



TEACHERS SERVICE COMMISSION

POLICY ON TEACHER RECRUITMENT AND SELECTION

JULY 2006

PREFACE

The overall goal of the Teachers Service Commission is to establish and maintain a sufficient and professional teaching service for public educational institutions in the country. In this regard, the Commission strives to live up to the aspirations of its vision and mission in pursuit of quality service to teachers and public educational institutions.

Over the last two decades, the Commission has undertaken a number of reform initiatives in order to improve the quality of service delivery. Some of the reform initiatives include, among others, the decentralization of agency functions to the district and school levels – which aims at bringing serves closer to the users.

Following the Government embargo on recruitment in the public service in 1998, the automatic employment of trained teachers ceased. Consequently, in 2001 the Commission adopted a new policy of recruiting teachers on the basis of demand and availability of vacancies. In line with this new policy, the recruitment process has been decentralized to the district and school levels.

Since 2001, the implementation of the decentralized, demand-driven teacher recruitment has been undertaken using guidelines, which are revised every year before the recruitment exercise. It is worthy noting that although teacher recruitment has been carried out every year, there has been no documented comprehensive policy to guide the exercise. Therefore, the development and documentation of a policy on teacher recruitment and selection is a milestone in enhancing efficiency in teacher recruitment.

.....
IBRAHIM HUSSEIN, EBS, HSC
COMMISSION CHAIRMAN

FOREWORD

The decentralized, demand-driven method of teacher recruitment has faced new challenges including inadequate capacity at the district and school levels to manage the recruitment process. This has resulted to complaints bordering on tribalism, nepotism, and sectionalism. In a deliberate effort to address these challenges, the Teachers Service Commission has sensitized all Provincial Directors of Education and District/Municipal Education Officers on their roles in delegated teacher management functions, including teacher recruitment.

In recognizing the need to ensure that the recruitment process is conducted effectively and efficiently, the Commission has developed and documented a policy on teacher recruitment and selection.

The policy, which will be used to recruit teachers for primary schools and post-primary institutions, aims at improving efficiency in teacher recruitment by (i) providing direction for current and future recruitment; (ii) defining the roles of the recruiting agents; and (iii) outlining the roles and responsibilities of other actors involved in the recruitment process. The policy also provides an institutional framework for its implementation, monitoring and evaluation; and allows opportunity for review in order to address emerging issues on teacher recruitment.

It my sincere hope that the implementation of this policy, along with others, will enhance efficiency in teacher recruitment, in particular, and in teacher management, in general.

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GABRIEL K. LENGOIBONI
SECRETARY/CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION

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GLOSSARY OF TERMS

Appointment	The issuance of a letter to a teacher who has been recruited and selected, specifying the terms and conditions of service, including the salary entry point.
Decentralization	The delegation of some of the teacher management functions to the TSC agents at the provincial, district and school levels. The term also includes empowering the agents and field officers to make important decisions on issues related to teacher management.
Deployment	The term refers to (1) the first time a teacher is posted to a station after appointment; (2) placement of a teacher an administrative position such as headteacher or deputy headteacher; and (3) transferring a teacher from one station/institution to another.
Natural Attrition	The exit from service by teachers through various causes such as retirement, death, resignation, etc.
Recruitment	The process of locating, identifying, and attracting capable applicants to fill vacancies in the teaching service; it is the first part of the process of filling vacancies, and includes the verification of vacancies, placing advertisements, and inviting candidates to submit applications to the relevant authorities.
Selection	The process of screening job applicants to ensure that the most appropriate candidates are hired. The selection of suitable candidates is done through interviews conducted at the district and school levels.

1.0 INTRODUCTION

The Teachers Service Commission (TSC) was established in 1967 through an Act of Parliament (Cap. 212 of the Laws of Kenya) and mandated to recruit teachers, among other functions as well as harmonizing their terms and conditions of service.

Prior to this, teachers were employed by various organizations with diverse terms and conditions of service. However, as the number of teachers has tremendously expanded, it has become evident that a centralized system is not suitable for effective teacher management. Parents have increasingly become much more aware of the rights of their children. Furthermore, Communities, due to their involvement in cost-sharing in the provision of education services, are demanding a greater say in the way their schools are run, and how teachers perform. Parents are seeking to have hardworking teachers who provide high quality education to their children.

