

TEACHER SERVICE COMMISSION - JOB VACANCIES RE-ADVERTISED

TEACHER MANAGEMENT

1. SENIOR DEPUTY DIRECTOR, COUNTY DIRECTORS

TSC Scale 13 (21 Posts) – Advert No. 40/2017

Reporting to Regional County Director, this position is responsible for the provision of leadership in the development and implementation of strategies and structures in regards to teacher management within the county to ensure overall achievement of the Commission objective.

Key responsibilities include:

- ✓ Develop, implement and monitor County strategy as derived from the institutional strategy, to ensure that County activities are aligned with the institutional objectives.
- ✓ Lead the implementation of performance contract and appraisal of teachers for the county for standardisation of methodology employed in performance reviews
- ✓ Develop and monitor compliance with policies and procedures in the county to support the achievement of the institutional strategy
- ✓ Develop and monitor effective utilization of the county budget to support the implementation of the county strategy
- ✓ Manage discipline function of teachers at the county level and refer the complicated ones to the headquarters to ensure alignment with the institutional strategy
- ✓ Coordinate teacher promotions within the county to ensure openness and fairness is adhered.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Coordinate TSC recruitment function at the County to ensure qualified staff are brought on board.
- ✓ Direct all subordinates reporting to the position towards set targets and appraise them accordingly
- ✓ Chair recruitment, interview transfer and discipline committee panels and ensure appropriate procedures are followed.
- ✓ Ensure proper staff balancing in schools/ institutions in the county's to promote fairness and openness in numbers.

Note:- An officer at this level may be deployed at TSC Headquarters to perform similar functions at the national level.

Candidate should have:

- ✓ Master's Degree in Education or Administration from a recognized University
- ✓ Bachelor's Degree in Education
- ✓ Twelve (12) years' experience, three (3) of which a senior role with similar experience in a comparable organization.
- ✓ Senior Management Course in Administration
- ✓ Knowledge of school management and administration
- ✓ Leadership and Communication skills
- ✓ Interpersonal skills
- ✓ Ability to build and lead cohesive teams

2. ASSISTANT DEPUTY DIRECTOR, COUNTY OFFICES

TSC Scale 11 (30 Posts) – Advert No. 43/2017

Reporting to Deputy Director, County Director, this position is responsible for the provision of teacher management general administrative support, customer care and data management in the public institutions and TSC at the headquarters County and sub-County offices.

Key responsibilities include:

- ✓ Supervision of the TSC staff, Curriculum Support Officers and all teachers in the sub-County.
- ✓ Ensure all heads of institutions and teachers sign the performance contract and appraisal at the beginning of the year.
- ✓ Monitor the performance at the sub-County staff by ensuring you set performance targets and sign the appraisal forms.
- ✓ Evaluate the understanding of teachers on the code of regulations and other education policies and enforce compliance.
- ✓ Manage customer care matters in the sub-County and compile reports on customer queries to document teacher's points of concern to inform policy direction.
- ✓ Compile public complaints report on matters affecting teachers, and forward this report to the Director or County Director for action

- ✓ Coordinate with heads of institutions and the curriculum support in the sub-County to ensure proper data and information is maintained for teacher management functions for easy references and retrieval when need arises
- ✓ Establish and maintain staffing data in the institution and advice on recruitments, transfers, deployment and posts for Administrators
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Provide input into the preparation of the Departmental/ County annual budget.

Candidate should have:

- ✓ Masters Degree in Education or Administration from a recognized university.
- ✓ Bachelor's Degree in Education
- ✓ Ten (10) years of service, 3 of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Senior management course at a recognized institution.
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams

FINANCE & ADMINISTRATION DIRECTORATE

3. DEPUTY COMMISSION SECRETARY FINANCE & ADMINISTRATION

TSC Scale 15 (1 Post) – Advert No. 44/2017

Reporting to the Commission Secretary, this position is responsible for the provision of strategic leadership in formulation of financial and administration management strategies, budgetary control, and reporting policies, safeguarding of Commission's assets, regulatory compliance and timely, efficiency in delivery of the Commission's financial and administrative strategy.

Key responsibilities include:

- ✓ Development and implementation of financial and administrative strategy that is aligned to the Commission's strategy
- ✓ Work closely with Commission Secretary/CEO to oversee development and implementation of strategic plan.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Design monitoring and evaluation framework of overall institution strategy
- ✓ Develop and implement sound financial and administrative policies and procedures covering budgets, forecasts, and reporting.
- ✓ Coordinate, oversee and direct all support services relating to this directorate.
- ✓ Assist in Commission wide budget preparation and implementation process
- ✓ Design and implement an integrated internal control framework to ensure efficient management of resources.
- ✓ Play strategic stewardship role in management of the Commission's resources
- ✓ Engage and align staff in the directorate to enhance motivation and improve productivity
- ✓ Oversee security of Commission's staff and assets
- ✓ Ensure performance management system is implemented in the directorate to achieve personal and Commission goals
- ✓ Ensure compliance with statutory and tax regulations and other stakeholders
- ✓ Represent the Commission in interacting with key stakeholders like banks, Government departments, etc.
- ✓ Evaluate and monitor performance appraisal of directors in the directorate.

