TEACHERS SERVICE COMMISSION

REVISED SCHEME OF SERVICE

FOR

TECHNICAL TEACHERS AND LECTURERS

2007
REVISED SCHEME OF SERVICE FOR TECHNICAL TEACHERS AND LECTURERS, 2007

1. AIMS AND OBJECTIVES

(i) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent Technical Teachers and Lecturers in the technical teaching profession.

(ii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, merit and ability as reflected in work performance and results.

(iii) To provide for clearly defined job descriptions and specifications at all levels within the career and grading structure, which will ensure proper deployment and utilization of technical teachers.

(iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The Secretary, Teachers Service Commission, will administer the Scheme of Service in consultation with the Permanent Secretary in charge of Technical Education and the Permanent Secretary in charge of Education. In administering the Scheme, the Secretary, Teachers Service Commission will ensure that all its provisions are strictly observed for fair and equitable treatment of all Technical Teachers and Lecturers.

(b) Training Scope

The Permanent Secretary in charge of Technical Education and the Secretary, Teachers Service Commission, will ensure that appropriate training opportunities and facilities are provided to assist serving Technical Teachers and Lecturers to acquire the necessary additional qualifications and experience required for efficient performance of their duties and advancement within the Scheme of Service. The Technical Teachers and Lecturers should also be encouraged to undertake training privately for self-development.

3. THE TEACHING FUNCTION

The teaching function involves the facilitation of the acquisition of new knowledge, skills and attitudes through the process of instruction, demonstration, guidance and motivation. Specifically, the function entails designing training programmes; preparation of syllabi; teaching, demonstrating and conducting practical exercises in specific technical fields; research; designing and preparing schemes of work, lesson plans, lesson notes, training materials and aids; evaluation of training programmes; counseling of students and developing technical skills; organizing of co-curricular activities and general management of institutions.
4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The scheme of service establishes six (6) grades in the Trained Diploma Technical Teacher cadre and seven (7) grades in the Lecturers cadre who will be designated as follows:

(i) Diploma Technical Teachers

<table>
<thead>
<tr>
<th>Designation Title</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untrained Diploma Technical Teacher</td>
<td>‘H’</td>
</tr>
<tr>
<td>Trained Diploma Technical Teacher III</td>
<td>‘J’</td>
</tr>
<tr>
<td>Trained Diploma Technical Teacher II</td>
<td>‘K’</td>
</tr>
<tr>
<td>Trained Diploma Technical Teacher I</td>
<td>‘L’</td>
</tr>
<tr>
<td>Senior Trained Diploma Technical Teacher</td>
<td>‘M’</td>
</tr>
<tr>
<td>Principal Trained Diploma Technical Teacher</td>
<td>‘N’</td>
</tr>
</tbody>
</table>

(ii) Lecturers

<table>
<thead>
<tr>
<th>Designation Title</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant lecturer</td>
<td>‘K’</td>
</tr>
<tr>
<td>Lecturer</td>
<td>‘L’</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>‘M’</td>
</tr>
<tr>
<td>Principal Lecturer II</td>
<td>‘N’</td>
</tr>
<tr>
<td>Principal Lecturer I</td>
<td>‘P’</td>
</tr>
<tr>
<td>Senior Principal Lecturer</td>
<td>‘Q’</td>
</tr>
<tr>
<td>Chief Principal Lecturer</td>
<td>‘R’</td>
</tr>
</tbody>
</table>

Note:

(i) *Untrained Diploma Technical Teachers will not be members of the Scheme but the Teachers Service Commission may employ them as need arises.*
(ii) *Trained Diploma Technical Teachers 111, 11 and 1 Job Groups “J”, “K” and “L” and Assistant Lecturer and Lecturer Job Groups “K” and “L” form a common establishment.*

(b) Serving Technical Teachers and Lecturers

Serving Technical Teachers and Lecturers will adopt the designations provided in the Scheme of Service, though they may not be in possession of the prescribed minimum qualifications and/or experience required for appointment to their present grades. However, for advancement to higher grades within the grading structure, all Technical Teachers and Lecturers must possess the minimum prescribed qualifications required by the Scheme of Service.
5. RECOGNIZED QUALIFICATIONS

The minimum recognized qualification for the purpose of this scheme is a Professional Teaching Certificate and any of the following:

(i) Diploma in a relevant technical field awarded by Kenya National Examinations Council or equivalent qualification from a recognized training institution.


