



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



Knowledge and Skills for better life
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Date: 19/5/2020

When Replying please quote

Ref. No KISTTI/P/ADVERT/2020

1. INTERNAL AUDITOR – SCALE 6 (1)

a) Job Description

Duties and responsibilities at this level will include:

- i. Undertaking audit verification assignments;
- ii. Preparing and submitting audit findings;
- iii. Preparing and maintaining audit working papers for jobs assigned;
- iv. Develop and implement audit management systems;
- v. Carrying out a review of accounting, financial and budgetary systems;
- vi. Communicate any loopholes within the Institution structure, recommend appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures;
- vii. Induct other audit staff on the use of computerized audit techniques and methods for ease in the use of techniques; and
- viii. Undertaking non-financial audit assignments; set up systems of internal control and regulation.
- ix. Develop and implement audit plans (Programs).
- x. Ensure public Procurement & Disposal Act 2015 is adhered to in all the procurement processes.
- xi. Advice management on policies related to internal controls, financial accounting and report on financial administration as per the Government Regulations.
- xii. Advice and participate in stock control and stock taking.

b) Qualification and Experience

For appointment at this level an officer must have:

- i. Holder of CPA (K); or its equivalent (A degree in Accounting or finance will be an added advantage)
- ii. Be a registered member of a relevant professional body;
- iii. Have relevant skills in computer application.
- iv. Proven knowledge of auditing standards and procedure, laws rules and regulations.
- v. Meet the requirements of chapter 6 of the constitution of Kenya 2010.

2. HUMAN RESOURCE OFFICER – SCALE 6 (1)

a) Job Description.

- i. Preparing documents relating to recruitment, appointment, transfers, and Human Resource Management records.
- ii. Processing cases for the Institution's Human Resource Management Advisory Committee in consultation senior officers.
- iii. Implementing of human resource management decisions thereof;
- iv. Inducting new employees;
- v. Maintaining employees records;
- vi. Ensuring health and safety of employees;
- vii. Taking care of employees welfare;
- viii. Assist in counseling employees.
- ix. Strategic plan, Policy development.
- x. Policy development and alignment.

b) Qualification and Experience

- i. Served as a Human Resource Officer II for a minimum period of three (3) years in a comparable institution or in the Public Service.
- ii. Bachelor's degree in any of the following disciplines: Social Sciences, Human Resource Management, Industrial Relations, Business Administration or equivalent qualification from a recognized Institution or Higher National Diploma in Human Resource Management.
- iii. Must be a registered member of the Institute of Human Resource Management (IHRM).
- iv. Have proficiency computer application.
- v. Meet the requirements of chapter six of the constitution of Kenya 2010.

3. COMPUTER TECHNICIAN SCALE 8 (1)

(a) Job Description

Duties and responsibilities at this level will entail:

- i. Installing and maintaining Technical equipment used in training services and office work.
- ii. Offering technical support in ICT workshops.
- iii. Determining equipment specifications for ICT laboratories.
- iv. Diagnose and solve hardware and software faults.
- v. Maintain and monitor existing systems.
- vi. Install and configure IT hardware and software.
- vii. Assist the IT Manager with project work to grow the technology infrastructure of the Institute.
- viii. Test and evaluate new technology before use by the Institute

(b) Qualification and Experience

For appointment to this, an officer must have:

- i. Served as a Technician in a comparable position in the Public Service or Private Sector for a minimum period of two (2) years.
- ii. Have Diploma in Computer Studies or Information Communication Technology from a recognized institution;
- iii. Shown merit, integrity and ability as reflected in work performance and results.
- iv. Knowledge of current windows and mobile operating systems.
- v. Knowledge of core desktop and cloud business applications.
- vi. Good oral, electronic and written communication skills across all levels of the company.
- vii. Willingness and ability to learn new skill quickly.
- viii. Ability to document processes, procedures and results.

4. NURSING OFFICER - SCALE 8 (1)

Job Description

- (i) Developing Policies, procedures and work standards for institute health program.
- (ii) Treating all students and staff of the institute and referring them to the laboratories when need arises.
- (iii) Counseling all the patients before or after treatment.
- (iv) Accompanying students during regional and national game tournaments and the Drama Festivals.
- (v) Accompanying the very sick to the hospital within Bungoma town and when they are admitted.
- (vi) Advising students on life issues.
- (vii) Preparing health reports for supervisor, board of education and health department.
- (viii) Responsible for students with disabilities welfare in terms of accommodation and health issues.
- (ix) Providing first aid care and refurbishing the first aid kits.
- (x) Maintains security of school health supplies.
- (xi) Serves as a resource person on health issues.
- (xii) Provides follow- up evaluations on students as required.
- (xiii) Recommends corrective action where problems are identified.
- (xiv) Records immunization, health findings, and other relevant health data.
- (xv) Maintaining statistical records and analyzing trends.
- (xvi) Perform any other duties as assigned to him/her by the Principal.
- (xvii) Advising Management of students' health matters.

Qualification and Experience.

- (i) Must have attained a minimum of C (plain) in 'O' level.
- (ii) Must have Diploma in Nursing and Community Health from a recognized Medical Training College.
- (iii) Registered by Nursing Council of Kenya.
- (iv) Active practicing license from nursing council of Kenya.
- (v) Minimum of 2 years working experience in a competitive environment.
- (vi) Demonstrate high integrity.

5. ARTISAN/TECHNICIAN - SCALE 9 (1),

a) Carpenter

b) Electrical/Electronic Engineering.

Job Description

Duties and responsibilities at this level will entail:-

- (i) Undertaking more complex repairs and maintenance works; and
- (ii) Carrying out routine checks in line with their area of specialization (e.g Masonry, Welding, Electrical Installation and Plumbing).

c) Qualifications and Experience.

For appointment to this Scale, an officer must have:-

- i. Served in the Scale of Artisan I for a minimum period of three (3) years
- ii. Minimum Government Trade Test I or Artisan in the relevant trades; and
- iii. Shown merit, integrity and ability as reflected in work performance and results.

How to apply

- 1) Application letter addressed to the Principal, detailed CV, photocopies of relevant certificate and testimonials.
- 2) Must have a valid Certificate of Good Conduct.
- 3) Persons with disability are encouraged to apply.
- 4) All application to reach the undersigned by Mid-day **3rd June 2020**.

Michael N. Musuya
PRINCIPAL/BOG SECRETARY