Candidate should have:

- ✓ Master's Degree in Commerce or Business Administration or Finance from a recognized University
- ✓ Bachelor's Degree in Commerce, Finance, Business Management, Economics
- ✓ Fifteen (15) years' experience, five (5) of which should have been in a senior role with similar experience in a comparable organization.
- ✓ Professional qualification either CPA (K) or ACCA (Final)
- ✓ Member of ICPAK with good standing
- ✓ Wide knowledge in Financial Management
- ✓ Knowledge in computerized financial reporting system (ERP)
- ✓ Knowledge of relevant regulations like Income Tax Act, VAT Act, etc.
- ✓ Knowledge of Financial Reporting Standards and Accounting Standards
- ✓ Leadership, communication, and presentation skills
- ✓ Ability to build and lead cohesive teams

**4. SENIOR DEPUTY DIRECTOR ACCOUNTS
TSC Scale 13 (1 Post) – Advert No. 46/2017**

Reporting to Director Accounts this position is responsible for development of financial mitigation controls, implementation of budgetary policies and procedures and preparation of department's budget.

Key responsibilities include:

- ✓ Development of financial accounting and reporting policies and alignment of department strategy to overall Commission strategy
- ✓ Develop appropriate internal controls to reduce Commission's risks exposure especially leakages like fraud and ensure effective accountability and prudence in management of funds
- ✓ Engaged in development of department budgets, implementation, and monitoring of the same
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Develop, implement, and monitor annual workplans of the department to ensure timely quality deliverables
- ✓ Prepare audited financial reports for Board approval and publish for stakeholders
- ✓ Efficiently manage working capital

- ✓ Timely file statutory taxes and relevant compliances
- ✓ Review department's procurement plan and ensure proper approvals are obtained.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Commerce or Business Administration or Finance from a recognized University
- ✓ Bachelor's Degree in Commerce, Finance, Business Management, Economics
- ✓ Twelve (12) years' experience, three (3) of which should be in comparable position from reputable organization
- ✓ Professional qualification of CPA(K), ACCA (Final)
- ✓ Member of ICPAK or ACCA with good standing
- ✓ Knowledge of professional standards IAS and IPSAS
- ✓ Knowledge and experience in computerized financial reporting system, ERP
- ✓ Leadership and Communication skills
- ✓ Ability to work under pressure
- ✓ In-depth knowledge in operational and financial system
- ✓ People management skills

5. DEPUTY DIRECTOR FINANCE

TSC Scale 12 (1 Post) – Advert No. 47/2017

Reporting to Senior Deputy Director Finance, this position is responsible for granting authority to incur expenditure, budget control and monitoring and evaluation of financial performance.

Key responsibilities include:

- ✓ Develop and implement policies and procedures
- ✓ Design, develop and implement an efficient and effective monitoring tool to maintain action plans in line with budgets and forecasts
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Approve financial commitments through issuance of LPOs and LSOs
- ✓ Monitor budget utilization and alert management of any risk exposures
- ✓ Develop strategies to ensure efficient utilization of allocated funds

- ✓ Examine monthly expenditure controls and commitments to identify possible budget deficits and alert management to allocate additional funds or control expenditure
- ✓ Lead development and implementation of performance management of staff within directorate to ensure achievement of both individual and Commission goals
- ✓ Development and implementation of sound monitoring and evaluation framework, policies, and procedures
- ✓ Review reports of monitoring and evaluation tools to ensure complete and accuracy reporting.
- ✓ Prepare and implement the department's budget, ensure sufficient allocation of resources.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Commerce or Business Administration or Finance from a recognized University
- ✓ Bachelor's Degree in Commerce, Finance, Business Management, Economics
- ✓ Ten (10) years' experience, three (3) of which a senior role with similar experience in a comparable organization.
- ✓ Professional qualification of CPA(K), ACCA (Final) or CFA
- ✓ Member of ICPAK or ACCA with good standing
- ✓ Knowledge of professional standards IAS and IPSAS
- ✓ Knowledge in relevant Acts
- ✓ Knowledge and experience in computerized financial reporting system, ERP
- ✓ Leadership and Communication skills
- ✓ Ability to work under pressure and People management skills

INTERNAL AUDIT DIRECTORATE

6. DIRECTOR INTERNAL AUDIT

TSC Scale 14 (1 Post) – Advert No. 49/2017

Reporting to the Audit Committee on submission of audit findings and Commission Secretary on day to day operations, this position is responsible for providing strategic direction of audit strategy development, develop audit plans and submit audit findings to Audit Committee.

