

PRINCIPAL TECHNICAL, VOCATIONAL EDUCATION & TRAINING INSTITUTE (TVET) REF: VV/UU/014/2022

Umma University is a Private Chartered University, located in a serene environment in Kajjado.

In pursuit of its vision and mission to provide excellent University education, training and research through fostering knowledge and innovation into quality programmes to suit the needs of society, Umma University invites applications from suitably qualified candidates for the position of Principal, Technical & Vocational Education and Training (TVET).

QUALIFICATION

- Be a Kenyan citizen
- Have a bachelor's degree in Technology Education from a university recognized in Kenya in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship plus a Diploma in Education from a recognized institution.
- Possession of a Master's degree in a relevant field will be an added advantage or a PhD degree in addition to the above qualifications is an added advantage.
- Have vast knowledge and experience in any relevant field of TVET for not less than 10 years, 5 years of which should be in a management position.
- Demonstrate high standards of professional competence and ability in the management of Technical and Vocational Education and Training.
- Possess a good understanding of national and international trends and policies in Technical and Vocational Education and Training and its role in the context of Vision 2030
- Possess a Senior Management Course lasting not less than four (4) weeks from a recognized Institution.
- Be a member of a relevant professional body.
- Have a strong financial management orientation;
- Have good planning and organizing skills and have ability to exercise sound judgement.
- Ability to work under pressure and meet deadlines;
- Proficiency in computer skills including Microsoft applications;
- Self-motivated with good interpersonal and communication skills.
- Willingness to go the extra mile.
- Master's Degree in the relevant field
- Bachelor's Degree in Mass Communication/Marketing or equivalent from recognized institution.
- Computer Literacy
- Exemplary work performance

DUTIES AND RESPONSIBILITIES

- In charge of the administration of the Institution, through the provision of leadership in ensuring implementation and execution of the Institution's mandate in accordance to Government policies and programs in TVET.
- Liaising with stakeholders on matters about the management of Technical and Vocational Education and Training.
- Promoting collaborations, linkages, and agreements to promote TVET institutions and programs, both locally and globally.
- Supervising the curriculum development and implementation in the institution through innovations geared towards optimal utilization of resources available.
- Initiating processes for resource mobilization for the development of the institution's infrastructure, acquisition of equipment and instructional materials.
- Developing of quality assurance system that ensures high standards of TVET training is achieved.
- Facilitating and promoting entrepreneurship and industrial incubation in technical training through the engagement of income-generating activities.

ADDITIONAL RESPONSIBILITIES

1. Manage the TVET Institute under the guidance of Umma University Industry Advisory Board;
2. Monitor the conduct of education and training at the Institute by the provisions of the TVET Act and any other regulatory guidelines;

3. Promote and maintain standards, quality and relevance in education and training at the Institute;
4. Implement policies at the TVET Institute;
5. Initiate the development of and implement the Institute's strategic plan;
6. Develop and review CBET programmes for training and make representations thereon to the Board;
7. Liaise with Human Resource Department in the recruitment and appointment of instructors/trainers from among qualified professionals and practicing tradespersons in relevant sectors of industry
8. Undertake fundraising and resource mobilization for the Institute;
9. Market and promote TVET activities through workshops, seminars and conferences, and fairs;
10. Promote research and innovation in the TVET sub-sector;
11. Initiate collaboration or association with other institutions and industries in and outside Kenya subject to prior approval by the TVET Board;
12. Prepare annual estimates of revenue and expenditure for the Institute;
13. Prepare comprehensive annual reports on all areas of their mandate, including education and training services and submit the same to the TVET Board;
14. Oversee the welfare of the students and staff at the Institute.

ABOUT TVET TRAINING

Skills and competencies are provided through Technical and Vocational Education and Training (TVET). This is critical for the development of any society focused on sustainably generating its wealth. The overall goal of TVET is to produce a critical mass of well-trained human resources to implement programs and projects identified in Kenya's Vision 2030.

THE OFFICE OF PRINCIPAL TVET INSTITUTE

The Principal in a TVET institution is the Chief Executive Officer who is answerable to the Umma University Industry Advisory Board. The Officer manages the institution on a day-to-day basis and is Secretary to the Umma University Industry Advisory Board.

APPLICATION PROCEDURE

Interested applicants are advised to send copies of their academic and professional certificates, certificate of good conduct and addresses of three (3) referees who are conversant with the applicant competence in the area of specialization. All application must be submitted to the address below on or before 25th March, 2022.

Applications, clearly marked "**Application for the position of "Principal, Technical, Vocational Education and Training (TVET)"**", must be submitted **on or before 25th March, 2022**. via email to career@umma.ac.ke and should be send to the below address.

Kindly quote the reference number indicated above.

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.

**The Vice Chancellor,
Umma University,
P. O. Box: 713 - 01100, Kajiado - Kenya
Email: career@umma.ac.ke
Web: www.umma.ac.ke**