(iii) Certified Public Accountant (CPA) Part II or Certified Public Secretary (CPS) Part II awarded by Kenya Accountants and Secretaries National Examinations Board or equivalent qualifications from a recognized examining body.

(iv) Higher Diploma in a relevant technical area awarded by Kenya National Examinations Council or equivalent qualification from a recognized training Institution/ examining body.

(v) Bachelor’s degree in a relevant technical field from a recognized institution.

(vi) Master’s degree in a relevant technical field from a recognized degree awarding Institution.

(vii) A Doctorate degree from a recognized institution.

(viii) Such other qualifications as the Director of Technical Education and the Secretary, Teachers Service Commission may consider acceptable and equivalent to the above.

Note:

A trained teacher who acquires a Diploma/Degree in a relevant technical field from a recognized institution will qualify to join the Scheme appropriately.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment into the Scheme will normally be made in the grades of Untrained Diploma Technical Teacher, Job Group ‘H’; Trained Diploma Technical Teacher III, Job Group ‘J’ and Assistant Lecturer, Job Group ‘K’. In exceptional cases, the Secretary, Teachers Service Commission may make direct appointment beyond these grades provided that the candidate is in possession of the necessary qualifications and experience.

(b) Incremental Credit

(i) On appointment, a Trained Technical Teacher/Lecturer will qualify for one incremental credit for each year of approved teaching experience provided the maximum of the scale is not exceeded.

(ii) A Trained Technical Teacher/Lecturer who has/acquires Master’s degree will qualify for three (3) increments provided the maximum of the scale is not exceeded.
A Trained Technical Teacher/Lecturer who has/acquires Doctorate degree will qualify for three (3) increments provided the maximum of the scale is not exceeded.

In granting incremental credit for approved experience, any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

Note:

A Technical Teacher who undertakes an industrial attachment in a relevant field for a period of at least one year cumulative within three years, will qualify for one incremental credit for each year of the exposure in an approved industrial setting provided the maximum of the salary scale is not exceeded.

7. ADVANCEMENT TO HIGHER GRADES

The Scheme of Service sets out the minimum qualifications and/or experience required for appointment or advancement from one grade to another. It is emphasized, however, that the qualifications and other conditions set out in this Scheme of Service are basic minimum requirements, the fulfillment of which entitles a teacher for consideration for appointment or promotion. In addition, advancement from one grade to another will depend on:

(i) the existence of a vacancy in the authorized establishment;
(ii) merit and ability as reflected in work performance and results;
(iii) the approval of the Secretary, Teachers Service Commission in consultation with the Permanent Secretary in charge of Technical Education; and
(iv) possession of a professional Teacher Training Certificate from a recognized institution.

8. IMPLEMENTATION OF THE SCHEME

This Scheme of Service will become operational with effect from 1st July 2007. On implementation, all serving Technical Teachers and Lecturers will automatically become members of the Scheme.

9. JOB AND APPOINTMENT SPECIFICATIONS

DIPLOMA TECHNICAL TEACHERS

I. UNTRAINED DIPLOMA TECHNICAL TEACHER, JOB GROUP ‘H’

(a) Duties and Responsibilities

Duties and responsibilities will include:
(i) teaching;
(ii) carrying out evaluation and assessment;
(iii) preparing and maintaining of schemes of work, lesson plans, lesson notes, and student records;
(iv) preparing teaching/learning materials;
(v) ensuring proper care and maintenance of tools and equipment used for teaching;
(vi) supervising of curricular and co-curricular activities; and
(vii) any other relevant duties as may be assigned by the Head of Institution.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and above or its equivalent;
(ii) Diploma Certificate in the relevant field or its equivalent from a recognized institution;
(iii) proven relevant industrial experience from a recognized industry for cumulative period of two (2) years; or
(iv) any other equivalent qualification approved by the Director of Technical Education and the Secretary, Teachers Service Commission for the purpose of teaching.