Key responsibilities include:

- ✓ Provide strategic leadership and direction to the audit team.
- ✓ Develop and implement internal audit strategy.
- ✓ Develop and ensure implementation of an annual risk based audit plan
- ✓ Prepare and present directorate annual budgets to the Commission Secretary
- ✓ Develop and review annual audit risk plans to Audit Committee for approval.
- ✓ Develop a risk management framework and oversee its implementation
- ✓ Ensure creation of risk management culture among auditees for ease of audit task management.
- ✓ Carryout risk assessment and advise management on mitigation.
- ✓ Ensure development, review and implementation of audit policies and procedures
- ✓ Carry out audit investigations, prepare, engage auditees for comments and present quality, timely audit reports to the Audit Committee on an adhoc and quarterly basis.
- ✓ Coordinate the activities of audit and provide secretarial services to the Audit Committee Meetings.
- ✓ Lead the development and performance management of staff of Internal Audit Directorate to achieve both individual and Commission goals.
- ✓ Provide leadership in mentoring and coaching of staff to inspire and motivate staff.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Business Administration, Finance, Accounting from a recognized University
- ✓ Bachelor's Degree in Commerce, Finance, Accounting, Economics, Business Management.

- ✓ Professional qualification of CPA(K), ACCA (Final), CGAP (Certified Government Auditor Professional)
- ✓ Twelve (12) years' experience, three (3) of which should have been in a senior internal audit in a similar or complex organization
- ✓ Registered member of IAA of Kenya, ICPAK or ACCA
- ✓ Knowledge of professional standards (IFRS, IAS, IPSAS)
- ✓ Leadership and Communication skills
- ✓ In-depth knowledge in operations, systems audit and financial systems
- ✓ People management skills

7. DEPUTY DIRECTOR INTERNAL AUDIT
TSC Scale 12 (1 Post) – Advert No. 50/2017

Reporting to Senior Deputy Director Internal Audit, this position is responsible for auditing strategy, policies and procedures developed and implemented in the Commission.

Key responsibilities include:

- ✓ Participate in development of Internal Audit strategy of this section that is aligned to the overall strategy of the Commission
- ✓ Provide leadership in implementation of work plans derived from the audit strategy
- ✓ Prepare and seek approval of section budget to ensure proper allocation and efficient utilization of resources
- ✓ Develop and implement a risk based internal audit framework relating to functions above.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Provide leadership in development and implementation of internal audit policies and procedures that will deliver efficiency of operations in the Commission
- ✓ Review and monitor implementation of audit plans
- ✓ Assess internal controls of the Commission and report on gaps that could expose the Commission to risks
- ✓ Review and approve risk matrix registers in Gender Services, Administration and Information Communication Technology to ensure compliance to audit timelines and approved quality standards

- ✓ Develop and implement sound performance management system of staff in the section to ensure achievement of personal and Commission goals

Candidate should have:

- ✓ Master's Degree in Business Administration, Finance, Accounting from a recognized University
- ✓ Bachelors Degree in Commerce, Finance, Accounting, Economics, Business Management.
- ✓ Ten (10) years' experience, three (3) of which a senior role with similar experience in a comparable organization.
- ✓ Professional Accountant, CPA(K), ACCA, CFA, CIA, CFE, or CGAP
- ✓ Member of ICPAK or IIA in good standing
- ✓ Knowledge in IAS, IAS, and other relevant professional standards
- ✓ Knowledge and experience in computerized financial reporting system, ERP
- ✓ Leadership and Communication skills
- ✓ Ability to build and lead cohesive teams

PLANNING, RESEARCH & INNOVATION DIRECTORATE

8. SENIOR DEPUTY DIRECTOR , PLANNING RESEARCH & INNOVATION

TSC Scale 13 (1 Post) – 51/2017

Reporting to the Commission Secretary, this position is responsible for the development, implementation and enhancement of policy and strategy in the Commission.

Key responsibilities include:

- ✓ Lead the development and implementation of the strategic plan ensuring alignment of all divisional activities with the Commission's overall objectives
- ✓ Lead the development and oversee the implementation of the research and innovation framework ensuring quality knowledge management and standardization of information
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Develop and continuously improve the management of information systems for the research and innovation framework on the collection, collation and analysis of data.
- ✓ Provide technical support in development and reviewing of Commission's policies.
- ✓ Coordinate certification processes between the Commission and service provider.
- ✓ Coordination and monitoring performance contracting of the secretariat and the Commission.
- ✓ Provide advice on research and innovation programmes
- ✓ Develop and monitor effective utilization strategies of the division budget
- ✓ Review projects implemented across the Commission for efficiency and effectiveness.
- ✓ Coordinate employee engagement, customer satisfaction and other relevant surveys with third parties.
- ✓ Coordinate performance management of staff within the division to align individual and Commission goals.

Candidate should have:

- ✓ Master's Degree in Economics, Statistics, Operational Research from a recognized institution.
- ✓ Bachelors Degree in Economics, Education, Science, Mathematics, Statistics
- ✓ Twelve (12) years' experience, three (3) of which should have been in a senior role with similar experience in a comparable organization.

