



**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: 0110-096090/0784-240895**  
**Email: kisiwainstitute@yahoo.com or principal@kisiwatech.ac.ke**

When Replying please quote  
Ref. No. KISTTI/P/ADVERT/3/2023

Date: 20<sup>TH</sup> JANUARY 2023

***ADVERTISEMENT OF VACANT POSITIONS***

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

**1. MAINTENANCE OFFICER, JOB GROUP KISTTI - 8 - ONE (1) POST**

**Job Description**

- a) Advises the management on matters related to maintenance.
- b) Supervise the artisans to ensure they perform the required repairs optimally and in a timely manner
- c) Evaluate problematic systems or facilities and determine what installation or repair services need to be performed.
- d) Coordinate repairs of facilities and develops health and safety reports to ensure compliance with regulatory standards.
- e) Maintains an accurate record for all repair works and maintenance of all machines and equipment for accountability and planning purposes
- f) Raise requisitions to the procurement department for maintenance work materials needed to ensure seamless delivery of work.
- g) Ensures compliance to health and safety procedures by all staff under his supervisions to eliminate and minimize work related risks.
- h) Perform any other duties assigned by Management

**Job Specification**

- i. Diploma in Building and Construction or a related field
- ii. Have at least One (1) year experience in similar or comparable role
- iii. Relevant Certificate in Computer application skills from a recognized institution;
- iv. Be result oriented and a team player;
- v. At least 24 years Old

*All Correspondence should be addressed to the Principal*



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## 2. BUS DRIVER, JOB GROUP KISTTI - 10 - TWO (2) POSTS

### Job Description

Duties and responsibilities at this level will entail:-

- a) Carrying out routine checks on the vehicle's cooling, oil, electrical and braking systems;
- b) Driving a motor vehicle as authorized;
- c) Detecting and reporting malfunctioning of vehicle systems;
- d) Maintaining of work ticket (s) for vehicle (s) assigned;
- e) Ensuring security and safety for the vehicle on and off the road;
- f) Overseeing safety of the passengers and /or goods therein;
- g) Perform any other duties assigned by Management

### Job Specification

- i. Served as a Driver for a minimum period of five (5) years in a similar or a comparable Institution
- ii. At least 35 years Old
- iii. At least Kenya Certificate of Secondary Education (KCSE) Certificate
- iv. Suitability Test Grade III
- v. Driver's License for class ABCE vehicles.
- vi. Occupational Trade Test 1 for Drivers
- vii. A valid driving licence PSV
- viii. First-Aid training lasting not less than one (1) week at St. John Ambulance or any other recognized Institution will be an added advantage
- ix. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or equivalent qualification from a recognized Institution;
- x. Valid Certificate of Good conduct from the Kenya Police

## 3. NUTRITION AND DIETETICS TECHNICIAN, JOB GROUP KISTTI 8 –ONE (1) POST

### Job Description

- a) Maintaining skills laboratory equipment/instruments;
- b) Responsible for day to day running of the workshop operations;
- c) Ensure cleanliness in the skills laboratory and safety of the apparatus and equipment;
- d) Maintain skills laboratory records;
- e) Monitor and ensure safety of skills laboratory;
- f) Budgeting for laboratory requirements;
- g) Perform any other duty as assigned by the Head of Department.

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## Job Specification

For appointment to this Job Group, a candidate must have:

- i. Holder of Diploma in Nutrition and Dietetics from a recognised Institution;
- ii. Must be a registered Member of relevant professional Body
- iii. Have knowledge in principles underlying laboratory techniques in relation to Science Laboratories;
- iv. Have at least One (1) year experience as Nutrition and Dietetics Technician
- v. Have Certificate in Computer application skills from a recognized institution;
- vi. Be result oriented and a team player;
- vii. At least 24 years Old

## RE- ADVERTISEMENT

### 4. PHARMACY TECHNICIAN, JOB GROUP KISTTI 8 –ONE (1) POST

#### Roles and Responsibilities

- a) Maintaining laboratory equipment/instruments;
- b) Responsible for day to day running of the laboratory operations;
- c) Ensure cleanliness in the workshops and safety of the laboratory apparatus and equipment;
- d) Maintain laboratory records;
- e) Monitor and ensure safety of laboratory;
- f) Budgeting for laboratory requirements;
- g) Any other duty assigned by the Head of Department.

#### Job Specification

For appointment to this Job Group, a candidate must have:

- i. Holder of Diploma/ Higher National Diploma in Pharmaceutical Technology from a recognised Institution;
- ii. Must be a registered member of Pharmacy and Poison Board;
- iii. Have knowledge in principles underlying laboratory techniques in relation to Science Laboratories;
- iv. Have at least One (1) year experience as Pharmacologist;
- v. Relevant Certificate in Computer application skills from a recognized institution;
- vi. Be result oriented and a team player;
- vii. At least 24 years old

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In compliance to article six (6) of the constitution of Kenya, the successful candidates shall be required to provide:

- Valid Certificate of good conduct.
- Valid Tax compliance Certificate.
- HELB Clearance Certificate.
- Clearance Certificate from Ethics and Ant Corruption Commission (EACC).
- Clearance Certificate from a recognized Credit Reference Bureau (CRB).

### 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 **16<sup>th</sup> February 2023, 5pm**

**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.

*Approved for circulation*

**PRINCIPAL**  
**KISIWA TECHNICAL TRAINING INSTITUTE**  
**2023**  
**P. O. Box 657 - 50200,**  
**BUNGOMA**

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