



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL
EDUCATION AND TRAINING
KISIWA TECHNICAL TRAINING INSTITUTE



Knowledge and Skills for better life

P. O. BOX 657 - 50200, BUNGOMA (KENYA)

Cell Phone: 0110-096090

Email:kisiwainstitute@yahoo.com or principal@kisiwatech.ac.ke

When Replying please quote

Ref. No. KISTTI/P/ADVERT/10/2023

Date: 21ST DECEMBER 2023

INTERNAL VACANCIES RE-ADVERTISEMENT

The Applicants MUST:-

- Be employees of Kisiwa Technical Training Institute on *Permanent or Contractual Terms*.
- Have served in the current position for a minimum of One (1) year.

Approved for circulation
PRINCIPAL
KISIWA TECHNICAL TRAINING INSTITUTE
P. O. Box 657 - 50200
BUNGOMA

1. DEPUTY HUMAN RESOURCE OFFICER, JOB GROUP KISTTI -7-ONE (1) POST

Duties and Responsibilities

- Assist in payroll Administration;
- Ensure employees records are well maintained and properly managed;
- Monitoring employees attendance and leave records;
- Implementation of Human Resource Policies and Procedure manuals;
- Collating and compiling data on staff performance Appraisals;
- Submission of statutory reports i.e. NHIF, PAYE, NSSF, NITA Levy as required by the law for compliance purposes;
- Secretary of Occupational Safety and Health Committee;
- Perform any other duty assigned by the College Management.

For Appointment to this grade, an Officer must have:

- Bachelor's Degree in Human Resource Management / Social Sciences with a Diploma in Human Resource Management/ Higher Diploma in Human Resource Management or equivalent qualifications;
- Been Registered with IHRM;
- Knowledge of Employment Act 2007;
- Certificate in Computer Application Skills.

All Correspondence should be addressed to the Principal



ISO: 9001:2015 CERTIFIED INSTITUTION

2. DEPUTY CATERESS/CATERER, JOB GROUP KISTTI-8- ONE (1) POST

Duties and Responsibilities

- i. Supervise staff in food hygiene, personal hygiene and Kitchen hygiene;
- ii. Keep updated stock records;
- iii. Prepare Catering Reports to submit to the Management;
- iv. Liaise with Cateress on issues of menu compilation and review
- v. Perform any other duty assigned by the College Management.

For Appointment to this grade, an Officer must have:

- i. Diploma in Food and Beverage, Catering and Hotel Management or equivalent from a recognized Institution;
- ii. Certificate in Computer Application skills;
- iii. Valid Certificate of Health for food handlers.
- iv. Certificate of Good Conduct

3. CUSTOMER CARE OFFICER JOB GROUP KISTTI-8- ONE (1) POST

Duties and Responsibilities

- i. Provide front office services to external and internal staff by provision of quick response to their queries as the first line of contact and strive for a customer friendly environment;
- ii. Provide general administrative support and routine typing services ;
- iii. Receive and process follow up information about previous requests and reports and monitor this trend with regards to the institution ;
- iv. Ensure the reception is fully stocked with the institution's information education materials and prompt visitors to familiarize themselves as they wait for service delivery;
- v. Receive and sign for mail deliveries into the organization and allocate them for dispatch to the respective owners for action;
- vi. Analysis of Customers complaints, feedback and Suggestions.
- vii. Perform any other duty assigned by the College Management.

For Appointment to this grade, an Officer must have:

- i. Diploma in Front Office Management, Public Relations or equivalent qualifications
- ii. Certificate in Computer Application Skills

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4. ADMINISTRATIVE ASSISTANT JOB GROUP KISTTI-8- ONE (1) POST

Duties and Responsibilities

- a) Record dictation in shorthand and transcribe it into a written comprehensive form
- b) Type from draft and manuscripts as required to ensure timely communication of information;
- c) Handle incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office;
- d) Operate office equipment in printing and photocopying documents to provide administrative assistance to the institution;
- e) Classify documents and materials to ensure security and confidentiality of office records ;
- f) Receive and attend to visitors and clients in a professional and courteous manner and direct them to the respective offices;
- g) Maintain Records;
- h) Prepare draft Reports;
- i) Respond to clients queries;
- j) Make requisition for office supplies;
- k) Perform any other duty assigned by the College Management.

For Appointment to this grade, an Officer must have:

- i. Diploma in Secretarial Studies or Single and Group Stage III
- ii. Certificate in Computer Application Skills

How to apply

A written application letter, detailed Curriculum Vitae, Certified Copies of Academic and Professional Certificates, National Identity Card or Passport, Testimonials and other relevant supporting documents should reach the undersigned not later than **11th January 2024, 4:00pm**

Principal/Secretary Board of Governors

Kisiwa Technical Training Institute

P.O Box 657-50200

Bungoma

Kisiwa Technical Training Institute is an Equal Opportunity Employer. Women, the Marginalized and persons living with disability are encouraged to apply.

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