- ✓ Knowledge in innovation and research
- ✓ Leadership and Communication skills
- ✓ Ability to work under pressure
- ✓ In-depth knowledge in operational and financial system
- ✓ People management skills
- ✓ Knowledge in SPSS or any other statistical analysis tools

9. SENIOR DEPUTY DIRECTOR RECORDS MANAGEMENT
TSC Scale 13 (1 Post) – Advert No. 53/2017

Reporting to the Director Administration, this position is responsible for developing and implementation the records management strategy.

Key responsibilities include:

- ✓ Lead in development and implementation of the record management strategy.
- ✓ Advise on new records management policies, providing a framework to guide staff in the management of their records and use of the employer's records system.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Lead in the development and implementation of divisional budget and work plans to ensure adequate allocation of resources for division.
- ✓ Develop and oversee implementation of sound security data system to safeguard private and confidential data of the Commission.
- ✓ Ensure staff are sensitized and understand the creation and management of records management system
- ✓ Design and develop digital filing systems and efficient records retrieval systems in the Commission
- ✓ Set up and review documenting records system.
- ✓ Ensure compliance with relevant legislation and regulations
- ✓ Ensure performance management of staff in the division.

Candidate should have:

- ✓ Master's Degree in information Science, Records Management, Library Science from a recognized institution.
- ✓ Bachelor's Degree in Library Science, Information Science, Records Management

- ✓ Ten (10) years' experience, three (3) of which should have been in a senior management position in a comparable organization.
- ✓ Member of the Kenya Library Association or Kenya Association of Records Managers and Archivists.
- ✓ Knowledge in digitalization of records
- ✓ Knowledge of Acts relevant to records management.
- ✓ People management skills.

CORPORATE COMMUNICATIONS DIRECTORATE

10. ASISTANT DEPUTY DIRECTOR CUSTOMER CARE

TSC Scale 11 (1 Post) – Advert No. 57/2017

Reporting to Deputy Director (Corporate Communication), this position is responsible for the implementation of the customer care strategy and development and implementation of an operations strategy to facilitate delivery of customer care services.

Key responsibilities include:

- ✓ Provide leadership in Customer Care management to ensure that customers issues are addressed promptly resolved and follow ups are provided
- ✓ Develop policies and procedure of the customer care section to facilitate the achievement of the Divisions strategy
- ✓ Develop and implement the division work plan to facilitate the implementation of the Customer Care administrative strategy
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Cascade the Customer Care strategy to team members and supervise the delivery of work to achieve set quality standards and timeliness.
- ✓ Develop and implement a customer care culture in the Commission.
- ✓ Conduct needs assessments, performance reviews and analysis of the customer care strategic plan to ensure alignment with the Commission's strategy.
- ✓ Advise the Commission on customer trends and common issues that will form the basis for decision making of key areas to focus
- ✓ Co-ordinate sensitization of staff Teachers Service Commission in the headquarters and counties on customer relationship management system and good Customer Care practice.
- ✓ Ensure establishment of customer care desks in the forty seven (47) counties to facilitate communication with the management and key stakeholders
- ✓ In collaboration with the Human Resource department facilitate training, monitoring and reviewing performance of staff in the division.
- ✓ Participate in preparing the Divisional budget
- ✓ Prepare the procurement plan for the Division
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Masters Degree in Communication Studies or International Relations or Customer Relationships or Marketing from a recognized university.
- ✓ Bachelors Degree in Communication
- ✓ Ten (10) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Experience in Call Centre Management
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DIRECTORATE

11. DEPUTY COMMISSION SECRETARY, HUMAN RESOURCES MANAGEMENT & DEVELOPMENT

TSC Scale 15 (1 Post) – Advert No. 58/2017

Reporting to the Commission Secretary, this position is responsible for the provision of leadership in the development and implementation of a strategic HR function.

Key responsibilities include:

- ✓ Development and implementation of a transformational HR strategy that fully utilizes and develops and retains talent.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Ensures preparation and implementation of annual work plans for the division in line with the corporate strategy
- ✓ Provide leadership in the preparation, implementation and monitoring of HR budget to ensure efficiency of resources
- ✓ Implementation of and continuous improvements of the performance management systems and building a high performance culture
- ✓ Reporting and management of human resources metrics ensuring an effective people management division
- ✓ Develop and implement best practices and programs that develop and retain the best possible talent in the Commission
- ✓ Ensures the development and implementation of an effective training and development Strategy and the development of specific training development plans
- ✓ Provides senior management with an interpretation of current HR policies
- ✓ Present quarterly HR reports to the Commission leadership
- ✓ Develop and implement an efficient exit strategy
- ✓ Develop and implement strategies to inspire and motivate Teachers and Commission staff.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution
- ✓ Bachelor's Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. Diploma in HR Management, CPS (K) etc.
- ✓ Fifteen (15) years' experience, five (5) of which should have been in a senior HR role in a comparable organization
- ✓ Member of a HR professional body
- ✓ A demonstrated track record in developing and implementing strategic HR objectives within a complex organization
- ✓ Superior interpersonal, coaching, communication, negotiation and consultative skills at all levels.
- ✓ Ability to engage with and win the respect of line managers to successfully influence them on key change initiatives.
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

12. SENIOR DEPUTY DIRECTOR HUMAN RESOURCES DEVELOPMENT

TSC Scale 13 (1 Post) – Advert No. 59/2017

Reporting to the Director Human Resources Management and Development, this position is responsible for the development of teachers and staff.