Since inception, the Commission used the supply-driven method of recruiting teachers, which resulted in uneven distribution of teachers. This policy changed in 1997, following the Government freeze on employment of civil servants, including teachers, due to budgetary constraints. Since the year 2001, the Commission has only been allowed to recruit teachers to replace those who leave service through natural attrition. Thus, the Commission adopted a demand-driven policy in the recruitment and deployment process.

To facilitate this process, the recruitment process was restructured and decentralized.

2.0 RATIONALE

The decentralization process has necessitated the redefining of the roles of the TSC agents. It also called for the involvement of the stakeholders at various local levels and also gave more responsibilities to the District Education Boards (DEBs) and Boards of Governors (BOGs). There is, therefore, an imperative need to review the recruitment and deployment of teachers, and implement appropriate approaches in teacher recruitment and management.

Decentralized, demand-driven teacher recruitment is one way of redressing the challenges in teacher recruitment. However, the policy on teacher recruitment only exists in form of policy guidelines and circulars; and hence, the need to develop and document a policy for this area.

3.0 AUTHORITY

This policy is derived from the TSC Act (Cap. 212, Laws of Kenya) and the TSC Code of Regulations for Teachers.

4.0 POLICY STATEMENT

This policy is demand driven and provides direction for current and future recruitment. It helps to redefine roles of TSC Agents namely BOGs/DEBs. It outlines roles and responsibilities of various actors in the process which include roles of implementation and monitoring and evaluation. The policy also provides tools for implementation and general guidelines to direct the recruitment and selection process.

5. OBJECTIVES

The objectives of this policy are to:

- (i) Improve efficiency in teacher recruitment;
- (ii) Improve capacity of the recruiting agents – that is, DEBs and BOGs – through sensitization, and provision of guidelines;
- (iii) Reduce cases of corruption associated with the recruitment and selection process;
- (iv) Provide opportunities to remote and difficult areas to attract and retain

- teachers;
- (v) Increase stability and productivity of teachers by minimizing transfers.

6. SCOPE

This policy shall apply in the recruitment and selection of teachers for primary schools and post primary educational institutions. It shall not apply in the recruitment of TSC secretariat staff and pre-school teachers.

7. PRINCIPLES

This policy shall:

- (i) Apply fairly and equitably;
- (ii) Be sensitive to gender and disadvantaged groups;
- (iii) Consider merit;
- (iv) Be consistent with other relevant legislation.

8. ROLES AND RESPONSIBILITIES

This policy shall be implemented by the Staffing Department of the TSC (in liaison with other relevant departments/divisions) in partnership with:

- (i) District Education Boards (DEBs) – for primary schools; and
- (ii) Boards of Governors (BOGs) – for post primary institutions.

9. GUIDELINES

This policy shall be applied as per the following guidelines:

9.1 Primary Schools

- (i) Secretary DEBs shall provide data on teacher shortages in their respective districts;
- (ii) The TSC shall verify the data and advertise the approved vacancies;
- (iii) Interested candidates shall submit applications to the DCEs/MEOs/DEOs;
- (iv) DEBs shall receive applications and short list the applicants as per the TSC guidelines (Annexes III, IV, and V);
- (v) DEBs shall conduct selection interviews; and submit duly completed forms and the merit lists to the TSC;
- (vi) The TSC Recruitment Committee shall vet the selection documents and appoint successful candidates

9.2 Post-Primary Institutions

- (i) The secretary BOGs shall provide data on teacher shortages in their respective institutions;
- (ii) The TSC shall verify the data and advertise the approved vacancies;
- (iii) Interested candidates shall submit applications to the BOGs with a copy to the DEO.
- (iv) BOGs shall receive the applications and short-list the applicants as per the TSC guidelines;
- (v) BOGs shall conduct interviews as per the subject(s) advertised;
- (vi) BOGs shall submit duly completed application for employment forms for the successful candidates together with the minutes and scores of all the interviewed candidates;
- (vii) The TSC shall vet the selection documents and appoint successful candidates.

10. IMPLEMENTATION

10.1 Institutional Framework

The policy shall be implemented by the Commission through its agents – that is, PDEs, DEBs/BOGs, and DEOs/MEOs/DCEs – within the existing institutional framework (Annex I).

10.2 The Staffing Department of the TSC (in liaison with other relevant departments and divisions) shall spearhead the implementation process. In particular, it shall:

- (i) Identify teacher shortages;
- (ii) Seek approval from the MOEST;
- (iii) Develop recruitment guidelines;
- (iv) Advertise approved vacancies;
- (v) Induct agents on the teacher recruitment process;
- (vi) Distribute guidelines and employment forms to the recruiting agents;
- (vii) Receive interview documents;
- (viii) Vet recruitment documents; and
- (ix) Issue appointment letters.

