

# TEACHERS SERVICE COMMISSION

## INTERNAL MEMO

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**TO** : ALL TSC REGIONAL DIRECTORS  
: ALL TSC COUNTY DIRECTORS

**REF** : TSC/DS/RECRUITMENT/18/VOL.V

**DATE** : 24<sup>th</sup> OCTOBER, 2019

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### RECRUITMENT OF TEACHER INTERNS OCTOBER, 2019

The Commission advertised a total of **10,300 posts** for recruitment of Teacher Interns (**4,300** posts for Primary Schools and **6,000** posts for Secondary Schools).

Interested candidates, made their applications online through the TSC Web – [www.teachersonline.go.ke](http://www.teachersonline.go.ke) and closing on 24<sup>th</sup> October, 2019. The eligibility was well stipulated in the advert.

#### I. Selection Criteria

1. After the closure of the advert on 24<sup>th</sup> Oct. 2019, the County Director will be required to invite the applicants by specifying date, venue and time of the interviews and / or verification of documents via short messaging service (SMS).
2. Arising from decentralization of teacher recruitment, you are required to conduct the process of selection, appointment and posting of teacher interns (including verifying the authenticity of their academic & professional certificates).
3. The current recruitment guidelines for 2019/2020 FY apply as well as guidelines for teacher internship attached (Appendix I to IV attached).
4. Once selected, the Intern shall sign an Internship Agreement with the Commission using a prescribed format (Attached).

## **II. Overview of Teacher Internship Programme**

- i. Internship is a period of work experience offered by the Commission to give newly qualified teachers an opportunity for guided practice needed to acquire and demonstrate teaching knowledge, skills & dispositions required in the teaching service.
- ii. It is a temporary position for a period of twelve (12) continuous months.
- iii. Interns will work under the guidance and supervision of the head of the institution-the Supervisor.
- iv. A Supervisor (head of institution) will assign a mentor to assist the interns acquire necessary skills.
- v. A mentor is a teacher who is recognized by TSC for his/her practical knowledge of the teaching profession and/or other areas of expertise which support theoretical knowledge acquired from the training Institutions.
- vi. Once appointed, teacher interns will be posted to the sub county or school where they applied for primary and secondary schools respectively.

## **III. Submission of documents to TSC Headquarters**

The County Director will be required to submit the following to the TSC HQs on 9<sup>th</sup> December, 2019 or 10<sup>th</sup> December, 2019;

- i. Duly filled offer of Internship Letter (for both primary and secondary schools).
- ii. Duly signed Internship Agreement.
- iii. County merit list for Primary schools and school merit list for Secondary school applicants.
- iv. A valid Certificate of Good Conduct.
- v. A copy of valid personal accident policy
- vi. Certified copies of the following documents in the order indicated below: -
  - a) National identification card;
  - b) National Council of Persons with Disability (NCPWD) Card (where applicable);

- c) Two passport size photographs;
- d) KCPE Certificate;
- e) KCSE Certificates (include first attempt certificate if one repeated exams);
- f) PTE Certificate/Diploma/Degree Certificates and all official transcripts (where applicable);
- g) Primary and Secondary Schools and college leaving certificates
- h) KRA PIN certificate, Bank form and Bank plate to facilitate appointment on payroll.

#### **IV. Merit Lists**

The ICT Directorate will send system generated merit lists for the County/Sub-County for primary school interns. Further it will send merit list per school and subject combination for secondary schools. You are expected to ensure that from the merit lists provided, Sub-County, County and school merit lists are developed based on verification of documents and marks awarded for **Section C** of the score sheet in case of secondary schools.

These merit lists should be in MS Excel and must bear the name and TSC No. of the County Director.

#### **Note**

1. County Directors will be held responsible for cases of flouting the recruitment guidelines.
2. The TSC Regional Directors are required to oversee the exercise.



**RITA W. WAHOME**  
**Ag. DIRECTOR (STAFFING)**

Copy to:                      Commission Secretary

