



KENYA SCHOOL OF GOVERNMENT



CALL FOR EXPERTS (CONSULTANTS AND TRAINERS)

The Kenya School of Government (KSG) was established under the Kenya School of Government Act (2012) and has Campuses at Lower Kabete, Baringo, Embu, Matuga and Mombasa. The mandate of the School is to provide learning and development programs that enhance skills and competencies in public service; conduct research that informs public policy; and offer expert consultancy and advisory services to improve standards of performance in public institutions. The School offers exciting programs for all levels in public service and has initiated relevant research projects. Further, the School maintains an environment that is conducive to learning and research and has state-of-the-art modern facilities required by both learners and facilitators.

The School invites expressions of interest from qualified candidates seeking a challenging and dynamic learning environment for prequalification to join the adjunct faculty and consultants in areas of specialization in training, research, and consultancy and advisory services that are shown below. The fields of specialization indicated here are not exhaustive and applicants are welcome to propose other courses and programs for consideration.

Areas of Specialization

1. Public Sector Leadership	2. Public Sector Performance Management & Productivity	3. Devolution Affairs
4. Professional Ethics, Values and Integrity	5. Public Procurement and Asset Disposal Management	6. Public Policy Formulation, Implementation & Analysis
7. Public Finance Management	8. Human Resource Management	9. Peace and Security, Conflict and Disaster Management
10. Strategic Planning & Balanced Score Card	11. Government Protocol & Etiquette	12. Project Management
13. Monitoring & Evaluation	14. Corporate Governance	15. Environmental Governance and

		Management
16. Climate Change	17. Public Administration	18. Knowledge Management
19. Public Sector Reform	20. ICT	21. Innovation and Creativity
22. Development Studies	23. SDGs and Regional Integration	24. Communication Management
25. Social Work	26. Public Health Management	27. Social Science Research
28. e-Learning	29. Graphics & Multi-Media Design	30. Diplomacy and International Relations
31. Public Law	32. Management of Public Enterprises	33. Gender and Development
34. Negotiation, Mediation and Arbitration Skills	35. Parliamentary/ County Assembly Standing orders and committee engagement	36. Civic Education and Public Participation
37. Speech & Cabinet Memo Writing	38. SDGs and Regional Integration	39. Social Accountability
40. Hospitality Management	41. Integrated Personal Payroll Data	42. Security Management
43. Disaster Management	44. Public Prosecution	45. Counselling and Staff Wellness
46. Consultancy Management	47. Health and Safety Management	48. Youth Empowerment
49. Economics	50. Records Management	51. Environmental and Social Impact Assessments
52. Psychometrics Assessment Tools	53. Organization Change and Development	54. Talent Management
55. Cyber Security	56. IFMIS	57. Government Human Resource Information System (GHRIS)
58. Fraud Management	59. Information Systems Management Security	

Duties and Responsibilities of Adjunct Trainers and Consultants

The trainers and consultants shall be required to:

- a. Facilitate learning and learning assessment using appropriate and innovative methods
- b. Develop high quality learning and assessment materials and assignments

- c. Participate in School consultancy such as Development of Policy documents, Strategic Plan, Human Resource consultancies, curriculum development and establishment of a culture of continuous improvement and innovation
- d. Monitor, evaluate, and review existing courses and programs in line with School quality procedures

Required Qualifications

- a. Master's Degree in the field of specialization from a recognized institution.
- b. At least 5 years working experience in the relevant field
- c. Extensive knowledge of Public Service
- d. A Training of Trainers **(TOT)** Certificate (as an added advantage)

Required Skills and competencies

- a. Extensive knowledge of the subject area
- b. Excellent communication, presentation and interpersonal skills
- c. Ability to work as part of a team in an evolving work environment with excellent interpersonal skills;
- d. Demonstrated openness and ability to manage complex and argument tasks
- e. High level computer skills
- f. Drive for teaching and knowledge sharing
- g. Ability and initiative to build and work with teams
- h. Ability to fit in with participants of all levels of age and seniority
- i. Creativity in preparation of learning materials and in planning and delivery presentations

Selection of experts

- Shortlisted candidates will be contacted directly by HR Team
- Experts will be registered in our database and they will be available for consideration whenever relevant opportunities arise.

If you believe your qualifications and career objectives match any of the specialization, please submit your application, including detailed curriculum vitae as per format provided in **appendix 1**

How to apply

- i.** Applications should be addressed to
***The Director General
Kenya School of Government
P.O. Box 23030-00604
Lower Kabete, Nairobi***
- ii.** Hard copies may be submitted to the Human Resource office in any of our Campuses (***KSG Baringo, KSG Embu, KSG Lower Kabete, KSG Matuga and KSG Mombasa***) on or before **20th March 2020**
- iii.** Alternatively, soft copies should be forwarded to [**Adjunct2020@ksg.ac.ke**](mailto:Adjunct2020@ksg.ac.ke)
- iv.** All adjuncts who were already in the KSG database **should also apply**

Appendix 1: CV Format

PART 1: SUMMARY	
Profile summary <i>(Not more than 200 words)</i>	
PART 2: DETAILED CV	
Name: <i>(First/middle/surname)</i>	
Nationality:	
Date of Birth: <i>(DD/MM/YYYY)</i>	
Membership in Professional Bodies: <i>(Professional qualification/Date of current certificate)</i>	
Academic Qualifications: <i>(Qualification/Institution/Date of graduation)</i>	
Key Skills:	
Area (s) of specialization <i>1 to 54 or any other</i>	
Employment Record : <i>Start with latest organization/Designation/total number of years' experience</i>	
Relevant Teaching and Consultancy Experience: <i>Start with latest organization/Areas of teaching & successful consultancy assignments /No. of years' experience</i>	

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Sign:.....