10.3 The **DEBs/BOGs**, in collaboration with the DEOs/MEOs/DCEs, shall:(i) Conduct selection interviews;
(ii) Submit the selection lists, duly completed employment forms, and Board minutes to the TSC; and
(iii) Receive appointment letters and deploy recruited teachers to schools.

10.4 Tools for Implementation

The following tools shall be used for the implementation of this policy:

- (i) Recruitment guidelines;
- (ii) Employment forms;
- (iii) Code of Regulations for Teachers and Code of Conduct and Ethics;
- (iv) Score sheets;
- (v) Lists of candidates (applicants);
- (vi) Academic and professional certificates and transcripts, ID cards and testimonials;
- (vii) Commitment letters;
- (viii) Medical certificates;
- (ix) Photographs of candidates.

11.0 MONITORING AND EVALUATION

The implementation of this policy shall be monitored and evaluated on a continuous basis in order to determine its relevance and sustainability. The monitoring and evaluation process shall include the following areas.

11.1 Identification and Verification of Teacher Shortages

Verification of data on teacher shortages shall be done by the Staffing Department to ascertain its accuracy. Agents and heads of institutions shall submit quarterly returns on staffing data, which will be verified by officers at the TSC headquarters. In addition, officers from the TSC and the Ministry of Education will make random visits to educational institutions.

11.2 Vetting of Interview Results

The Commission shall determine, through vetting, whether the recruitment and selection interviews were conducted as per the guidelines. The tools for the exercise will include the score sheets, merit lists, lists of applicants and BOG minutes.

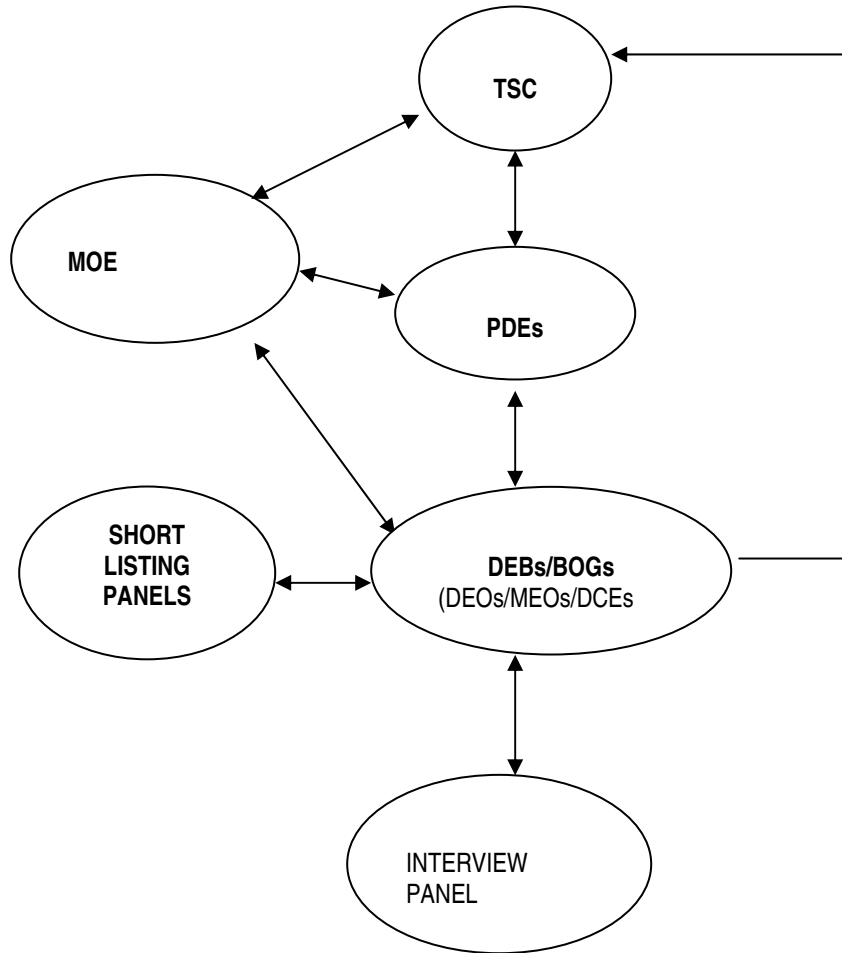
12.0 POLICY REVIEW AND DEVELOPMENT

The Staffing Department, in liaison with other relevant departments/divisions, shall undertake (annually) a review of the guidelines on teacher recruitment and selection with a view to addressing emerging issues. The tools for this exercise will include the existing guidelines and reports from field officers and stakeholders.