II. TRAINED DIPLOMA TECHNICAL TEACHER III, JOB GROUP ‘J’.

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) carrying out students’ assessment;
(iii) preparing and maintaining of schemes of work, lesson plans, lesson notes, and student records;
(iv) preparing and organizing teaching/learning materials;
(v) caring and maintaining of tools and equipment;
(vi) supervising curricular and co-curricular activities;
(vii) under-taking curriculum review and student evaluation;
(viii) maintaining students discipline;
(ix) supervising students on field work/industrial attachment and compiling progress reports;
(x) guiding and counseling students; and
(xi) any other relevant duties as may be assigned by the Head of the institution.
(b) Requirements for Appointment

Direct Appointment

For appointment to this grade, a candidate must have:

(i) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C (plain) or its equivalent;
(ii) Diploma Certificate in a the relevant technical field or its equivalent;
(iii) proven relevant industrial experience from a recognized industry, for cumulative period of two (2) years;
(iv) Teaching Certificate from Kenya Technical Training College or its recognized equivalent; or
(v) any other equivalent qualification approved by the Secretary, Teachers Service Commission and the Director in charge of Technical Education.

Note:

A P1 teacher in possession of any of the above technical qualifications will enter the Scheme as a Trained Diploma Technical Teacher III, Job Group ‘J’ subject to availability of a vacancy.

III. TRAINED DIPLOMA TECHNICAL TEACHER II, JOB GROUP ‘K’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in the area of specialization;
(ii) preparing schemes of work, lesson plans, lesson notes, students assessment records and other records;
(iii) conducting demonstrations in the workshops and laboratories, care and maintenance of tools and equipment;
(iv) preparing and maintaining of instruction materials;
(v) undertaking curriculum review and student evaluation;
(vi) co-ordinating the storage, care, maintenance and proper usage of teaching/learning equipment;
(vii) providing guidance and leadership to newly deployed teachers;
(viii) maintaining student assessment records;
(ix) co-ordinating curricular and co-curricular activities;
(x) co-ordinating student field work, industrial attachment and subsequent supervision;
(xi) maintaining student discipline;
(xii) guiding and counseling students; and
(xiii) any other relevant duties as may be assigned by Head of Institution.

(b) **Requirements for Appointment**

For appointment to the grade of Trained Diploma Technical Teacher II, a Trained Diploma Technical Teacher III must have:

(i) served for a minimum period of three (3) years in the grade of Trained Diploma Technical Teacher III; and  
(ii) demonstrated merit and ability in work performance and results.

IV. **TRAINED DIPLOMA TECHNICAL TEACHER I, JOB GROUP ‘L’**

(a) **Duties and Responsibilities**

Duties and Responsibilities will include:

(i) teaching in the area of specialization;  
(ii) preparing schemes of work, lesson plans, lesson notes, students assessment records and other records;  
(iii) conducting demonstrations in the workshops and laboratories, care and maintenance of tools and equipment;  
(iv) co-ordinating the storage, care, maintenance and proper usage of teaching/learning equipment;  
(v) providing guidance and leadership to newly deployed teachers;  
(vi) preparing teaching materials;  
(vii) undertaking curriculum review;  
(viii) maintaining student discipline;  
(ix) co-ordinating and supervising students on field work/industrial attachment;  
(x) supervising curricular and co-curricular activities;  
(xi) guiding and counseling students; and  
(xii) any other relevant duties as may be assigned by the Head of Institution.

(b) **Requirements for Appointment**

For appointment to the grade of Trained Diploma Technical Teacher I, a Trained Diploma Technical Teacher II must have:

(i) served for a minimum period of three (3) years in the grade of Trained Diploma Technical Teacher II, Job Group ‘K’;  
(ii) demonstrated competence and ability as reflected in work performance and results; and  
(iii) clear understanding of the relevant legal provisions in Education and Training, knowledge of curriculum development, implementation, and evaluation and current trends in Technical Education.
V. SENIOR TRAINED DIPLOMA TECHNICAL TEACHER, JOB GROUP ‘M’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in the area of specialization;
(ii) preparing schemes of work, lesson plans, lesson notes, students assessment records and other records;
(iii) conducting demonstrations in the workshops and laboratories;
(iv) inducting new teachers and trainee teachers;
(v) ensuring proper care and maintenance of tools and equipment;
(vi) maintaining academic standards and records;
(vii) undertaking curriculum review and development in the area of specialization;
(viii) conducting seminars and workshops;
(ix) co-ordinating student field attachment and supervision;
(x) carrying out research and publishing findings;
(xi) maintaining student discipline;
(xii) guiding and counseling students;
(xiii) supervising curricular and co-curricular activities; and
(xiv) any other relevant duties as maybe assigned by the head of the institution.

