



When Replying please quote

Ref. No.

Date:

5th July 2016

VACANCIES

The Institute wishes to recruit the following staff as per establishment.

1. FINANCE OFFICER

a) DUTIES AND RESPONSIBILITIES

- Preparation of budgets in consultation with Administration.
- Implement financial policies and procedures.
- Establish, maintain and control all books of Accounts.
- Prepare and reconcile bank statements.
- Ensure proper preparation of monthly trial balances.
- Ensure proper preparation of payroll for B.O.G employees.
- Maintain cheque books for all accounts.
- Ensure transactions are properly recorded and entered into the MIS.
- Perform any other duties assigned.

b) QUALIFICATIONS:

- CPA III with I T Competence.
- Three years experience in similar duties.
- Posses Managerial Skills.
- Confidential recommendation from previous/current employer.

2. PROCUREMENT OFFICER

a) DUTIES AND RESPONSIBILITIES

- Developing, updating and overseeing the application of appropriate quality control in procurement function.
- Initiation and Preparation of Annual Procurement Plan.
- Ensure compliance with regulations, policies and practices in the implementation of procurement activities.
- Ensure maintenance of optimal stock levels of supplies consistent with the Institute requirements.
- Developing specifications in liaison with the user departments.
- Undertaking market surveys.
- Perform any other Procurement related duties that may be assigned from time to time.

b) QUALIFICATIONS:

- In possession of Diploma in Supplies Chain Management from a recognized TVET Institution.
- Must have at least one year experience in procurement duties.
- Computer literate.
- Aged above 25 years.
- Be registered with Kenya Institute of Supplies Management.

3. FOOD AND BEVERAGE TECHNICIAN

a) DUTIES AND RESPONSIBILITIES.

- Prepare requisition for materials of course work & examination.
- Undertake stock taking of the equipment and materials in the section and maintain ledgers.
- Prepare materials and equipment for practical as per instructions from subject teacher.
- Maintain cleanliness and safety in the laboratory.
- Perform any other duty as may be assigned by HoD/Subject Teacher.
- Food Control in the Teaching Lab/Institute Kitchen.
- Catering Services Management.

b) QUALIFICATIONS.

- Diploma in Food and Beverage management from a recognized TVET Institution.
- One year Internship in a production oriented Organization.
- Must be conversant with stores records/automated stock controls.
- Be computer literate.

4. LIBRARIAN

a) DUTIES AND RESPONSIBILITIES.

- Management of Library services including implementation of Library work programs.
- Preparing of reports on Library Issues.
- Any other duties assigned to him/her by the Principal.

(Preference will be given to male applicants due to current staffing per gender).

b) QUALIFICATION

- Diploma in Library and Information studies.
- One year Internship in a production oriented Organization.
- Computer literate.
- Aged above 25 years.

5. BOG TEACHERS

a) QUALIFICATIONS:

- Minimum Bachelor of Education Degree or its equivalent.
- Diploma in Technical Education and Higher Diploma in specialization or above.
- Computer Literacy.

| DEPARTMENT | SPECIALTY | NUMBER REQUIRED |
|--|-------------------------------|-----------------|
| Institutional Management | Food Production/Control | 2 |
| | Clothing Technology | 2 |
| Electrical and Electronics Eng | Elec Installation | 2 |
| | Electrical/Electronics | 2 |
| | Electrical/Maths | 1 |
| Liberal Studies | Information Studies | 2 |
| | Social Work | 2 |
| Mechanical/Automotive Engineering | Mechanical Engineering | 1 |
| | Applied Biology | 2 |
| | Agriculture | 2 |
| Building Civil Engineering | Plumbing | 1 |
| | Building Technology | 1 |
| | Civil Engineering/TD | 1 |
| Business Studies | HRM | 2 |
| | Supplies Chain/Marketing | 2 |
| | Co-op Management | 2 |
| | Secretarial Studies | 1 |
| Mathematics and Applied Sciences | Blood Transfusion/Haematology | 2 |
| | Pharmacology/Pharmaceuticals | 2 |
| | Hospital Engineering | 2 |
| | Histology/Parasitology | 1 |
| | Immunology/Clinical Chemistry | 1 |
| | Chemistry Technology | 1 |
| ICT | ICT | 1 |
| Total | | 38 |

APPLICATION:

- One page CV and copy of academic and professional testimonials.
- Hand written application addressed to the Principal/Secretary BoG so as to reach on or before **27th July 2016**.
- Shortlisted applicants will be contacted vide SMS to attend interview.

KISIWA TECHNICAL TRAINING INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER DRIVEN BY MERIT.

Tom Mulati

PRINCIPAL/SECRETARY BOG