At the conclusion of the recruitment and selection exercise every year, the Vetting Committee shall prepare a report highlighting the strengths and weaknesses of the policy. This will take into account the number of approved/rejected cases and complains received. This report will serve as an evaluation of the policy.

A summary of the monitoring and evaluation activities is given in Annex II.

Institutional Framework for Implementing Recruitment Policy



Notes

The roles of the above actors are stated in the recruitment guidelines (see Annexes III – V).

Annex II

Monitoring and Evaluation Matrix

No.	Activities	Objectives	Actors	Tools	Performance Indicators
1.	Identification and verification of data on teacher shortages	To ascertain the accuracy of data on teacher shortages	<ul style="list-style-type: none"> - Agents - Heads of institutions 	<ul style="list-style-type: none"> - Quarterly staffing returns - Reports on field visits 	Actual teacher shortages
2.	Review of existing guidelines	<ul style="list-style-type: none"> - To address emerging issues in teacher recruitment - To enhance professionalism and efficiency in teacher recruitment 	Officers in the TSC Staffing and other relevant departments/divisions	<ul style="list-style-type: none"> - Existing guidelines - Reports from field officers 	<ul style="list-style-type: none"> - Revised guidelines - Improved professionalism and efficiency in teacher recruitment
3.	Vetting of interview results	To ascertain whether the recruitment exercise is done as per the guidelines	TSC Vetting Committee	<ul style="list-style-type: none"> - Score sheets - Merit lists - Lists of applicants - Minutes of DEBs/BOGs 	<ul style="list-style-type: none"> - Number of approved/rejected cases - Reports of anomalies
4.	Review of policy on teacher recruitment and selection	To determine the relevance and sustainability of the policy on teacher recruitment	<ul style="list-style-type: none"> - Vetting Committee - MOEST officials - Agents 	<ul style="list-style-type: none"> - Reports from the field - Complaints from stakeholders 	<ul style="list-style-type: none"> - Evaluation report on teacher recruitment - Emerging issues in teacher recruitment

Annex III

GUIDELINES FOR RECRUITMENT AND SELECTION OF PRIMARY SCHOOL TEACHERS (REVISED 2005)

1.0 Important Notes

- (a) Arising from the decentralization of teacher recruitment, you are required to conduct selection of candidates wishing to be employed in your district and present your list ranked in order of merit to the District Education Board for ratification and onward transmission to the Commission.
- (b) The selection panel will be required to exercise the highest degree of transparency as stipulated in the Public Officer Ethics Act (2003). The DCE/DEO/MEO is expected to induct panel members on the relevant sections of the Act before the commencement of the selection exercise. If in doubt, seek the assistance of Teachers Service Commission or Ministry of Education, Science and Technology Headquarters.
- (c) All applicants should be given equal opportunities, thus candidates with disabilities or from other districts should not be discriminated against.
- (d) Eligible candidates must present originals and copies of national identification cards, academic and professional certificates for verification by the selection committee.
- (e) Applicants must be made aware of the dates of selection and the dates when results will be publicized.
- (f) A record of all the qualified candidates who have applied, and a list of those to appear before the selection panel, should be displayed at the district education office down to the zonal offices.
- (g) Each DCE/DEO/MEO should in person submit the following documents to the Teachers Service Commission Headquarters.
 1. A district merit list of the names of the selected candidates in order of score. This list should be drawn as per **Annex 3.1**
 2. A list of all applicants short-listed, including the year of their graduation as per **Annex 3.2 (Clearly mark the candidates who failed to appear)**.
 3. A list of all applicants in accordance with the year of graduation as per **Annex 3.3**
 4. Duly completed application for employment forms for the selected candidates, attaching the following documents in respect of each candidate: -
 - (i) Certified photocopies of academic, professional and school leaving certificates.
 - (ii) Two passport size photographs.
 - (iii) Photocopy of the national identification card (both sides).
 - (iv) Panel score sheet.
 - (v) Written commitment by the applicant to serve in a District for a minimum period of five (5) years.
 5. The minutes of the selection panel.
 6. The minutes of the DEB, ratifying the merit list. The DEB chairman and the secretary **MUST** both sign the minutes and the merit list.