Note:

Technical Teachers and Lecturers at Job Group ‘M’ and above may be deployed to administrative positions.

(b) Requirements for Appointment

For appointment to the grade of Senior Trained Diploma Technical Teacher, a Trained Diploma Technical Teacher I must have:

(i) served for a minimum period of three (3) years;
(ii) demonstrated merit and ability in work performance and results;
(iii) clear understanding of the relevant legal provisions in Education and Training, knowledge of curriculum development, implementation, and evaluation and current trends in Technical Education;
(iv) evidence of research and publication; and
(v) consistently met set performance targets.
VI   PRINCIPAL TRAINED DIPLOMA TECHNICAL TEACHER JOB GROUP ‘N’

(a)   Duties and Responsibilities

Duties and responsibilities will include:

(i)  teaching in the area of specialization;
(ii) preparing schemes of work, lesson plans, lesson notes, students assessment records and other records;
(iii) conducting demonstrations in the workshops and laboratories, care and maintenance of tools and equipment;
(iv) inducting new teachers and trainee teachers;
(v)  ensure proper care and maintenance of institution’s assets;
(vi) undertaking curriculum review and development in the area of specialization;
(vii) conducting seminars and workshops;
(viii) co-ordinating and supervising student field work and industrial attachment;
(ix)  carrying out research and publishing findings;
(x)  maintaining student discipline;
(xi) co-ordinating the preparation and production of course materials;
(xii) guiding and counseling students; and
(xiii) any other relevant duties as may be assigned by the Head of the Institution.

Note:

A Principal Trained Diploma Technical Teacher, Job Group ‘N’ may be deployed as Head of Department, Industrial Attachment Co-ordinator, Guidance and Counselling Co-ordinator, Registrar, Dean of Students, Deputy Principal or Principal in a Technical Training Institute, Institute of Technology or Vocational Training Centre.

(b)   Requirements for Appointment

For appointment to the grade of Principal Trained Diploma Technical Teacher, a Senior Trained Diploma Technical Teacher must have:

(i)  served for a minimum of three (3) years in the grade;
(ii) demonstrated merit and ability in work performance and results;
(iii) clear understanding of the relevant legal provisions in Education and Training, knowledge of curriculum development, implementation and evaluation and current trends in Technical Education;
(iv) evidence of research and publication; and
(v)  consistently met set performance targets.

Note:

Advancement beyond this grade for this cadre will depend on a teacher meeting the basic minimum requirements stipulated for Lecturers.
TECHNICAL LECTURERS

I. ASSISTANT LECTURER, JOB GROUP ‘K’

(a) Duties and Responsibilities

This is the entry and training grade in this cadre. Duties and responsibilities will include:

(i) teaching in specific subject areas of specialization;
(ii) preparing schemes of work, lesson plans, lesson notes, students assessment records and other records;
(iii) conducting demonstrations in the workshops and laboratories, care and maintenance of tools and equipment;
(iv) developing course materials in specific teaching areas;
(v) supervising the maintenance of tools and equipment in workshops and laboratories supervising co-curricula activities;
(vi) participating in curriculum development and examinations;
(vii) guiding and counseling students;
(viii) supervising curricular and co-curricular activities; and
(ix) any other duties as may be assigned by the head of institution.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its recognized equivalent, and any of the following:

(i) Bachelor of Education degree in relevant technical field from a recognized institution.
(ii) Bachelor’s degree in a relevant technical field from a recognized institution.
(iii) Higher diploma in a relevant technical field from a recognized institution or
(iv) Certified Public Accountant (CPA) III and Certified Public Secretary (CPS) III, awarded by the Kenya Accountants and Secretaries National Examinations Board (KASNEB).
(v) proven relevant industrial experience from a recognized industry for a cumulative period of two (2) years.
(vi) any other equivalent qualification approved by the Director of Technical Education and the Secretary, Teachers Service Commission.

Note:

Untrained Assistant Lecturers will not be members of the Scheme but the Teachers Service Commission may employ them as the need arises.
II. LECTURER, JOB GROUP ‘L’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, students’ assessment reports, record of work and other records;
(iii) co-ordinating research and providing research related consultancy services;
(iv) acting as a resource person in providing in-service training for staff in the lower cadres;
(v) initiating maintenance programmes for teaching equipment;
(vi) participating in course panels and undertaking curriculum review, development and evaluation;
(vii) conducting seminars/workshops or symposia;
(viii) co-ordinating student attachment and promoting liaison with relevant industries;
(ix) carrying out research and publishing the findings;
(x) co-ordinating and supervising internal and external examinations;
(xi) maintaining student discipline;
(xii) guiding and counseling students;
(xiii) supervising curricular and co-curricular activities; and
(xiii) any other relevant duties that may be assigned by the Head of Institution.

