

## **DEPUTY DIRECTOR EDUCATION JOB GROUP ‘Q’ ONE (1) POST**

### **Duties and Responsibilities**

Assist Education Director with the following functions ;

- i. strategic planning and coordination of the department’s programs, activities, and budget (meet, sustain, maintain)
- ii. Develop policy for the operations of Child Care Facilities and ensure their implementation
- iii. Take an active part in strategic planning and policy development and implementation in the department
- iv. Develop and monitor the operational work plan and related department budgets to ensure that costs are maintained within approved budgets.
- v. Ensure implementation of national and county specific policies and legislation on ECDE
- vi. Ensure the smooth running of the childcare provision within the county
- vii. Ensure the overall staff and organisational development for the various Child Care Facilities
- viii. Develop partnerships with the early years and childcare development experts to ensure the childcare provision meets the best practice for early childhood development
- ix. Develop innovative ideas and solutions to improve the delivery of the ECDE and child care provision
- x. Liaise with donors and financiers on matters regarding construction and equipping of ECDE centre
- xi. Ensure that child care centres promote children’s holistic development, play and learning.
- xii. Ensure that Child Protection policies and procedures are adhered to at all times in liaison with the Children Officer
- xiii. Ensure that relevant support is given to staff development and training
- xiv. Liaise with the Teachers Service Commission for proper services delivery and curriculum development for

### **Requirements for appointment**

- i. B.A. in Education or Science Degree or related fields
- ii. Seven years’ experience in education related fields such as; classroom teaching and student program planning, curriculum development projects, educational federal or state work related experience, or management experience in related fields in the private sector
- iii. Five years’ minimum experience in elementary or secondary education, curriculum and instruction, student programming, grants management and program implementation or work related experience with a non-profit program or organization

**Salary Scale:** The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service:** P&P

**How to apply**

Details of the vacancies can be accessed at our website [www.murang'a.go.ke](http://www.murang'a.go.ke).

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25<sup>TH</sup> July, 2023**.

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered
- Only short-listed candidates will be contacted.

*Murang'a County Government is an equal opportunity employer*