NB. The Teachers Service Commission will not accept any late submission of the recruitment documents. The respective DCE/DEOs/MEOs will be personally held responsible for the delay.

Advertised Posts

The advertisement will specify the number of teachers allocated to your district/municipality and the requirement for eligible candidates.

The vacant posts per City/District/Municipality should be displayed at the District/Municipal headquarters down to the Zonal level.

2.0 Shortlisting Panel

A shortlisting panel should be constituted and should comprise the following members: -

- | | | | |
|-----|---|---|-------------|
| (a) | District Staffing Officer | - | Chairperson |
| (b) | Representative of Primary Schools Heads Association | - | Member |
| (c) | District Quality Assurance and Standards Officer | - | Member |
| (d) | Area Education Officer | - | Member |

Three (3) candidates should be shortlisted for each advertised post.

3.0 Selection Panel

The DCE/DEO/MEO will constitute a selection panel at the district headquarters/municipality comprising the following membership.

- | | | | |
|-----|--|---|-------------|
| (a) | DCE/MEO/DEO | - | Chairperson |
| (b) | Deputy DEO/MEO | - | Member |
| (c) | District Staffing Officer | - | Secretary |
| (d) | District Quality Assurance and Standards officer | - | Member |
| (e) | Two (2) Area Education Officers (Representing the divisions) | - | Members |
| (f) | Two members of the DEB | - | Members |

4.0 Merit List

- (a) It is the responsibility of the chairperson of the panel to ensure that the selection is conducted strictly as per the specified guidelines and will be held responsible for any breaches thereof.
- (b) Immediately after the completion of the selection, the DEB meeting should be convened to ratify the merit list and thereafter the list submitted to the Teachers Service Commission together with other documents as stipulated in 1.0 (g) 4.

Authenticity of Academic/Professional Documents

- (a) Applicants should meet the requirements of the Teachers Service Commission advertisement.
- (b) Original Academic/Professional certificates should be carefully checked to verify their authenticity. The DCE/DEO/MEO should certify photocopies of the certificates to be forwarded to the TSC Headquarters.

5.0 Selection Criteria

The applicants should be assessed based on the following:

- (a) Professional certificates
- (b) The score obtained as per the guidelines.

6.0 Panel Score Sheet

Candidates should be awarded marks in accordance with the specifications of the score sheet.

Panel Score Sheet

Candidate's Name: _____

Grade: _____ Year of Graduation _____

Scoring Areas	Maximum Score	Score	Remarks (If Any)
1. Professional qualifications Diploma/SI/P1/P2 (a) DIP/SI or P1 Distinction (8-14 points) 40 (b) 15-24 points (PI Credit) 35 (c) 25-38 Points (PI Pass/P2) 30 (P1 grading is based on 8 best subjects apart from Teaching Practice). SUBTOTAL	40		
2. Length of stay since graduation (a) 12 years and above 60 (b) 11 years 55 (c) 10 years 50 (d) 9 years 45 (e) 8 years 40 (f) 7 years 35 (g) 6 years 30 (h) 5 years 25 (i) 4 years 20 (j) 3 years 15 (k) 2 years 10 (l) 1 year 5 SUB TOTAL	60		
GRAND TOTAL	100		

NB:

1. **Any special remarks of the candidates (Special qualities/negative traits)**

2. **Where candidates tie in score, the panel is advised to use quality of certificates to determine the ranking.**

8.1 **Attached please find:**

- | | | | |
|-----|-----------|---|-------------------------------------|
| (a) | Annex 3.1 | - | List of the selected candidates |
| (b) | Annex 3.2 | - | List of all candidates short listed |
| (c) | Annex 3.3 | - | List of All Applicants |

SIGNED
SECRETARY/CHIEF EXECUTIVE,

TEACHERS SERVICE COMMISSION

Copies to:

- 1) The Permanent Secretary/Secretary to the Cabinet & Head of Public Service,
- 2) The Permanent Secretary, Ministry of Education Science & Technology,
- 3) The Permanent Secretary, Ministry of Finance,
- 4) The Permanent Secretary, Provincial Administration and Internal Security.
- 5) Education Secretary, Ministry of Education Science & Technology,
- 6) The Director of Basic Education, Ministry of Education, Science & Technology,
- 7) The Secretary General, Kenya National Union of Teachers,
- 8) Director of Quality Assurance and Standards, Ministry of Education, Science & Technology,
- 9) All Provincial Directors of Education
- 10) All Provincial Commissioners
- 11) All District Commissioners