(b) Requirements for Appointment

For appointment to the grade of Lecturer, an Assistant Lecturer must have:

(i) served at the grade of Assistant Lecturer, or an equivalent grade for a minimum period of three (3) years;
(ii) Teaching Certificate from a recognized teacher training institution; and
(iii) have demonstrated competence and ability as reflected in work performance and results.

III. SENIOR LECTURER, JOB GROUP ‘M’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, student’s assessment reports, record of work and other records;
(iii) exercising proper care and maintenance of institutional assets;
(iv) involvement in formulating educational plans and development strategies for the department;
(v) enhancing collaboration between the institution and the local industries and cultivating goodwill between the staff, students, parents, employers/sponsors and the neighboring community;
(vi) co-ordinating the planning and implementation of learning activities within an institution;
(vii) initiating, formulating and implementing new training strategies and undertaking course administration;
(viii) maintaining the discipline of students;
(ix) guiding and counseling students;
(x) inducting new teachers and trainee teachers;
(xi) participating in course subject panels, curriculum development and evaluation;
(xii) initiating and supervising technical and income-generating projects;
(xiii) supervising of curricular and co-curricular activities; and
(xiv) any other relevant duties assigned by the Head of Institution.

(b) Requirements for Appointment

For appointment to the grade of Senior Lecturer, a Lecturer must have:

(i) served in the grade of Lecturer for a minimum period of three (3) years;
(ii) consistently met set performance targets;
(iii) been involved in the initiation and management of training programmes;
(iv) knowledge of current trends, policies and developments in the field of Technical Education; legal provisions in Education and Trainings; and the Industrial Training Act and other relevant legal provisions;
(v) participated actively in research, curriculum development and publication of training and learning materials; and
(vi) demonstrated proficiency in conducting seminars/workshops or symposia.

IV. PRINCIPAL LECTURER II, JOB GROUP ‘N’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, students’ assessment reports, record of work and other records;
(iii) exercising proper care and maintenance of institutional assets;
(iv) maintaining academic standards and timetable;
(v) involvement in formulating educational plans and development strategies for the institution
(vi) enhancing collaboration between the institution and the local industries;
(vii) co-ordinating research and consultancy activities at the institution
(viii) co-ordinating curriculum development, implementation and evaluation
(ix) ensuring proper utilization of training/learning resources
(x) involvement in preparing estimates of recurrent and development expenditure for the institution
(xi) maintaining students discipline
(xii) guiding and counseling students
(xiii) initiating and supervising technical and income generating projects
(xiv) induction of new teachers and trainee teachers
(xv) participating in course subject panels, curriculum development and implementation; and
(xvi) any other relevant duties as may be assigned by the Head of Institution.

Note:

A Principal Lecturer, Job Group ‘N’ may be deployed as Head of Department, Industrial Attachment Co-ordinator, Guidance and Counselling Co-ordinator, Registrar, Dean of Students, Deputy Principal or Principal in a Technical Training Institute, Institute of Technology or Vocational Training Centre.

(b) Requirements for Appointment

For appointment to the grade of Principal Lecturer II, a Senior Lecturer must have:

(i) served in the grade of Senior Lecturer for a minimum period of three (3) years;
(ii) consistently met set performance targets;
(iii) been involved in the initiation and management of training programmes;
(iv) knowledge of current trends, policies and developments in the field of Technical Education; legal provisions in Education and Training; and the Industrial Training Act and other relevant legal provisions;
(v) participated actively in research, curriculum development and publication of training and learning materials; and
(vi) demonstrated proficiency in conducting seminars/workshops or symposia.

