

VACANCY

TITLE : TVET COORDINATOR

REPORT TO : HEAD KAM CONSULTING

SUPERVISES : TVET Officers

SECTION : MANUFACTURING ACADEMY /PROJECTS

DEPARTMENT : KAM CONSULTING

Overall responsibility

This position is responsible for the development of Technical Vocational Education and Training promotion in industry and other key stakeholders to help increase employment for sustainable development in Kenya. The main role is to strengthen the link between employers and the TVET labour market.

Key objectives

- Placement of TVET graduates in industry for internships
- Technical skills upgrading of industry employees
- High levels of customer service
- Capacity building
- Timely and accurate reports

The objectives of this job will be met through the following key tasks;

- Design a detailed methodological approach prior to commencement of assignment
- Mapping and recruitment of employers into the program for provision of internship opportunities
- Develop tools for implementation of the project eg recruitment and selection guidelines, mentorship guidelines, etc in liason with the technical training institutes.
- Coordinate implementation of soft Skills training to the TVET graduates
- Coordinating of Work Readiness workshops
- Identify industry mentors and support them to work closely with the TVET graduates for work place mentorship
- Placement of TVET graduates in participating industries
- Identify participating companies employee training needs to upgrade their technical and soft skills
- In partnership with selected technical training institutes and industry, identify suitable curriculum for skills upgrading
- Host mentorship workshops with selected technical staff in participating companies to boost work place productivity and success of practical training opportunities
- Host job bazaars to launch program in different counties
- Engage in promotion and publicity activities to raise awareness of the benefits of the program
- Participating in monitoring and evaluation activities within the program and particularly in relation to employers and interns
- Prepare Monthly, Quarterly, Semi and Annual Reports to Funders, Management and the Board
- Design relevant communication tools and create knowledge sharing platforms
- Any other duties that may be assigned by the supervisor

Person specification

- i. Bachelor's degree Business /Education /Human Resource Management or its equivalent
- ii. Five (5) years working experience in a project management function
- iii. Business development skills
- iv. Excellent communication skills
- v. Customer service skills

Application:

Qualified and interested candidates should complete the online application form and submit their **CV and application letter only** to **Monday November 19, 2018 COB**.

Follow link to apply: [here](#). Only short-listed candidates will be contacted