

TEACHERS SERVICE COMMISSION



CAREER OPPORTUNITY – RE-ADVERTISEMENT

The Teachers Service Commission (TSC) is an independent Commission established under Article 237 of the Constitution of Kenya, 2010.

The Commission invites applications from qualified, experienced, result oriented and highly motivated Kenyans to fill the position below:

S/No	Position	Job Reference No.	Available Post	TSC Grade	Terms of Appointment
1	Director Human Resource and Development	42/2024	1	3	Contract

Interested candidates are requested to visit the Commission website www.tsc.go.ke for more information about the vacancy. Applications should be received not later than 5:00 p.m. on **30th December, 2024.**

The Teachers Service Commission is an equal opportunity employer as per the Constitutional provisions and law. Persons with disabilities (PWDs) are encouraged to apply.

Please note that only shortlisted candidates will be contacted.

ADVERT NO. 42/2024

DIRECTOR HUMAN RESOURCE AND DEVELOPMENT, TSC GRADE 3

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Deputy Director or Deputy Director, Human Resource/Development for a minimum period of three (3) years;

OR

Eight years (8) experience in a comparable position;

- (ii) Bachelor's degree in Human Resource Management;

OR

Bachelor's degree in Social Sciences, Education, Business Administration, or equivalent qualification from a recognized institution plus a Diploma in Human Resource Management from a recognized institution;

- (iii) Certified Human Resource Professional (CHRP-K);
- (iv) Master's degree from a recognized Institution is an added advantage;
- (v) Membership to Institute of Human Resource Management (IHRM) in good standing;
- (vi) Human Resource Management Practicing Certificate from IHRM;
- (vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Met the requirements of Chapter Six (6) of the Constitution; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Interpreting, implementing and ensuring compliance of Human Resource Policies and Procedures;
- (ii) Developing and ensuring implementation of Human Resources strategy;
- (iii) Providing guidance on compensation and benefits;
- (iv) Overseeing development, implementation and monitoring of the Directorate budget and procurement plan;

- (v) Executing performance management systems and Operational Plan for the Directorate;
- (vi) Undertaking human resource planning;
- (vii) Ensuring implementation of the risk management strategies and Audit recommendations;
- (viii) Overseeing the implementation of the Directorates commitments in the Citizens' Service Delivery Charter;
- (ix) Establishing partnerships and collaborations for capacity building;
- (x) Overseeing training and development function;
- (xi) Maintaining adequate and competent Human Resources for the Secretariat;
- (xii) Overseeing, developing, implementing of Career Progression Guidelines (CPG);
- (xiii) Ensuring integrity and safety of employee data;
- (xiv) Managing employee relations;
- (xv) Overseeing the management of promotion of common cadre grades for teachers;
- (xvi) Payroll administration management;
- (xvii) Overseeing staff welfare schemes;
- (xviii) Overseeing pension management; and
- (xix) Supervising and guiding employees in the Directorate for optimum performance.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs.328,006 – Kshs.416,568

House Allowance: Kshs.60,000

Commuter Allowance: Kshs.20,000

***Leave Allowance: As provided in TSC HR Policies and Procedure Manual
for Secretariat Staff***

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance

SECRETARY/CHIEF EXECUTIVE