Key responsibilities include:

- ✓ Participate in the development of the HR strategy
- ✓ Leads Training Needs Analysis processes and subsequent development of training programmes and their implementation for the Commission.
- ✓ Evaluate effectiveness of training programmes and advice on improvement
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Leads the preparation of training budget and seeks timely approvals
- ✓ Develops and continuously reviews training policies for effectiveness
- ✓ Leads the development of work plans for the Division
- ✓ Liaise with Procurement division in securing HR consulting service providers and venue selection

- ✓ Develops and implements the Commission competency framework
- ✓ Guides in the development and implementation of human resources strategies supporting career growth and retention
- ✓ Leads in the development of a skills inventory for the Commission
- ✓ Supervises induction programmes in the Commission
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution
- ✓ Bachelor's Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. Diploma in HR Management, CPS (K) etc.
- ✓ Twelve (12) years' experience, three (3) of which should have been in a senior HR role in a comparable organization
- ✓ A demonstrated track record in developing and implementing strategic HR objectives within a complex organization
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

13. SENIOR DEPUTY DIRECTOR HUMAN RESOURCES MANAGEMENT

TSC Scale 13 (2 Posts) – Advert No. 60/2017

Reporting to the Director Human Resources Management and Development, this position is responsible for the development and implementation of the human resources strategy and the provision of leadership in Human resources operations.

Key responsibilities include:

- ✓ Develop departmental policies and procedures and monitor compliance of the same.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Provide guidance in the delivery of the human resources strategy
- ✓ Develop and monitor directorate's budget and ensure effectiveness in the utilization of resources
- ✓ Develop and monitor the implementation divisional work plans and ensure that activities are aligned to the overall HR strategy

- ✓ Supervise the administration of the career guidelines
- ✓ Effectively manage staff in the division
- ✓ Participate in staff discipline management through the provision of advice on resolution of cases
- ✓ Supervise the processes of transfer of secretariat staff to other public institutions
- ✓ Oversee the overall payroll processes
- ✓ Enforce compliance with all codes of conduct and regulations
- ✓ Oversees the eligibility for, uptake and the utilization of staff benefits to ensure effective and efficient pension management
- ✓ Monitors changes in the regulations for pensions management and advises accordingly
- ✓ Monitors the management of pensions schemes to ensure return on investment and efficient member education
- ✓ Oversees the retirement processes
- ✓ Ensure effective performance management systems in the Commission
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution
- ✓ Bachelor's Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. diploma in HR Management, CPS (K) etc.
- ✓ Senior management course
- ✓ Twelve (12) years' experience, three (3) of which should have been in a senior HR role in a comparable organization
- ✓ A demonstrated track record in developing and implementing strategic HR objectives within a complex organization
- ✓ Superior interpersonal, coaching, communication, negotiation and consultative skills at all levels.
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

14. DEPUTY DIRECTOR HRM

TSC Scale 12 (2 Posts) – Advert No. 61/2017

Reporting to the Senior Deputy Director Human Resources Management and Development, this position is responsible for the coordination of strategic HR function.

Key responsibilities include:

- ✓ Develops and implements HR strategy that ensures that the Commission is well staffed and employees are fully engaged
- ✓ Develop and monitor divisional budget and ensure effectiveness in the utilization of resources
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Develop and monitor the implementation divisional work plans and ensure that activities are aligned to the overall HR strategy
- ✓ Participates in the development and implementation of HR policies and procedures
- ✓ Coordinates the development and implementation of human resources strategies supporting career growth and retention
- ✓ Monitors key HR metrics to ensure effectiveness in HR processes
- ✓ Coordinates the delivery of quality and timely performance appraisals
- ✓ Coordinates administration of staff benefits
- ✓ Participates in discipline processes
- ✓ Prepares and presents monthly HR reports
- ✓ Coordinates the validation and endorsement of pension claims.
- ✓ Advises changes in pensions legislation and industry practice
- ✓ Coordinates staff eligibility processes and utilization of staff benefits
- ✓ Manages the management of pensions schemes to ensure return on investment and efficient member education
- ✓ Coordinates the retirement processes
- ✓ Coordinates teacher sensitization and education on pensions matters
- ✓ Ensures effective documentation for pension data and information
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution

- ✓ Bachelors Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. diploma in HR Management, CPS (K) etc.
- ✓ Ten (10) years' experience, three (3) of which should have been in a senior HR role in a comparable organization
- ✓ Senior management course
- ✓ A demonstrated track record in developing and implementing strategic HR objectives within a complex organization
- ✓ Superior interpersonal, coaching, communication, negotiation and consultative skills at all levels.
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

15. ASSISTANT DEPUTY DIRECTOR HRD

TSC Scale 11 (2 Post) – Advert No. 62/2017

Reporting to the Deputy Director HRD, this position is responsible for development and training of staff within the Commission.