Annex IV

GUIDELINES FOR RECRUITMENT AND SELECTION OF SECONDARY SCHOOL TEACHERS (REVISED 2005)

1.0 Important Notes

- (a) Arising from the decentralization of teacher recruitment, the Board of Governors is expected to conduct a selection exercise for the advertised vacancies for teachers in your school. The names of candidates ranked number one to three during the selection process for each vacancy will then be presented to the Commission.
- (b) The selection panel will be required to exercise the highest degree of Professionalism and transparency especially as stipulated in the *Public Officer Ethics Act, (2003)*. The Headteacher is expected to appraise the panel members on the relevant sections of the Act before the commencement of the selection exercise. If in doubt seek the assistance of TSC or MOES&T Headquarters.
- (c) If for any justifiable reason the dates of interview are changed, each shortlisted candidate should be notified within sufficient time. A list of all applicants for the advertised vacancies **MUST** be forwarded to TSC in the approved format attached.
- (d) Disability is not inability and hence candidates with disabilities should **NOT** be discriminated against. Candidates from any part of Kenya are eligible.
- (e) Any candidate who is **NOT** ready to teach in the school for at least five (5) years should be disqualified from the selection exercise irrespective of the credentials the candidate possesses.
- (f) After assessing each candidate individually, the panel should work out the candidate's average score. The Headteacher **MUST** personally verify the accuracy of the scores.
- (g) Once the exercise is completed, the results must be communicated to all candidate(s) **the same day**. Only the top candidate from the merit list for every vacancy is to be issued with an employment form and registration form, if not previously registered. The completed forms should be submitted to the Secretary, Board of Governors.
- (h) Candidates who are trained teachers and have both the Academic certificates and transcripts are the only ones to be considered for selection.

N.B. The above stipulated procedure is intended to cover the selection process for one subject. However, the selection for other subject (s) could be scheduled for another day if need be.

2.0 Documents to be Submitted to the TSC

After the selection exercise, the headteacher should **personally** submit the following documents to the Secretary, Teachers Service Commission:-

- (a) Completed application for employment form(s) together with certified photocopies of academic certificates, professional certificates and transcripts in respect of each candidate.
- (b) A certified photocopy of the Identity Card and two passport size photographs of the candidate.

- (c) A list of all applicants for the advertised vacancies (clearly mark the candidates who fail to appear).
- (d) The Board of Governors minutes showing clearly the selection process and performance of each candidate. The minutes should be duly signed by both the Board of Governors Chairman and the Secretary.
- (e) A handwritten commitment by the candidate binding him/her to teach in the station for a minimum period of **five (5) years**.

The Teachers Service Commission will not accept any late submission and

the Head of Institution will be **personally** held responsible for the delay

3.0 Selection Panel

The selection panel should comprise the following eight (8) members:

- | | | |
|--|---|-----------------|
| a. Chairman, Board of Governors | - | Chairman |
| b. Headteacher | - | Secretary |
| c. Deputy Headteacher | - | Member |
| d. Subject teacher (preferably head of subject) | - | Member |
| e. Three (3) other members of the Board, one of whom should be an Educationist | - | Members |
| f. Education Officer in relevant area/Subject Inspector in the District Education Officer's Office | - | Member |
| Total | | <u>8</u> |

4.0 Selection Panel in Cases where there are No legally Constituted B.O.G

- | | | |
|--|---|-----------------|
| a. District Education Officer | - | Chairman |
| b. Headteacher | - | Secretary |
| c. Deputy Headteacher | - | Member |
| d. Subject Teacher | - | Member |
| e. District Chairperson (KSSHA) | - | Member |
| f. Two members of the DEB | - | Members |
| g. Education Officer in relevant area/Subject Inspector in the District Education Officer's Office | - | Member |
| Total | | <u>8</u> |

5.0 Short listing

Three (3) candidates should be short listed for each advertised subject or subject combinations. It is these three candidates who will be selected by the Board of Governors in order of merit.

In addition:

- (a) The applicants should meet the requirements of the Teachers Service Commission Advertisement.
- (b) Applicants should present themselves for shortlisting for only advertised vacancies. No vacancy is to be changed to suit a particular candidate.

