



JOB OPPORTUNITIES

Kenya Ports Authority (KPA) is a Commercial and Strategic State Corporation mandated to maintain, operate, improve and regulate all sea and inland waterway ports in Kenya. KPA aspires to position the Port of Mombasa as a competitive regional hub. The Port of Mombasa is a gateway to East and Central Africa and is one of the busiest Ports along the East African coastline. The Port provides direct connectivity to over 80 ports worldwide and is linked to a vast hinterland comprising Uganda, Rwanda, Burundi, Eastern Democratic Republic of Congo, Northern Tanzania, Southern Sudan, Somalia, and Ethiopia by road.

To enhance institutional capacity to deliver strategy, KPA is seeking to recruit highly motivated and results oriented individuals to fill the following exciting and challenging positions.

1. PRE-SCHOOL TEACHERS, GRADE KPA 9

Overall Objectives

The job holder is responsible for providing holistic development to learners (cognitive, social, emotional, physical, moral & spiritual) and a safe and conducive learning environment in accordance with the revised Kenya Pre-school curriculum

Tasks and Responsibilities

- Providing children with stimulating activities which can arouse their curiosity and enhance their discovery and observation skills.
- Developing adequate and relevant materials from the local environment to be used during teaching and learning process.
- Inspecting children regularly and identify those with health and care needs.
- Ensuring that the children under her care are provided with milk which is safe for their consumption.
- Creating an appropriate learning environment for the children.
- Constantly assessing children's progress and keep their parents informed through the coordination of the Head teacher
- Ensuring that there is safety and comfort for children under their care.
- Working closely with other school teachers, parents and other members of the community in planning the preschool tasks as well as enhancing community development.
- Inculcating good morals in children under their care.
- Ensuring that he/she follows the required syllabus.
- Welcoming children to school and taking them through toilet training.

Skills and Attributes

- K.C.S.E C- (Minus) or its recognized equivalent.
- Diploma in Early Childhood Development or any other relevant field from a recognized institution.
- Supervisory Development course.
- IT Skills.
- 2 years relevant experience or 3 years relevant experience as a teaching Assistant.

2. OFFICE ASSISTANTS (PRE-SCHOOL ASSISTANTS) GRADE KPA 10

Overall Objectives

The job holder is responsible for maintaining safe conducive learning environment, conducting learner induction, organizing learning materials and supervising outdoor activities.

Tasks and Responsibilities

- Supervising outdoor activities.
- Providing of safe school milk & water to learners.
- Creating a safe learning environment for learners.
- Coordinating preparation of interactive learning activities.
- Preparing materials for learning and physical activities.
- Receiving children from parents/guardians to school.
- Planning for learner induction
- Conducting interactive learning activities.
- Preparing materials for learning and physical activities.
- Accompanying teachers and pupils during outdoor activities.
- Participating in pre-schools facilities inspection.
- Securing learners' items.

Skills and Attributes

- K.C.S.E D+ (Plus) or its recognized equivalent
- Certificate in Early Childhood Development
- IT Skills
- At least 2 years relevant work experience

How to Apply

Interested applicants are requested to submit their applications strictly online through the Authority's Careers Portal by visiting the Kenya Ports Authority Website(<https://www.kpa.co.ke>) > Careers > Careers Portal and attach the following based on the position applied for:

- KCSE/UCE/IGCSE/GCE Certificate (whichever is applicable)
- Diploma/Certificate – (1. and 2. should be scanned as one document)
- A scan of your National Identity Card.

Email or hard copy applications will not be accepted. To be considered, your application must be received not later than **13th March 2023**.

Successful candidates will be subjected to background check and will be required to present VALID clearance certificates from the following institutions prior to engagement:

- Police Clearance Certificate (DCI Clearance Certificate)
- Higher Education Loans Board (Clearance Certificate)
- Kenya Revenue Authority (Tax Compliance Certificate)
- Ethics and Anti-Corruption Commission (Self Declarations form); and Credit Reference Bureau (Credit Report and Certificate of clearance)

Kenya Ports Authority is an equal opportunity employer. Canvassing directly or indirectly will result in disqualification.