Key responsibilities include:

- ✓ Assess training needs,
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ design training programmes
- ✓ Coordinate training activities
- ✓ Monitor and evaluate training activities.
- ✓ Carry out impact assessment of training activities and oversee
- ✓ management of skills inventory for employees.
- ✓ Coordinate Staff performance appraisal and supervision to ensure that work plans aligned to division objectives are prepared at the beginning of each financial year.
- ✓ Monitor and evaluate achievement of Divisions set target,
- ✓ Prepare trainings budgets and ensure training venues are paid promptly
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution
- ✓ Bachelors Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. diploma in HR Management, CPS (K) etc.
- ✓ Ten (10) years' experience, three (3) of which should have been in a senior HR role in a comparable organization
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

16. ASSISTANT DEPUTY DIRECTOR HRM

TSC Scale 11 (5 Posts) – Advert No. 63/2017

Reporting to the Deputy Director Human Resources Management, this position is responsible for the management of succession plans, work load analysis and the implementation of schemes of service.

Key responsibilities include:

- ✓ Implement HR strategy
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Determine staff requirements by carrying out work load analysis and ensure effective staffing levels are achieved
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Participate in the implementation of work plans
- ✓ Authorize / verify separation claims for teachers
- ✓ Develop and implement schemes of service
- ✓ Manages and ensures third party deductions are accurate and done fairly
- ✓ Manages remuneration of Commission staff both at HQ and counties
- ✓ Leave management
- ✓ Monitors and ensures effective staff welfare schemes
- ✓ Manages staff retirement databases
- ✓ Certify death certificates and ensure claims are processed daily
- ✓ Coordinate individual staff work plans
- ✓ Manage employees in the section in terms of their targets and performance

- ✓ Facilitate completeness and accessibility to registry files
- ✓ Assist in the management of changes in the payroll and timely removal of staff who have left the Commission
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Human Resources, Sociology from a recognized institution
- ✓ Bachelor's Degree in HRM, Arts (Sociology), Commerce, Business Management or Business Administration
- ✓ Professional qualification in Human Resources Management e.g. diploma in HR Management, CPS (K) etc.
- ✓ Ten (10) years' experience, three (3) of which should have been in a senior HR role in a comparable organization
- ✓ An in-depth knowledge and understanding of Human Resources legislation/employment law, principles, policies, and procedures.

LEGAL SERVICES DIRECTORATE

17. DIRECTOR LEGAL, LABOUR & INDUSTRIAL RELATIONS

TSC Scale 14 (1 Post) – Advert No. 68/2017

Reporting to the Commission Secretary/CEO, this position is responsible for the implementation of the Commission's legal strategy, offers leadership in litigation, arbitrations, and Labour issues. The position is also responsible for the provision of legal advisory service and the interpretation of legal matters, specifically related to Labour relations, effective management of legal and contractual risks.

Key responsibilities include:

- ✓ Participate in the development and implementation of the legal department's strategy through the development and implementation of the legal affairs strategy
- ✓ Participate in, Settlement of industrial disputes through enforcement of Labour laws to maintain industrial peace between the Commission and the unions
- ✓ Develop the department work plan to facilitate the implementation of the strategy, and to ensure delivery of the strategy under the set timelines and quality standards.
- ✓ Oversee the implementation of legal and governance policies, systems and procedures, in line with the institution's strategy to, ensure the achievement of the Commission's strategic plan
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Participate in reviewing the Teachers Service Commission Strategic Plan and align it to the departmental legal strategy derived from the overall Commission strategy
- ✓ Participate in the preparation of contracts/agreements/leases and other legal documents to ensure the interests of the Commission are well represented, and protect the Commission-against any liabilities.
- ✓ Oversee the preparation of pleadings on behalf of the Commission, to ensure case documents are well drafted, to facilitate favorable ruling
- ✓ Advise the Commission on the legal obligations of the Commission on disciplinary hearings, and the legal implications for any decisions taken by the Commission, to ensure the Commission is protected from litigation.

- ✓ Review drafted collective bargaining agreements (CBA) to ensure that both the teachers and the Commission's interest are well represented, and advise the Commission on how to uphold its end of the bargain.
- ✓ Monitor outstanding litigation, liaise with and manage external lawyers to facilitate quick ruling on Commission cases
- ✓ Provide technical services in development of policies and procedures of the Commission.
- ✓ Represent the Commission during Labour disputes resolution including the conciliation and arbitration process.
- ✓ Conduct performance appraisals of staff and liaise with the training Division to ensure competency and training gaps are addressed.
- ✓ Participate in the departmental budgeting process
- ✓ Review, identify and recommend to the Commission on all its documents
- ✓ Provide legal advice to the Commission on its legal needs.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Masters degree in Law (LLM) or Human Resource Management from a recognized university.
- ✓ Bachelors Degree in Law (LLB)
- ✓ Post graduate diploma in law.
- ✓ Broad understanding and experience of labor laws and other legislations
- ✓ A valid practicing certificate.
- ✓ Twelve (12) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams

18. DEPUTY DIRECTOR LEGAL SERVICES

TSC Scale 12 (1 Post) – Advert No. 69/2017

Reporting to Senior Deputy Director, Legal services, this position is responsible for the implementation of the Commission's legal strategy, offers leadership in litigation, arbitrations and conveyance cases.

