



Job Advert

IDENTIFICATION	
JOB TITLE	TVET Trainer (Counselling)
REPORTING TO	Head of Department
BUSINESS UNIT	TVET
PHYSICAL LOCATION	Main Campus, Nairobi
Number of Positions	1
Contract Duration	6 Months

Amref International University's focus is on training, research and extension in health sciences with emphasis on promotive, preventive, rehabilitative and palliative health. AmIU is founded on the experience and intellect of Amref Health Africa, which is reputed with over 60 years of quality and innovative public and community health interventions, training and education. It is committed to progressively develop innovative programmes catering to the present as well as future Africa and global health needs. The University offers postgraduate, undergraduate, higher diploma, diploma, certificate programmes as well as Continuing Professional Development (CPD) courses that prepare human resource for health to serve throughout the health system.

AmIU is a Pan African University of Primary Health care and seeks to develop fit for purpose health care leaders who will Inspire Lasting Change in Africa and beyond. For more on Amref International University please visit <https://amref.ac.ke>

Main Purpose of the job:

The TVET Trainer (Counselling) is expected to teach and mentor students.

Key Duties & Responsibilities:

1. Working closely with the Director, and other stakeholders to;
2. Instruct trainees in the specific course(s)/units in adherence to the respective curriculum and occupational standards;
3. Plan, conduct and assess practicals in the course units assigned;
4. Develop schemes of work, lesson plans and give lecture notes;
5. Prepare internal exams, conduct validation and of the exams;
6. Carry out continuous assessments;
7. Supervise and assess trainee(s) in the course area;
8. Mark, grade and enter the grades into ERP for the assigned units;
9. Supervise trainees on industrial attachment;
10. Prepare trainees for external exams by providing practical technical skills as required for effective competency acquisition;
11. Maintaining appropriate records and making them available as required by the directorate and TVET CDACC or any other relevant body;
12. Adhere to the exam preparation and processing schedule;
13. Attendance to all class contact hours as assigned.
14. Mentoring of students;
15. Examination invigilation, both internal and external;
16. Monitoring class attendance records;
17. Any other duty as may be assigned by the HOD or Director

Experience:

- Relevant teaching experience of at least one (2) years;
- Knowledge and expertise in theory and practical relevant to the area of training;

- Excellent interpersonal skills
- Ability to work collaboratively in a team

Education, Professional Qualification & Experience:

- Degree/Diploma in the relevant technical area from a recognized institution;
- Ability to teach all the common and core units in community health, counselling psychology, project management, social work & community development, health records;
- Holder of a Certificate in Pedagogy (Teaching Strategies);
- Registered by Technical and Vocational Education and Training Authority (TVETA) as a Trainer;
- Knowledge of KNEC/CDACC examination procedures

Skills & Competences;

- ICT proficient
- Mentoring and Coaching
- Self-motivated
- Fluent oral and written English

How to apply

Submit your email application to recruitment@amref.ac.ke and have “**TVET Trainer (Counselling)**” in the subject line. Attach a motivation letter and CV **ONLY**. **Deadline for submission: 18th March 2024**. Only shortlisted candidates will be contacted.

*All Amref International University open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from AmIU will arrive from an **@amref.ac.ke** or **@amref.org** address.*

Amref International University is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref International University is dedicated to diversity and is an equal opportunity employer with a non-smoking environment policy