



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

### ADVERTISEMENT FOR THE POSITIONS OF CHAIRPERSON OF THE BOARD OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

#### A. INTRODUCTION

Pursuant to the provisions of Section 8(5) of the TVET Act, CAP 210A, the Selection Panel for the Recruitment of the Chairperson of the Board of TVETA invites applications from suitably qualified Kenyan citizens to fill the position of Chairperson of the TVETA Board of Directors.

#### B. ROLE OF THE CHAIRPERSON OF THE BOARD

The Chairperson shall:

- i. Provide overall leadership to the Board especially in areas of policy development
- ii. Maintain a close, but independent working relationship with both the Chief Executive Officer and the Board
- iii. Act as an informal link and provide a public relations role between Board, management and the stakeholders of the Authority
- iv. Harness the collective skills of the Board and its committees and those of the executive team for attainment of the Authority's objectives and performance targets agreed with the Government
- v. Ensure that there is a formal succession plan for Board members
- vi. Encourage Board members to participate fully in the deliberations of the Board and its committees
- vii. Ensure that there are strategies for constant monitoring and evaluation of the effectiveness of the Board, individual members, senior management and the entire Authority
- viii. Participate in setting of agenda for both the Board and stakeholders' meetings
- ix. Chair and conduct Board meetings and those of stakeholders and guide the decision-making process
- x. Monitor the implementation of the Board's decisions
- xi. Ensure that new Board members are inducted and that there are adequate training programmes for Board members to keep them abreast of developments in corporate governance
- xii. Encourage Board members to develop their skills and competencies
- xiii. Promote a positive image of the organization
- xiv. Encourage a culture of transparency and teamwork among Board members
- xv. Provide quarterly updates on governance matters and any issues thereof to the responsible cabinet secretary and the State Corporations Advisory Committee (SCAC)

#### C. REQUIREMENT FOR APPOINTMENT

For appointment as Chairperson of the TVETA Board of Directors, a person should: -

- i. Possess at least a Bachelor's degree from a university recognized in Kenya
- ii. Have proven knowledge and experience of more than fifteen (15) years in matters relating to any of the following:
  - Technical and Vocational Education and Training
  - Legal matters
  - Financial matters
- iii. Have served in a Senior Management Position at the level of Assistant Director (Job Group P or CSG 7) in Civil Service or its equivalent position in public or private sector for more than five (5) years.
- iv. Meet the requirements of Chapter Six of the Constitution.

#### D. TERMS OF SERVICE

The member shall hold office for a term not exceeding four (4) years and shall be eligible for reappointment for one further term.

#### E. APPLICATION PROCEDURE

All applications should include the following:

- a) Application letter and detailed Curriculum Vitae
- b) Copies of recognized academic and professional certificates.
- c) Copies of National Identification card or passport
  - i. The Kenya Revenue Authority (KRA)
  - ii. The Ethics and Anti-Corruption Commission (EACC)
  - iii. Directorate of Criminal Investigations (DCI)
  - iv. Higher Education Loans Board (HELB)
  - v. Credit Reference Bureau (CRB) clearance certificate

**Note:** Degree certificates obtained out of Kenya should be accompanied with a letter of Recognition and Equation of Qualification from the Commission for University Education.

**Names of all applicants and shortlisted candidates shall be published in the TVETA website from 15<sup>th</sup> April 2025. For additional details, please visit the TVETA website [www.tveta.go.ke](http://www.tveta.go.ke)**

Applications should be emailed to: [selectionpanel@tveta.go.ke](mailto:selectionpanel@tveta.go.ke) OR send by **courier** OR **hand delivered to the Director General's office, Utalii House, 8th Floor** in clearly marked envelope **on or before Tuesday 8<sup>th</sup> April 2025, 5.00 pm** addressed to:

**The Chairperson**

**Selection Panel for the Recruitment of the Chairperson of TVETA Board**

**Utalii House, 8th Floor Utalii House, 8<sup>th</sup> Floor**

**P.O Box 35625-00100**

**NAIROBI**