

## **ECDE TEACHERS: Forty (40) Positions- REF: NO MCG/PSB/2018/002/2**

### **Duties and Responsibilities**

- Planning for teaching and learning
- Keeping and maintaining administrative records
- Keeping and maintaining professional documents.
- Ensuring proper classroom layout /sitting arrangement.
- Preparation and maintenance of professional records such as schemes of work, children's' progress reports, records of work, lesson notes and other records;
- Development and organization of play/learning materials;
- Organization of curricula and co-curricular activities; guiding parents on children's rights,
- Counseling and caring for children; management and maintenance of public ECDE centers
- Organizing and facilitating play/ learning activities to enable children cope with primary school life.
- Caring and nurturing spiritual, moral, social, mental and physical growth of children.
- Managing ECDE centers, keeping professional records (schemes of work, lesson plans and daily programs activities etc.) and ensuring children safety and security.
- Preparing and developing play/learning materials

### **Requirements for Appointment**

A candidate must:

- Be a Kenyan citizen
- Have a Kenya Certificate of Secondary Education (KCSE) with a minimum grade D+ (plus) from KNEC or recognized equivalent
- A minimum of D+ (plus) in English.
- Have a Certificate in ECE (regular) offered by the ministry of Education or Certificate in ECDE offered by KNEC or its equivalent
- Diploma in ECDE offered by KNEC or its equivalent will be an added advantage.
- The applicant should be below 45 years.
- The applicant **must** attach a **copy of ID** to his/her application and indicate **CENTRE OF PREFERENCE** from the list below.

### **CENTRES**

- |               |                   |
|---------------|-------------------|
| 1. Kiangai    | 12. Mbari ya Hiti |
| 2. Kiamaini   | 13. Kanyirini     |
| 3. Kandani    | 14. Kambwe        |
| 4. Kinyona    | 15. Gaikamba      |
| 5. Kihenia    | 16. Gitige        |
| 6. Machegecha | 17. Muthigiriri   |
| 7. Ngaani     | 18. Miricho       |
| 8. Githumu    | 19. Kirogo        |
| 9. Mwema      | 20. Githaiti      |
| 10. Kagono    | 21. Paul Mbiu     |
| 11. Kari      | 22. Kiguru        |

23. Gitugi
24. Yamugwe
25. Kahithe
26. Igikiro
27. Iganjo

28. Maji Mazuri
29. Matira Ini
30. Kagumo
31. Kahithe
32. Merna

**Terms of Service: Contract**