instructor, Job Group 'H/J/K/L' for Diploma holders and Youth Training Officer /Senior/Chief/Principal Youth Training Officer, Job Groups 'K/L/M/N' for degree holders will form a common establishment for the purpose of this Scheme of Service.*
- (ii) *Project Managers IIB and IIA who are in possession of a Diploma in a relevant technical area will convert to the grades of Senior Youth Polytechnic Instructor and Chief Youth Polytechnic Instructor, Job Groups 'L' and 'M', respectively.*
- (iii) *Serving officers in the grades of Instructor I/Project Manager IIB/Project Manager IIA, Job Groups 'K/L/M' who are in possession of a bachelors degree in a relevant discipline will convert to the grades of Youth Training Officer/Senior/Chief Youth Training Officer, job groups 'K/L/M', respectively.*

5. PROVISION OF POSTS

A Scheme of Service does not in itself constitute authority for creation of post(s). Any new or additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grades of Youth Polytechnic Instructor III, Job Group 'H' and Youth Training Officer, Job Group 'K'. In exceptional cases however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Principal Secretary responsible for Youth Affairs provided that the candidate is in possession of the necessary qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the requisite minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided that

the maximum of the scale is not exceeded. In awarding incremental credit (s), any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

The Scheme of Service sets out the minimum qualifications and/or experience required for appointment or advancement from one grade to another. It is, however, emphasized that these are minimum requirements which entitle an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in authorized establishment;
- (ii) merit and ability as reflected in the work performance and results; and
- (iii) approval of the Public Service Commission of Kenya.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service.

- (i) Diploma in any of the following disciplines:- Computer Studies/science; Information and communication Technology; Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution.
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution.
- (iii) Bachelors degree in Science/Arts from a recognized institution.
- (iv) Post-Graduate Diploma in Education from a recognized institution.
- (v) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution.

- (vi) Masters degree in Science/Arts from a recognized institution.
- (vii) Training of Trainers (TOT) Course lasting not less than six (6) weeks from a recognized institution.
- (viii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (ix) Management Course lasting not less than four (4) weeks from a recognized institution.
- (x) Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (xi) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (xii) Certificate in computer applications from a recognized institution.
- (xiii) Any other qualifications as may be approved by the Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME:

This Scheme of Service will be operative with effect from 25th July, 2012. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

YOUTH POLYTECHNIC INSTRUCTORS APPENDIX 'A'

I. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor. Duties and responsibilities will involve theoretical and practical instruction in the area of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials; carrying out trainee assessment; ensuring proper care and maintenance of tools and

equipment; conducting co-curricular activities; maintaining trainees discipline; and guiding and counseling trainees.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

II. YOUTH POLYTECHNIC INSTRUCTOR II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment; conducting co-curricular activities; maintaining trainee discipline; providing guidance and leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; supervising trainees on industrial attachment; and guiding and counseling trainees.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Youth Polytechnic Instructor III for a minimum period of three (3) years;
- (ii) Training of Trainers (TOT) certificate lasting not less than two (2) weeks from a recognized institution;
- (iii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

III. YOUTH POLYTECHNIC INSTRUCTOR I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; ensuring proper storage, care and usage of teaching and learning materials, tools and equipment; administering examinations; coordinating co-curricular activities; ensuring trainee discipline is maintained; coaching and providing leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; guiding, monitoring and supervising trainees on attachment; and preparing trainees progress reports.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Youth Polytechnic Instructor II for a minimum of period of three (3) years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. SENIOR YOUTH POLYTECHNIC INSTRUCTOR, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve conducting theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment; coordinating co-curricular activities; ensuring trainees discipline is maintained; liaising with relevant industries for trainee attachment; coordinating and monitoring trainees on industrial attachment; guiding and supervising newly deployed Youth Polytechnic Instructors; participating in preparation of estimates of recurrent and development expenditure in specific technical subject area; and ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) served in the grade of Youth Polytechnic Instructor I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) demonstrated merit and ability as reflected in work performance and results.

V. CHIEF YOUTH POLYTECHNIC INSTRUCTOR, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: participating in the formulation of educational plans, management, administration and development strategies for the Youth Polytechnic; co-coordinating curriculum development, implementation and evaluation; instructing in areas of specialization; guiding and supervising newly deployed Youth Polytechnic Instructors; co-coordinating setting, moderation and administering of examinations; carrying out research in relevant technical areas; ensuring proper utilization of training and learning resources in the youth polytechnic; liaising with relevant industries for trainee industrial attachments; coordinating and monitoring trainee progress reports; ensuring proper maintenance of inventory of tools,

equipment and training materials; participating in preparation of recurrent and development expenditures for the Youth Polytechnic; and supervising, training and developing staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Youth Polytechnic Instructor for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Demonstrated a high degree of administrative and professional competence.

