



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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When Replying please quote

Ref. No. KISTTI/P/ADVERT/2/2022

Date: 31st JANUARY 2022

ADVERTISEMENT OF VACANT POSITIONS

Kisiwa Technical Training Institute (KISTTI) is a reputable public TVET Institution located in Bungoma County. The Institute is registered and licensed under the Ministry of Education, State Department for Vocational and Technical Training.

1. SENIOR PROCUREMENT OFFICER, JOB SCALE KISTTI – 6 - ONE (1) POST

Job Description

Duties and responsibilities at this level will entail:-

- i. Developing, upgrading and overseeing the application of appropriate quality control in procurement function
- ii. Preparation and initiation of annual procurement plan
- iii. Ensure compliance with regulations, policies and practices in the implementation of procurement activities
- iv. Preparing the processing of tender documentation and application
- v. Ensuring implementation of tender and procurement committee decisions
- vi. Ensure maintenance of optimal stock levels of supplies consistent with the board requirements
- vii. Reviewing the usage of supplies to identify cost reduction and service improvements
- viii. Participating in annual expenditure budgeting processes for all goods and services
- ix. Developing specifications in liaison with the user departments
- x. Assisting in preparation of bid documents
- xi. Undertaking market surveys
- xii. Carry out performance appraisal for all working in Procurement and Stores Department
- xiii. Perform any other duties that may be assigned from time to time by the Principal



All Correspondence should be addressed to the Principal

ISO: 9001:2015 CERTIFIED INSTITUTION

Job Specification

- i. Minimum period of Five (5) years' experience in similar or reputable Organization;
- ii. Bachelor's Degree in any of the following discipline: Supply Chain Management, Commerce (supplies management option), Procurement and Supplies Management, or any equivalent qualification from a recognised Institution
- iii. Must be a member of a professional body i.e. KISM
- iv. Relevant Certificate in computer application skills
- v. Age (25-45) years

2. SENIOR SUPPLY CHAIN OFFICER, JOB SCALE KISTTI - 7 - ONE (1) POST

Job Description

Duties and responsibilities at this level will entail:-

- i. Receiving and keeping records of all incoming and outgoing goods from the central store
- ii. Maintaining ledgers professionally, that is permanent, expendable, and consumable ledgers professionally.
- iii. Issuing goods to persons and departments of the institute
- iv. Verifying physical stock taking and clearance for staff and students who are leaving the Institute
- v. Perform any other duties that may be assigned from time to time by Senior Procurement Officer

Job Specification

- i. Diploma in Supply Chain Management examinable by KNEC from a recognized Institution
- ii. Must have at least three (3) years' experience in store keeping
- vi. Must be a member of a professional body i.e. KISM
- iii. Age (25-45) years
- iv. Relevant Certificate in computer application skills
- v. Good communication and interpersonal skills

3. BUS DRIVER, SCALE KISTTI - 10 - ONE (1) POST

Job Description

Duties and responsibilities at this level will entail:-

- i. Carrying out routine checks on the vehicle's cooling, oil, electrical and braking systems;
- ii. Driving a motor vehicle as authorized;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintaining of work ticket (s) for vehicle (s) assigned;
- v. Ensuring security and safety for the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Perform any other duties assigned by Management



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Job Specification

- i. Served as a Driver for a minimum period of five (5) years in a similar or a comparable Institution
- ii. Age (35-45) years
- 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

How to apply

- 1) Hand written 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 or passport.
- 2) Must have a valid certificate of Good conduct
- 3) All application to reach the undersigned not later than **18th February 2022**

The Principal / Secretary Board of Governors

Kisiwa Technical Training Institute

P.O Box 657-50200

Bungoma

Kisiwa Technical Training Institute is an Equal Opportunity Employer, persons with disability are encouraged to apply.



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