Key responsibilities include:

- ✓ Provide leadership in the implementation of the legal department's strategy through the development implementation of the legal affairs strategy.
- ✓ Implement the department work plan to facilitate the implementation of the strategy, and delivery of the strategy under the set timelines and quality standards.
- ✓ Oversee the implementation of legal and governance policies, systems and procedures, in line with the institution's strategy, achieve TSC strategic plan.
- ✓ Lead in the coordination of all the functions of the legal affairs department to ensure the achievement of the unit's strategic objective.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Implement the monitor the budget for the legal department to ensure efficiency and effectiveness in the management of the institution's financial resource.
- ✓ Assist in the provision of leadership in the preparation of contracts, agreements, leases and other legal documents ensure the interests of the Commission are well represent, and protected against any liabilities.
- ✓ Oversee the preparation of pleadings on behalf of the Commission, to ensure case documents are well drafted to facilitate favorable ruling in the court.
- ✓ Assist the senior deputy director to review and advise the Commission on the legal obligations of the Commission on disciplinary hearings, and the legal implications or any decisions taken by the Commission, protected from litigations.
- ✓ Review drafted CBA to ensure that both the teachers and the Commission's interest are well represented, and advise the Commission on how to uphold its end of the bargain.
- ✓ Review progress of outstanding litigations, liaise with and manage external lawyers to facilitate quick ruling on Commission cases.
- ✓ Assist the senior deputy director in the provision of leadership in legal research, to equip with information and tools necessary for provision of high quality legal advisory service to the Commission.

- ✓ Ensure that the performance of staff in the department, are trained and developed to ensure achievement of the department's mandate, and consequently the institution's mandate.
- ✓ Liaise with the HR department in conducting performance appraisals to ensure competency and training gaps are addressed.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Masters degree in Law (LLM) from a recognized university.
- ✓ Bachelors Degree in Law (LLB)
- ✓ Post graduate diploma in law.
- ✓ Practical experience of labor laws
- ✓ A valid practicing certificate.
- ✓ Ten (10) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams.

19. DEPUTY DIRECTOR LABOUR & INDUSTRIAL RELATIONS

TSC Scale 12 (1 Post) – Advert No. 70/2017

Reporting to the senior deputy director legal services the holder of the position is responsible for the implementation of the Commission's legal strategy, offers leadership in litigation, arbitrations, and Labour issues. The position is also responsible for the provision of legal advisory service and the interpretation of legal matters, specifically related to Labour relations, effective management of legal and contractual risks.

Key responsibilities include:

- ✓ Participate in the development and implementation of the legal department's strategy through the development and implementation of the legal affairs strategy
- ✓ Participate in, Settlement of industrial disputes through enforcement of Labour laws to maintain industrial peace between the Commission and the union
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.

- ✓ Develop the department work plan to facilitate the implementation of the strategy, and to ensure delivery of the strategy under the set timelines and quality standards.
- ✓ Oversee the implementation of legal and governance policies, systems and procedures, in line with the institution's strategy to, ensure the achievement of the Commission's strategic plan
- ✓ Participate Reviewing the Teachers Service Commission Strategic Plan and align it to the departmental legal strategy derived from the overall Commission strategy
- ✓ Participate in the preparation of contracts/agreements/leases and other legal documents to ensure the interests of the Commission are well represented, and protect the Commission-against any liabilities.
- ✓ Oversee the preparation of pleadings on behalf of the Commission, to ensure case documents are well drafted, to facilitate favorable ruling
- ✓ Advise the Commission on the legal obligations of the Commission on disciplinary hearings, and the legal implications for any decisions taken by the Commission, to ensure the Commission is protected from litigation.
- ✓ Review drafted collective bargaining agreements (CBA) to ensure that both the teachers and the Commission's interest are well represented, and advise the Commission on how to uphold its end of the bargain.
- ✓ Review progress of outstanding litigation, liaise with and manage external lawyers to facilitate quick ruling on Commission cases
- ✓ Represent the Commission during Labour disputes resolution including the conciliation and arbitration process
- ✓ Conduct performance appraisals of staff and liaise with the training Division to ensure competency and training gaps are addressed
- ✓ Participate in the departmental budgeting process
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Masters degree in Law (LLM) or Human Resource Management from a recognized university.
- ✓ Bachelors Degree in Law (LLB)
- ✓ Post graduate diploma in law.
- ✓ Practical experience of labor laws

- ✓ A valid practicing certificate.
- ✓ Ten (10) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams.

20. ASSISTANT DEPUTY DIRECTOR LEGAL SERVICES

TSC Scale 11 (1 Post) – Advert No. 71/2017

Reporting to Deputy Director, Legal services, this position is responsible for the preparation for court cases, review of contract documents, legal research and provision of guidance on litigation cases, to provide support in the implementation of the legal strategy.