VI. PRINCIPAL YOUTH POLYTECHNIC INSTRUCTOR JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level will be deployed to head a Youth Polytechnic. Duties and responsibilities at this level will involve coordinating overall management, administration and development of a Youth Polytechnic; overseeing the implementation of technical training programmes in accordance with the National Youth Polytechnic policy; coordinating

the setting, moderation and administering of examinations; participating in formulating policies for the youth polytechnics; spearheading establishment of educational plans and course panels in relevant technical areas; coordinating development and review of curriculum; and instructing in the areas of specialization.

In addition, the officer will be responsible for: ensuring optimum utilization of resources in the Youth Polytechnic; overseeing preparation of recurrent and development expenditures; ensuring quality academic standards are maintained; coordinating research and consultancy activities in relevant technical areas; monitoring trainees industrial attachments; and coordinating the management, training and development of staff in the youth polytechnic.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Youth Polytechnic Instructor for a minimum period of (3) three years;
- (ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (iii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Demonstrated a thorough understanding of the current youth polytechnic training trends and be in possession of effective

administrative and professional competence in the management of youth polytechnics.

YOUTH TRAINING OFFICERS

APPENDIX 'B'

I. YOUTH TRAINING OFFICER, JOB GROUP 'K'

(a) Duties and Responsibilities

This will be the entry and training grade for this grade. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:- collecting, collating and analyzing data on youth polytechnic enrollment, training projections, subsidized tuition scheme and grants, trainees industrial attachment, special needs, greening of youth polytechnics and staff skills inventory; preparing reports on requirements of youth polytechnics in terms of curriculum support materials, tools and equipment; and participating in inter-zonal youth polytechnics activities.

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution; and

- (ii) Certificate in computer applications from a recognized institution.

II. SENIOR YOUTH TRAINING OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- identifying and preparing reports on requirements of youth polytechnics in terms of curriculum support materials, tools and equipment; participating in the inspection and distribution of tools and equipment to youth polytechnics; liaising with youth polytechnics to ensure effective

administration of external examination processes and documentation; coordinating data collection, collation and writing of reports on youth polytechnic implementation of programmes, examinations, training standards, staff appraisal, record of assets and skills inventory; coordinating inter-youth polytechnic exchange programmes to enhance learning; and mainstreaming gender, performance appraisal process, and special needs initiatives in youth polytechnics.

b) Requirement for appointment

For appointment to this grade, an officer must have:

- i) Served in the grade of Youth Training Officer for a minimum of three (3) years;
- ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- iii) Certificate in computer applications from a recognized institution; and
- iv) Demonstrated a high degree of technical competence, merit and ability as reflected in work performance.

II. CHIEF YOUTH TRAINING OFFICER, JOB GROUP 'M'

a) Duties and Responsibilities

Duties and responsibilities at this level will involve: liaising with youth polytechnics on industrial attachment programmes for trainees; organizing seminars, workshops and sensitization programs for Youth Polytechnics staff; coordinating and managing inter-Youth Polytechnics co-curricular activities and creative arts; facilitating external examination processes and documentation; coordinating data collection, collation and writing of reports on youth polytechnic implementation of programmes, examinations, training standards, staff appraisal, record of assets and skills inventory; facilitating and strengthening development of e-learning strategies in youth polytechnics; integrating Information and Communication Technology

in youth polytechnics curriculum; managing inter-youth polytechnic exchange programmes to enhance learning; auditing the provision of curriculum support materials, tools and equipment in youth polytechnics; and mainstreaming gender and special needs initiatives in youth polytechnics.

(b) Requirement for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Youth Training Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated competence, merit and ability as reflected in work performance and results.

IV. PRINCIPAL YOUTH TRAINING OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- disbursement of tools and equipment; generating and maintaining up to date data on youth polytechnics programmes, projects and activities; assessing upcoming youth polytechnics' capacity for registration as training institutions and examination centres; coordinating the administration of Youth Polytechnic national examinations; monitoring the implementation of Youth Polytechnic programmes, projects and activities; supporting and promoting innovative initiatives, and incubation programmes in youth polytechnics through product exhibitions; promoting talent through development of creative arts (music, art and drama) to enhance competition and promote growth; ensuring the development and maintenance of assets and skills inventories in youth polytechnics; facilitating and strengthening

development of e-learning strategies in youth polytechnics; integrating Information and communication technology in youth polytechnics curriculum; managing inter-youth polytechnic exchange programmes to enhance learning; auditing the provision of curriculum support materials, tools and equipment in youth polytechnics; mainstreaming gender, special needs and information communication technology initiatives in youth polytechnics; conducting capacity building and in-service training for Board of Governors and Instructors; and managing Youth Polytechnics exchange programmes and exhibition initiatives.

(b) Requirement for appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Chief Youth Training Officer for a minimum of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Demonstrated competence, merit and ability as reflected on work performance and results.

XV.

