



# Kenya Methodist University TVET Institute

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## VACANCIES

Kenya Methodist University TVET Institute is a technical institute within the University whose vision is to be a Centre of excellence in Competence Based Education and Training providing holistic nurturing to inspire innovation and self-reliance. The seat of the KeMU-TI is situated in Meru with Centre's in Nairobi and Mombasa. We wish to invite qualified applicants for the following positions:

### 1. KeMU-TI CO-ORDINATOR

Reporting to the Principal KeMU-TI, will ensure smooth running of KeMU-TI teaching, learning, assessment, recruitment of students and Marketing of the Programs in the institute.

#### Duties and Responsibilities

- In charge of curriculum implementation within the TVET Centre.
- Perform duties of Deputy-principal for the TVET Centre.
- Coordinate student recruitment and marketing for programs in the Centre.
- Supervise teaching, learning and assessment in the Centre.
- Act on behalf of the Centre principal in his/her absence.
- Provide assistance to individual students and/or parents with options for TVET Programs.
- Allocation of teaching Load and timetabling.
- Act as Assessment manager for the purpose of External Assessment
- Coordinate student welfare activities on behalf of the Centre principal.
- Provide information sessions for groups of students with regards to TVET Programs, work experience, school-based traineeships, and courses
- Lead a collaborative, supportive and dynamic professional environment that encourages positive conversations and effective learning.
- Collaborate with the Principal, Heads of Faculty and other middle leaders in the auditing, design and implementation of a whole Institute approach to Curriculum offerings and teaching and learning experiences with a particular emphasis on Vocational Education.
- Provide advice, information and assistance to relevant staff regarding documentation and related requirements for teaching TVET courses.
- Oversee KeMU-TI collaborative arrangements and compliance with MOUs.

- Coordinate and facilitate regular and effective communication with staff and stakeholders.
- Perform such other duties as may be assigned by the Centre Principal.

### **Minimum Job Requirements**

- Bachelor's Degree in a relevant field.
- At least three (3) years' work experience in a similar or comparable position preferably in a training institution.
- Demonstrate ability to supervise, mentor and provide professional support to other trainers.
- Ability to plan student recruitment activities.
- Experience in student management and admissions.
- Ability to manage people.

## **2. Administration Assistant**

### **Reporting to the Center Principal,**

- Act as an Office Assistant to the Centre Manager.
- Provide administrative support to the Coordinator /Principal.
- Manage front office operations and customer relations.
- Record keeping and filing for the TVET Centre.
- Provide secretarial services for TVET Centre meetings.
- Support the coordinator and staff in preparation of necessary documents and records.
- Supervise support staff and casual employees on behalf of Centre Principal

### **Minimum Job Requirements**

- Certificate in Office Administration or related field, and,
- Diploma in Records and Archives Management from a recognized institution
- At least one (1) year of administrative/clerical experience.

### **How to apply:**

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials the address below.

**An electronic copy in PDF format to the Director through email address**

[dcec@kemu.ac.ke](mailto:dcec@kemu.ac.ke)

2. Three hard copies marked as per the position should be sent to:

The Director  
KeMU-TVET Institute  
P. O. Box 267 – 60200  
MERU, KENYA

To be received on or before **30<sup>th</sup> September 2021**. Only shortlisted candidates will be contacted.

**Shortlisted candidates will be required to bring the following:**

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are committed to Christian values and are of high ethical standards, integrity, and professionalism.

**KeMU is an Equal Opportunity Employer.**