Key responsibilities include:

- ✓ Cascade the department work plan to the rest of the department to facilitate the implementation of the department strategy.
- ✓ Ensure delivery of the strategy under the set timelines and quality standards.
- ✓ Review monthly, quarterly and annual litigation and monitoring reports for submission to the senior deputy director legal, for final submission to the board for decision making.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Review preparation for court pleadings on behalf of the Commission, to ensure case documents are drafted, and to facilitate favourable ruling in the court.
- ✓ Review contract documents, leases and agreements between the Teacher Service Commission and other stakeholders contractual relationships are favourable to the Commission.
- ✓ Offer guidance and facilitation on old litigation matters in the Commission to ensure reduced backlog of case that exposes the Commission to inefficiencies and reputational risk.
- ✓ Development of tools and the collection of information, legal research necessary for the provision of high quality legal advisory service to the Commission.
- ✓ Develop and train staff that report to the position in line with both individual and organization growth objectives.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Masters degree in Law (LLM) from a recognized university.
- ✓ Bachelors Degree in Law (LLB)
- ✓ Post graduate diploma in law.
- ✓ A valid practicing certificate.
- ✓ Eight (8) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams.

SUPPLY CHAIN MANAGEMENT SERVICES

21. SENIOR DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT

TSC Scale 13 (1 Post) – Advert No. 72/2017

Reporting to the Commission Secretary/CEO, this position is responsible for driving the supply chain strategy and ensuring high level service delivery in the function.

Key responsibilities include:

- ✓ Develop and implement supply chain strategy that ensures timely delivery of goods and services required to deliver Commission's strategy
- ✓ Ensures preparation and implementation of annual work plans for the function in line with the corporate strategy
- ✓ Formulate and implement standard service levels on procurement administration
- ✓ Develop, review and implement supply chain procedures and policies in line with Public Procurement Act.
- ✓ Provide leadership in the preparation, implementation and monitoring of procurement budget to ensure timely allocation of sufficient resources.
- ✓ Ensure timely implementation of procurement plan.
- ✓ Ensure the provision of technical support to user departments in the preparation of their material requirements.
- ✓ Disposal of obsolete or worn out equipment according to the PPDA and Commission procedures.
- ✓ Provide overall supervision of the tendering processes through effective tender committees and timely action on the recommendations of these committees
- ✓ Present quarterly Supply Chain reports to the Commission leadership
- ✓ Ensure effective and efficient vendor management so as to accord the Commission high value for money and avoid litigation.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ In partnership with Legal Directorate, ensure efficiency of contract management
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Master's Degree in Business Administration, Supply Chain Management, Procurement from a recognized institution.

- ✓ Bachelor's Degree in Business Administration, Supply Chain Management, Procurement, Commerce
- ✓ Professional qualification in supply chain management e.g. KISM, etc.
- ✓ Twelve (12) years' experience, three (3) of which should have been in a senior Procurement role in a comparable organization
- ✓ Registered member of relevant professional bodies
- ✓ Knowledge of Commercial Law, Public Procurement and Disposal Act
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams.

22. ASSISTANT DEPUTY DIRECTOR , SUPPLY CHAIN MANAGEMENT SERVICES
TSC Scale 11 (1 Post) – Advert No. 73/2017

Reporting to Deputy Director, Supply Chain, this position is responsible for implementation of supply chain strategy and ensuring high level service delivery in the function.

Key responsibilities include:

- ✓ Implement the purchasing strategy to ensure timely delivery, quality goods, works and services, in support of the Commission operations.
- ✓ Recommend on improvements to the supply chain policies and procedures, to enhance efficiency and effectiveness in the delivery of the Supply Chain Division.
- ✓ Ensure implementation of the procurement plan
- ✓ Facilitate the purchase of standard goods, works and services
- ✓ Conduct physical verification of goods, works and services.
- ✓ Receive and compile requirements from user departments to ensure the needs of user departments are met.
- ✓ Efficiently manage store and materials therein
- ✓ Evaluate and rate suppliers on a quarterly basis to ensure the continuous availability of qualified suppliers for the Commission.
- ✓ Evaluate bids submitted by suppliers and prepare a report with recommendations.
- ✓ Provide leadership in mentoring and coaching of directorate staff to inspire and motivate staff.
- ✓ Evaluate and monitor performance appraisal of staff

Candidate should have:

- ✓ Bachelor's Degree in Supply Chain Management, Business Administration, Supply Chain Management, Procurement, Commerce
- ✓ Professional qualification in supply chain management e.g. KISM, etc.
- ✓ Eight (8) years of service, three (3) of which must be of similar experience in a comparable position from a reputable organization.
- ✓ Registered member of relevant professional bodies
- ✓ Knowledge of Commercial Law, Public Procurement and Disposal Act
- ✓ Knowledge in Public Finance Management Act
- ✓ Leadership and Communication skills.
- ✓ Interpersonal skills.
- ✓ Ability to build and lead cohesive teams.