ASSISTANT DIRECTOR, YOUTH TRAINING, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- coordinating equitable distribution of materials, tools and equipment to Youth Polytechnics; monitoring implementation of curricular and co-curricular activities to maintain standards; assessing upcoming youth polytechnics capacity for registration as training institutions and

examination centres; managing disbursement of subsidized youth polytechnic tuition scheme and grants; supporting the identification, promotion and development of innovative initiatives in youth polytechnics; promoting development of talent through creative arts (music, art and drama); managing inter-youth polytechnic exchange programmes to enhance learning; ensuring the development and maintenance of assets and skills inventories in youth polytechnics; popularizing Youth Polytechnics to target communities; monitoring the development and maintenance of assets and skills inventories in youth polytechnics; participating in administering examinations in youth polytechnics.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Youth Training Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Masters degree in Science/Arts from a recognized institution;

- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Applications from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

XVI.

SENIOR ASSISTANT DIRECTOR, YOUTH TRAINING, JOB GROUP 'Q'

(a) Duties and responsibilities

Duties and responsibilities at this level will involve:- supervise the provision of appropriate curriculum support materials, tools and equipment; monitoring youth polytechnic trainee enrolment and implementation of curricular and co-curricular activities to maintain standards; assessing upcoming youth polytechnics capacity for registration as training institutions and examination centres; strengthening strategic partnerships and collaborations among stakeholders on revitalization, rehabilitation and promotion of youth polytechnic training; supervising disbursement of subsidized youth polytechnic tuition scheme and grants; coordinating development and integration of information communication technology in youth polytechnic training; managing inter-youth polytechnic exchange programmes to enhance learning; ensuring the development and maintenance of assets and skills inventories in youth polytechnics; building capacity in youth polytechnics by conducting regular human resource planning; and liaising with Kenya Institute of Education and Kenya National Examination Council, in developing and reviewing curricular and also administering examinations in youth polytechnics.

In addition, the officer will be involved in developing proposals for resource mobilization; validating youth polytechnic reports against set criteria; preparing departmental budgets, procurement plan, annual work plans; and supervising and training staff.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director, Youth Training for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Masters 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; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

VII. DEPUTY DIRECTOR, YOUTH TRAINING, JOB GROUP 'R'

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Youth Training for all technical and administrative programmes, projects and activities in the department. Specific duties and responsibilities will entail:- coordinating initiation, formulation and implementation of policies on youth polytechnic training; advising on implementation of youth polytechnic curricular and co-curricular activities to maintain standards; overseeing assessment of upcoming youth polytechnics' capacity for registration as training institutions and examination centres; strengthening strategic partnerships and collaborations among stakeholders on revitalization, rehabilitation and promotion of youth polytechnic training; ensuring resources are mobilized to support youth polytechnic training; coordinating management and disbursement of youth polytechnic tuition scheme and grants; overseeing development and integration of information communication technology in youth polytechnic training; supporting innovative initiatives and business incubations in youth polytechnics; undertaking research and consultancy on issues of youth polytechnic training; initiating and facilitating development and management of youth polytechnic information systems; building capacity in youth polytechnics by conducting regular human resource planning; coordinating establishment of functional Boards of Governors to manage youth polytechnics; liaising with stakeholders on domestication of the design, drawings and Bills of Quantities for

infrastructure development; and participating in monitoring and evaluation of youth polytechnic programmes and projects.

In addition, the Deputy Director, Youth Training will be responsible for:- advising Board of Governors on prudent management of youth polytechnics; coordinating the implementation of departmental strategic plan, performance contracting and annual work plans; monitoring performance management; undertaking budgeting; ensuring promotion of operational accountability; and supervising and developing staff.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director, Youth Training for minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelors degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Masters 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; and
- (vi) demonstrated merit and ability as reflected in work performance and results.

- (iii) Masters degree in any of the following fields: **TRAINING, JOB GROUP 'S'**
Technology Education

OR

- (iv) Masters degree in Youth Training

The Director Youth Training will be responsible to the Principal for the management and administration of the Youth Training specific duties and responsibilities will entail the following: development of Youth Polytechnics by:- initiating, overseeing implementation and review of national youth polytechnic training; monitoring the development of curricular and co-curricular activities to maintain and strengthen strategic partnerships and collaborations with stakeholders on revitalization, rehabilitation and promotion of youth polytechnic training; coordinating resource mobilization to support youth polytechnic training; overseeing overall management and development of youth polytechnics; managing the youth polytechnic tuition scheme and grants; facilitating and strengthening development of e-learning strategies in youth polytechnics; facilitating the promotion of innovative initiatives and business incubations in youth polytechnics; initiating and coordinating strategic partnerships and collaborations with stakeholders on youth polytechnic training; undertaking research on issues of youth polytechnic training; overseeing the development and management of youth polytechnic information system; facilitating establishment of local and foreign youth polytechnic support linkages; liaising with stakeholders on domestication of the design, drawings and Bills of Materials for infrastructure development; coordinating establishment of functional Boards of Governors to manage youth polytechnics; and participating in monitoring and evaluation of youth polytechnic programmes and projects.

In addition, the Director Youth 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 and financial management controls to ensure cost optimization and resource utilization; monitoring and evaluating various departmental programmes and projects; ensuring implementation of a results based management process in the department; and managing and developing staff.