ADVERTISEMENT

The Meru County Youth Service (MYS), established by the Meru County Youth Service Act of 2018 is mandated to give effect to Article 55 of the Constitution of Kenya 2010 and institutionalize youth empowerment within Meru County.

The Meru County Youth Service seeks to competitively recruit a suitable candidate for the following position on contract basis.

MANAGER- IGOJI YOUTH EMPOWERMENT CENTRE.

Reporting to the CEO the manager will provide sound, focused leadership to Igoji youth empowerment center on day to day management, training, developing, and reviewing of curriculum and training manuals.

Overall Job Purpose.

(a) Duties and Responsibilities

- Duties and responsibilities will entail:-coordinating all functions in the specific training section; reviewing and developing of curriculum and training manuals in the section; supervising the centre staff under the training section; coordinating research and training activities; providing highly specialized inputs in training, designing, developing and preparing of curriculum, training course materials; preparing trainees' progress reports and keeping other relevant records related to the trainees' performance; guiding the management on technical instruction training policy formulations and implementation; coordinating identification and co-coordinating technical training curriculum development and review.

-Provide regular reports and quality information to the C.E.O MYS Board on center operations, staff so that it can properly discharge its duties and responsibilities effectively.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

i. Served in the grade of Principal of a learning institution for at least 10 years.

ii. Bachelor of Education degree in any of the following specializations: Business Administration, Applied Science, Technology, Agriculture, Geography or equivalent qualifications from a recognized institution.

iii. Meet the requirements of Chapter 6 of the Constitution of Kenya.

iv. Excellent people management skills and ability to lead, motivate and build result oriented workplace.

Application process

If your career profile matches the requirements of this position, please submit your application with a detailed CV indicating your qualifications, experience, present position, e-mail address and mobile number with copies of certificates and testimonials and a copy of ID on or before **21st June, 2021**:

Applications can be submitted online through meru youth service email address mys@meru.go.ke or hand delivered at the MYS offices in Milimani opposite Mewass treatment plant/Milimani Maternity and Nursing home. Addressed to;

Chairperson Board of Directors,

Meru County Youth Service,

P.O Box 120 -60200 MERU.

NB: MYS is an equal opportunity employer. Only shortlisted candidates will be contacted.

Shortlisted applicants will be required to seek clearance/provide these documents during the interview:

Credit Reference Bureau

Kenya Revenue Authority

Higher Education Loans Board

Criminal Investigation Department