- (c) Each candidate should produce his/her Original Degree/Diploma certificate together with the transcripts to qualify for shortlisting.
- (d) Authentic original Academic and Professional certificates should be checked by the Headteacher who should then certify the photocopies of the certificates to be forwarded to TSC Headquarters.

6.0 Selection Guidelines

Applicants are expected:-

- (a) To be professionally qualified having gone through training in pedagogical skills in the relevant subject. They should provide evidence of teaching practice as part of training. For purposes of score distribution, year of completion of professional training is considered. (e.g. the year of completion of PGDE).
- (b) To have ability to understand the content of the Kenya Certificate of Secondary Education (KCSE) syllabus in his/her areas of specialization.
- (c) To show willingness to participate in co-curricular activities and other extra duties assigned by the Head.
- (d) To be able to communicate effectively.

Previous teaching experience will be an added advantage.

Attached find the following documents for the selection exercise:

- Annex 4.1: Selection Score guide
- Annex 4.2: Checklist (TSC and Board of Governors)
- Annex 4.3: Form for all applicants to fill.

SIGNED
SECRETARY/CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION

- Copies to:
1. The Permanent Secretary/Secretary to the Cabinet & Head of Public Service
Office of the President
 2. The Permanent Secretary, Ministry of Education, Science and Technology
 3. The Permanent Secretary, Ministry of Finance and Planning
 4. The Permanent Secretary, Provincial Administration and Internal Security
Office of the President
 5. The Education Secretary, Ministry of Education, Science & Technology
 6. The Director of Quality Assurance and Standards, Ministry of Education, Science and
Technology
 7. The Director of Higher Education, Ministry of Education, Science and Technology
 8. The Provincial Directors of Education
 9. The Provincial Commissioners
 10. The District Commissioners
 11. The District Education Officers
 12. The Municipal Education Officers
 13. The Secretary General, Kenya National Union of Teachers

Encl.

(d) Communication ability, special talent and willingness to participate in co-curricular activities and other duties assigned by the head.	5		
SUB TOTAL	5		
GRAND TOTAL	100		

GRADING

75 and above	-	A
70 - 74	-	A-
65 - 69	-	B+
60 - 64	-	B
55 - 59	-	B-
50 - 54	-	C+
45 - 49	-	C
40 - 44	-	C-

We certify that the information entered above is accurate and that we shall be held responsible for any inaccuracy.

Sign _____
(Secretary BOG)

Sign _____
(Chairperson BOG)

Name _____

Name _____

Date _____

Date _____

CHECK LIST

TEACHERS SERVICE COMMISSION

BOARD OF GOVERNORS CHECK LIST

The applicant will be required to submit the following to the **Secretary, Board of Governors:-**

1. Handwritten application for employment.
2. Handwritten commitment letter to serve in the school for a minimum period of **five (5) years**.
3. Photocopy of Identity Card (both sides)
4. 2 passport size photographs
5. Certificates and testimonials – originals and photocopies of 'O' level (KCSE), 'A' level, Degree, Diploma/S1.
6. Academic transcripts - original and photocopies
7. Registration certificate -
8. Original and photocopies (if registered)

NB: The Secretary, Board of Governors is expected to certify all the listed Documents

TSC CHECK LIST

The Secretary, Board of Governors is required to submit the following to the Secretary, Teachers Service Commission:-

1. Minutes of the selection panel
2. Selection score guide
3. Handwritten commitment letter to serve in the school for a minimum period of five (5) years.
4. Certified copies of the following:
 - a. Identity card (both sides)
 - b. 2 passport size photographs
 - c. Certificates and testimonials - 'O' level (KCSE), 'A' level Degree/Diploma/S1
 - d. Academic transcripts
 - e. Duly completed application for employment form
 - f. Duly completed application for registration form (or certified copy of the registration certificate if the applicant is registered).

DETAILS OF ALL APPLICANTS FOR THE ADVERTISED VACANCIES TO BE FORWARDED TO TSC WITH EMPLOYMENT FORMS FOR SUCCESSFUL CANDIDATE(S)

NAME	TSC NO	QUALIFICATION	SUBJECT COMBINATION	LENGTH - SINCE QUALIFYING AS A TEACHER	SIGNATURE OF CANDIDATE

SIGNED: Headteacher _____

B.O.G. Chairperson _____

DEO'S Representative _____

Date _____