V. PRINCIPAL LECTURER I, JOB GROUP ‘P’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, students’ assessment reports, record of work and other records;
(iii) exercising proper care and maintenance of institutional assets;
(iv) maintaining academic standards and timetable;
(v) involvement in formulating educational plans and development strategies for the department;
(vi) enhancing collaboration between the institution and the local industries;
(vii) co-ordinating research and consultancy activities at the department;
(viii) co-ordinating curriculum development, implementation and evaluation;
(ix) ensuring proper utilization of training/learning resources;
(x) involvement in preparing estimates of recurrent and development expenditure for the institution;
(xi) maintaining discipline of students;
(xii) guiding and counseling students;
(xiii) induction of new teachers and trainee teachers;
(xiv) initiating and supervising technical and income generating projects;
(xv) interpreting and implementing policy decisions pertaining to Technical Education in the department;
(xvi) co-coordinating the preparation and production of course materials;
(xvii) initiating the publication of written materials and other professional endeavors.
(xviii) providing guidance in the proper care and maintenance of workshop tools, equipment and other teaching facilities;
(xix) supervising curricular and co-curricular activities; and
(xx) any other relevant duties assigned by the Head of Institution.

Note:

A Principal Lecturer I, Job Group ‘P’ may be deployed as Senior Head of Department, Industrial Attachment Co-ordinator, Guidance and Counselling Co-ordinator, Registrar, Dean of Students, Deputy Principal or Principal in a Technical Training Institute, Institute of Technology or National Polytechnic.

(b) Requirements for Appointment

For appointment to the grade of Principal Lecturer I, a Principal Lecturer II must have:

(i) served as Principal Lecturer II for a minimum period of three (3) years;
(ii) knowledge of relevant legislation and policies governing the management and development of Technical and Vocational Education in Kenya;
(iii) knowledge of international trends and issues affecting Technical and Vocational Education;
(iv) demonstrated exemplary capacity in the planning, implementation and control of training programmes, activities and standards; and
(v) consistently met set performance targets.

VI. SENIOR PRINCIPAL LECTURER, JOB GROUP ‘Q’

(a) Duties and Responsibilities

Duties and responsibilities will include:
(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, students’ assessment reports, record of work and other records;
(iii) exercising proper care and maintenance of institutional assets;
(iv) maintaining academic standards and records and timetable;
(v) involvement in formulating educational plans and development strategies for the department;
(vi) enhancing collaboration between the institution and the local industries;
(vii) co-ordinating research and consultancy activities at the department;
(viii) co-ordinating curriculum development, implementation and evaluation;
(ix) ensuring proper utilization of training/learning resources;
(x) involvement in preparing estimates of recurrent and development expenditure for the institution;
(xi) maintaining discipline of the students;
(xii) guiding and counseling students;
(xiii) induction of new teachers and trainee teachers;
(xiv) interpreting and implementing policy decisions pertaining to Technical Education in the department;
(xv) co-ordinating the preparation and production of course materials;
(xvi) initiating the publication of written materials and other professional endeavors;
(xvii) providing guidance in the proper care and maintenance of workshop tools, equipment and other teaching facilities;
(xviii) advising the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations;
(xix) initiating and supervising technical and income-generating projects; and
(xx) any other relevant duties assigned by the Head of Institution.

_Note:_

A Senior Principal Lecturer, Job Group ‘Q’ may be deployed as Deputy Principal or Principal in a Technical Training Institute, Institute of Technology or National Polytechnic.

(b) **Requirements for Appointment**

For appointment to the grade of Senior Principal Lecturer, a Principal Lecturer I must have:

(i) served in the grade of Principal Lecturer I for a minimum period of three (3) years;
(ii) consistently met set performance targets;
(iii) knowledge of relevant legislation and policies governing the management and development of technical and vocational education in Kenya; and
(iv) demonstrated exemplary capacity in the planning, implementation and control of training programmes, activities and standards.
(V) CHIEF PRINCIPAL LECTURER, JOB GROUP ‘R’

(a) Duties and Responsibilities

Duties and responsibilities will include:

(i) teaching in areas of specialization;
(ii) preparing and maintaining schemes of work, lesson plans, lesson notes, students assessment reports, record of work and other records;
(iii) exercising proper care and maintenance of institutional assets;
(iv) maintaining academic standards and timetable;
(iv) being involved in formulating educational plans and development strategies for the department;
(v) enhancing collaboration between the institution and the local industries;
(vi) co-ordinating research and consultancy activities at the department;
(vii) co-ordinating curriculum development, implementation and evaluation;
(viii) ensuring proper utilization of training/learning resources;
(ix) involvement in preparing estimates of recurrent and development expenditure for the institution;
(x) maintaining discipline of the students;
(xi) guiding and counseling students;
(xii) induction of new teachers and trainee teachers;
(xiv) interpreting and implementing policy decisions pertaining to Technical Education in the department;
(xv) co-ordinating the preparation and production of course materials;
(xvi) initiating the publication of research and written materials;
(xvii) providing guidance in the proper care and maintenance of workshop tools, equipment and other teaching facilities;
(xviii) advising the management of the institution on matters of technological development, mobilization of training resources, improvisation and innovations;
(xix) initiating programmes aimed at improving teaching and learning in one’s subject area;
(xx) enhancing teamwork;
(xxi) conducting workshops and seminars;
(xxii) mentoring and training staff in one’s area of specializations;
(xii) initiating and supervising technical and income generating projects; and
(xxiii) any other relevant duties as may be assigned.

Note:

A Chief Principal Lecturer, Job Group ‘R’ may be deployed as Deputy Principal or Principal in a Technical Training Institute, Institute of Technology or National Polytechnic.
(b) **Requirements for Appointment**

For appointment to the grade of Chief Principal Lecturer, a Senior Principal Lecturer must have:

(i) served as Senior Principal Lecturer for a minimum period of three (3) years;
(ii) knowledge of national education policies and objectives as well as national and international curricula development and implementation practices in Technical Education;
(iii) evidence of research and publication in area of specialization;
(iv) knowledge of legal provisions in Education and Industrial Training;
(v) knowledge of current trends in Technical Education and Training;
(vi) experience in supervision, guiding and assessing trainee technical teachers as well as setting and moderating national examinations; and
(vii) consistently met performance targets.
RECRUITMENT OF OTHER PROFESSIONALS IN SPECIALIZED FIELDS

To attract and retain professionals in specialized fields such as Architecture, Surveying, Pharmacy, Medical Laboratory Technology, Law, Computer Science, Engineering, Procurement and Supplies at the level of Higher Diploma/Degree/ Masters/Doctorate, the Secretary, Teachers Service Commission may employ such professionals at an appropriate Job Group commensurate with their levels. However, such professionals will not progress beyond the entry Job Group unless they train as teachers in a recognized teacher training institution.
APPENDICES ‘B’- ‘D’

DEPLOYMENT TO ADMINISTRATIVE POSITIONS

Appendices ‘B’ to ‘D’ outline the general administrative duties and responsibilities for Principals, Deputy Principals and Heads of Departments. It should be noted that these are senior teaching appointments, which will be limited to professionals who have demonstrated outstanding merit and ability in training, administration, research, consultancy and other scholarly endeavors. Deployment to administrative positions may be made from teachers in Job Group ‘M’ and above.
HEADS OF INSTITUTIONS

The Head of Institution is the Accounting Officer, overall organizer, co-ordinator and supervisor of all activities in the institution.

Duties and Responsibilities

(a) **Teaching and administering teaching functions**

This will include:

(i) teaching subject of specialty and supervising the entire institutional curriculum;
(ii) ensuring that students are adequately prepared, registered and presented for the National Examinations in accordance with the Kenya National Examination Council Regulations;
(iii) supervising the teaching function in the entire institution; and
(iv) identifying the appropriate curriculum for the institution.

(b) **Administration**

This will include:

(i) being overall Head of Institution under the direction of the Board of Governors;
(ii) serving as the Secretary to the managing authority of the institution;
(iii) Organizing, co-ordinating and supervising of all the activities in the institution and being responsible for improving and maintaining high training and learning standards;
(iv) being responsible for planning, acquisition, development and maintenance of physical facilities of the institution; and
(v) safety and security of the human and physical resources.

(c) **Human Resource Management**

This will include:

(i) interpreting and implementing policy decisions pertaining to training;
(ii) co-ordinating specific training and learning activities in the institution;
(iii) promoting linkages between the institution and the neighbouring communities and organizations;
(iv) promoting liaison between the institution and private sector organizations;
(v) appraising staff;
(vi) promoting the welfare of all staff and students within the institution; and
(vii) guidance and counseling of staff and students in the institution.
(d) Financial Management and Control

This will include:

(i) serving as the Accounting Officer for the institution, responsible for preparation of the estimates for recurrent and development expenditure for the institution;
(ii) management and maintenance of the institution’s physical facilities; and
(iii) budgeting, procuring, collecting, expending, keeping records of all inventories.

