



MINISTRY OF EDUCATION  
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING  
**KISIWA TECHNICAL TRAINING INSTITUTE**



**Knowledge and Skills for better life**  
P. O. BOX 657 – 50200, BUNGOMA (KENYA)  
Cell Phone: 0110-096090/0784-240895  
Email:Info@kisiwatech.ac.ke or kisiwainstitute@yahoo.com or  
principal@kisiwatech.ac.ke

Date: 7<sup>th</sup> May, 2021

**ADVERTISEMENT OF VACANT POSITIONS**

Kisiwa Technical Training Institute (KISTTI) invites applications from qualified Kenyans for the following vacant positions

**1. DRIVING SCHOOL INSTRUCTOR, JOB SCALE KISTTI 8 –ONE (1) POST**

**Roles and Responsibilities**

- i. Maintenance of machines and equipment used in instruction.
- ii. Preparing lesson plans, instructing, assessing and marking theory & practical work for students.
- iii. Explain how a car operates, how to perform safety checks and what to do in case of an emergency.
- iv. Guide learners through the new NTSA guideline and curriculum.
- v. Prepare learners for NTSA Driving examinations.
- vi. Maintain an accurate record of attendance of the students both in class and field practical
- vii. Correspond with management concerning the materials/devices/kits required.

**Qualifications**

- i. KCSE certificate with minimum mean grade D (Plain)
- ii. Diploma in Automobile Engineering or equivalent qualifications
- iii. NTSA Driving Instructor Certificate



*All Correspondence should be addressed to the Principal*

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- iv. Have Driver's License for class BCE vehicles
- v. Be computer literate
- vi. Be Conversant with NTSA Act and Regulations
- vii. Have Knowledge of National Highway Traffic Safety Administration
- viii. Good Communication Skills
- ix. Have relevant work experience of at least three (3) years in TVET Institution or comparable Institution.

## **2. ELECTRONICS ENGINEERING TECHNICIAN JOB SCALE KISTTI 10 –ONE (1) POST**

### **Roles and Responsibilities**

- i. Responsible for day today running of the , setting wash stand for experiment
- ii. Issuing material and equipment to trainees and trainers
- iii. Monitor and ensure the safety and security of workshops and equipment
- iv. Ensure all required documentation, reports and record are prepared and well kept
- v. Any other duty assigned by the Head of Department or authorized officer

### **Qualifications**

- i. Craft Certificate in relevant field
- ii. Minimum of two (2) years' experience in relevant field
- iii. Must have good knowledge on electronic field as well
- iv. Must have a general knowledge on generator maintenance and operation
- v. Minimum Government Grade Test 1 is also an added advantage.



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## INTERNAL ADVERTISEMENT

### 3. SYSTEM S ADMINISTRATOR, JOB SCALE KISTTI 8 -ONE (1)POST

#### Roles and Responsibilities

- i. Installation and maintenance of computer systems;
- ii. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- iii. Carrying out systems analysis, design and program specifications in liaison with users
- iv. Analyze information to determine, recommend and plan installation of a new system or modification of an existing system.
- v. Drawing up hardware specifications for ICT equipment; verification, validation and certification of ICT equipment;
- vi. Developing and updating application systems;
- vii. Overseeing the process of configuration of new Information Communication Technology equipment.
- viii. Ensure that virus protection software is installed on all computers and are updated regularly.
- ix. Conduct regular network and security audits to continuously manage systems security to avoid data loss.

#### Qualifications

- i. Diploma in Information Technology, Computer Science or a related discipline or its equivalent.
- ii. Served in the grade of Information Communication Technology Officer or its equivalent position for a minimum period of two (2) years.
- iii. Have thorough knowledge of System Administration and Networking in TVET institutions or comparable Institution.



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## How to apply

- 1) Application letter addressed to the Principal/ Secretary Board of Governors, detailed CV, copies of academic and professional certificates and other testimonials together with national identity card.
- 2) Must have a valid certificate of Good conduct
- 3) All application to reach the undersigned not later than **20<sup>th</sup> May 2021**

**Secretary Board of Governors**  
**Kisiwa Technical Training Institute**  
**P.O Box 657-50200**  
**Bungoma**



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