



# TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

## ADVERTISEMENT FOR THE POSITION OF CHAIRPERSON OF THE BOARD OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

### A. INTRODUCTION

The Technical and Vocational Education and Training Authority (TVETA) is established under Section 6 (1) of the Technical and Vocational Education and Training (TVET) Act CAP 210A of 2013 (hereafter referred to as the Act).

The Authority is mandated to, among others:

- i. Regulate and coordinate training
- ii. Accredite and inspect programmes and courses
- iii. Advise and make recommendations to the Cabinet Secretary on all matters related to training
- iv. Determine the National Technical and Vocational Training objectives
- v. Promote access and relevance of training programmes within the framework of the overall National Socio-Economic Development plans and policies
- vi. Prescribe the minimum criteria for admission to training institutions and programmes in order to promote access, equity and gender parity
- vii. Establish a training system which meets the needs of both the formal and informal sectors as provided under the Act
- viii. Inspect, license, register and accredit training institutions
- ix. Advise on the development of schemes of service for trainers
  - x. Assure quality and relevance in programmes of training
  - xi. Mobilize resources for development of training
- xii. Ensure the maintenance of standards, quality and relevance in all aspects of training including training by or through open, distance and electronic learning
- xiii. Perform any other functions necessary for the better implementation of the Act with the approval of the Cabinet Secretary

The Act provides for appointment of a Board consisting of a Chairperson and eight members, which shall be the Governing body of the Authority.

### B. VACANCY FOR POSITION OF CHAIRPERSON OF THE TVETA BOARD

Pursuant to the provisions of Section 8(5) of the Act, the Selection Panel for the Recruitment of the Chairperson of the TVETA Board invites applications from suitably qualified Kenyan citizens to fill the position of Chairperson of the TVETA Board of Directors.

### C. ROLE OF THE CHAIRPERSON OF THE BOARD

The Chairperson shall:

- i. Provide overall leadership to the Board especially in areas of policy development
- ii. Maintain a close, but independent working relationship with both the Chief Executive Officer and the Board

- iii. Act as an informal link and provide a public relations role between Board, management and the stakeholders of the Authority
- iv. Harness the collective skills of the Board and its committees and those of the executive team for attainment of the Authority's objectives and performance targets agreed with the Government
- v. Ensure that there is a formal succession plan for Board members
- vi. Encourage Board members to participate fully in the deliberations of the Board and its committees
- vii. Ensure that there are strategies for constant monitoring and evaluation of the effectiveness of the Board, individual members, senior management and the entire Authority
- viii. Participate in setting of agenda for both the Board and stakeholders' meetings
- ix. Chair and conduct Board meetings and those of stakeholders and guide the decision-making process
- x. Monitor the implementation of the Board's decisions
- xi. Ensure that new Board members are inducted and that there are adequate training programmes for Board members to keep them abreast of developments in corporate governance
- xii. Encourage Board members to develop their skills and competencies
- xiii. Promote a positive image of the organization
- xiv. Encourage a culture of transparency and teamwork among Board members
- xv. Provide quarterly updates on governance matters and any issues thereof to the responsible cabinet secretary and the State Corporations Advisory Committee (SCAC)

#### **D. REQUIREMENT FOR APPOINTMENT**

For appointment as Chairperson of the TVETA Board of Directors, a person should: -

- i. Possess at least a Bachelor's degree from a university recognized in Kenya
- ii. Have proven knowledge and experience of more than fifteen (15) years in matters relating to any of the following;
  - Technical and Vocational Education and Training
  - Law
  - Finance
- iii. Have served in a Senior Management Position at the level of Assistant Director (Job Group P or CSG 7) in Civil Service or its equivalent position in public or private sector for more than five (5) years.
- iv. Meets the requirements of Chapter Six of the Constitution.

#### **E. TERMS OF SERVICE**

- i. The Chairperson of the Board shall hold office for a term not exceeding four (4) years and shall be eligible for reappointment for a further one term
- ii. The Chairperson of the Board shall be paid such remuneration and allowance as are determined by the Salaries and Remuneration Commission and the State Corporations Advisory Committee (SCAC) from time to time.

#### **F. APPLICATION PROCEDURE**

All applications should include the following:

1. Application letter and detailed Curriculum Vitae
2. Copies of recognised academic and professional certificates
3. Copies of National Identification card or passport
4. Clearance Certificates from the following organizations: -
  - i. Kenya Revenue Authority (KRA)
  - ii. Ethics and Anti-Corruption Commission (EACC)
  - iii. Directorate of Criminal Investigations (DCI)

- iv. Higher Education Loans Board (HELB)
- v. Credit Reference Bureau (CRB)

**Note:** Degree certificates obtained out of Kenya should be accompanied with a letter of Recognition and Equation of Qualification from the Commission for University Education.

Applications should be emailed to: [selectionpanel@tveta.go.ke](mailto:selectionpanel@tveta.go.ke) OR send by **courier** OR **hand delivered** to the **Director General's office, Utalii House, 8th Floor** in clearly marked envelope **on or before Tuesday 8<sup>th</sup> April 2025, 5.00 pm** addressed to:

**The Chairperson**

**Selection Panel for the Recruitment of Chairperson TVETA Board**

**Utalii House, 8<sup>th</sup> Floor**

**P.O Box 35625-00100,**

**NAIROBI**

**NOTE:**

- i. In the spirit of promoting the national values and principles of governance of inclusiveness and equality, women, persons with disabilities, the marginalized and other minority groups are encouraged to apply.
- ii. Names of all applicants and shortlisted candidates shall be published in the TVETA website from 15<sup>th</sup> April 2025. For additional details, please visit the TVETA website [www.tveta.go.ke](http://www.tveta.go.ke)

**Mr. Paul Lilan, MBS**

**CHAIRPERSON, SELECTION PANEL FOR THE RECRUITMENT OF CHAIRPERSON, TVETA BOARD**