(e) Any other relevant duties assigned by the Board of Governors, District Education Officers, Provincial Director of Education and the Teachers Service Commission.
DEPUTY HEAD OF INSTITUTION

Duties and Responsibilities

The Deputy Principal is responsible to the head of institution for:

(a) **Teaching and administering teaching function**

   This will include:
   
   (i) teaching the subject of specialization;
   (ii) co-ordinating teaching and research activities within the department;
   (iii) ensuring the maintenance of high standards in curriculum implementation and evaluation in various departments;
   (iv) co-ordinating the publication of written materials and other professional endeavors undertaken by staff within the departments;
   (v) ensuring that schemes of work, lesson plans and lesson notes are developed and used in the course of teaching;
   (vi) advising the Head of Institution on the appropriate course materials and equipment required in various departments;
   (vii) ensuring that examinations and assessments are carried out and that proper scheduling of instructional programmes is done; and
   (viii) supervision of all teaching programmes in the institution.

(b) **Administration**

   This will include:
   
   (i) administering of the institution in the absence of the principal;
   (ii) co-ordinating all the departments and ensuring that the approved curriculum is implemented;
   (iii) organizing and supervising of the institution’s activities and events including cleanliness and general repairs; and
   (iv) safety and security of the institutions human and physical resources.

(c) **Human Resource Management**

   This will include:
   
   (i) maintaining student discipline in the institution;
(ii) co-ordinating teachers in the organization and performance of co-curricular activities;
(iii) co-ordinating the supervision, motivation, appraisal and development of non-teaching staff;
(iv) guidance and counselling of trainers and trainees;
(v) the supervision of teaching staff and other institutional employees in the proper discharge of tuition programmes; and
(vi) promoting liaison between the institution and the students, employers, sponsors, parents and the local community in order to cultivate goodwill.

(d) Financial Management and Control

(i) co-ordinating departmental requisitions, receipts and issue of institution’s supplies and stores;
(ii) maintenance of appropriate stores documents and records;
(iii) supervision of appropriate store and proper inventories of equipment and supplies entrusted to the departments; and
(iv) initiating and supervising of income-generating activities in the departments.

(e) Any other relevant duties assigned by the Head of Institution.
HEADS OF DEPARTMENTS

Duties and Responsibilities

This will include:

The Head of Department is responsible to the Head of the Institution for:

(a) **Teaching and Administering Teaching function**

(i) teaching the subject of specialization;
(ii) co-ordinating teaching and research activities within the department;
(iii) ensuring the maintenance of high standards in curriculum implementation and evaluation in the department;
(iv) co-ordinating the publication of manuals, guidebooks and instructional materials within the department;
(v) ensuring that schemes of work, lesson plans and lesson notes are developed and used in the course of teaching; and
(vi) advising the Head of Institution on the appropriate course materials and equipment required in the department.

(b) **Departmental Management and Co-ordination**

This will include:

(i) administering a teaching or research department in a technical institution;
(ii) co-ordinating consultancy and research activities undertaken within the department in liaison with other institutions, Government departments and industry;
(iii) providing leadership in curriculum design, development and review in a particular field;
(iv) co-ordinating the development and production of course materials to be used within the department; and
(v) ensuring proper care and the maintenance of tools, equipment and other facilities within the department.

**Human Resource Management**

This will include:

(i) allocating duties to staff within the department as well as undertaking research, consultancy and teaching duties in the area of specialization;
(ii) co-ordinating students’ admission, tuition and examinations within the department;
(iii) undertaking general duties relating to student welfare and academic development;
(iv) co-ordinating staff development activities within the department;
(v) appraising staff within the department;
(vi) promoting liaison between the institution and the students, employers, sponsors, parents and the local community in order to cultivate goodwill;
(vii) co-ordinating student industrial attachment and other field work;
(viii) guidance and Counseling/discipline of students.

(d) Financial Management and Control

This will include:

(i) co-ordinating the identification and procurement of appropriate materials and supplies, tools, equipment and other facilities in order to improve and uphold high teaching standards;
(ii) maintenance of proper inventories of equipment and supplies entrusted to the department;
(iii) co-ordinating income generating activities within the department; and
(iv) co-ordinating departmental requisitions, receipts and issues of institutions supplies.

(e) Any other relevant duties assigned by the Head of Institution.