



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)
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Date: 21st September 2022

When Replying please quote

Ref. No. KISTTI/P/ADVERT/6/2022

ADVERTISEMENT OF VACANT POSITIONS

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

1. FINANCE OFFICER, JOB GROUP KISTTI 6 –ONE (1) POST

Roles and Responsibilities

- Prepare final accounts that reflect true and fair view of the financial position of the institution to ensure compliance with the statutory requirements,
- Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional to comply with statutory requirement i.e. Kenya National Audit office,
- Review funds disbursement requests from department heads, and approve as appropriate, to ensure the departments have the resources required in the implementation department strategies, and to minimise on unbudgeted expenditure that might result in resource wastage
- Advise the institution management on all financial matters i.e. tenders, planning, audit training to ensure sound and correct decision making,
- Oversee preparation and submission of statutory reports i.e. NHIF, PAYE, NSSF, as required by the law for compliance purposes,
- Prepare final accounts that reflect true and fair view of the financial position of the institution to ensure compliance with the statutory requirements,

All Correspondence should be addressed to the Principal



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KISIWA TECHNICAL TRAINING INSTITUTE

21 SEP 2022

Approved by
Circulation

- g) Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional to comply with statutory requirement i.e. Kenya National Audit office,
- h) Develop the institution budget to ensure sufficient allocation of resources that support the implementation of its strategy in an efficient and effective manner,
- i) Training and development of staff under him/her,
- j) Perform any other duty assigned by the Principal.

Job Specification

For appointment to this Job Group, an officer must have:

- i. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option);
- ii. Served as Finance Officer or in equivalent position in a comparable position in the Public Service or Private Sector for at least three (3) years;
- iii. Holder of CPA (K) or ACCA finalist or its equivalent;
- iv. Be a registered member of a relevant professional body; ICPAK
- v. Certificate in computer application skills;
- vi. Shown merit, integrity and ability as reflected in work performance and results;
- vii. Age; 30 to 45 years.

2. 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 as 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;



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- 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 atleast One year experience as Pharmacologist;
- v. Relevant Certificate in Computer application skills from a recognized institution;
- vi. Be result oriented and a team player;
- vii. Age; 24 to 45 years.

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

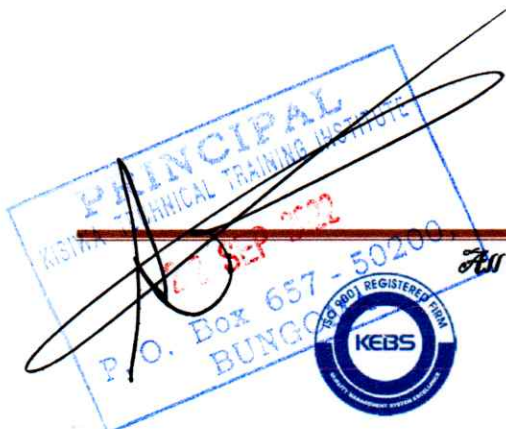
- Valid Certificate of good conduct.
- Valid Tax compliance Certificate.
- HELB Clearance Certificate.
- Clearance Certificate from Ethics and Ant Corruption Commission (EACC).
- Clearance Certificate from a recognized Credit Reference Bureau (CRB).

How to apply

Application letter, detailed Curriculum Vitae, Copies of Academic and Professional Certificates, National Identity Card or Passport, Testimonials and other relevant supporting documents should reach the undersigned not later than **12th October 2022, 5:00 pm.**

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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