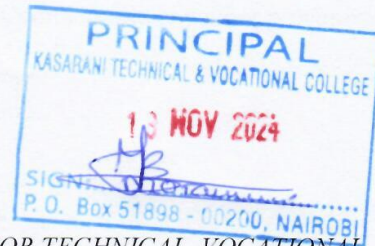
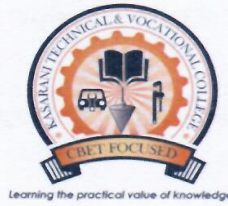


Approved for Circulation.



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

KASARANI TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 51898 – 00200, MOBILE: 0716685054, NAIROBI

RE-ADVERTISEMENT FOR ADMINISTRATIVE STAFF POSITIONS

Kasarani Technical and Vocational College is a Government middle level learning institution. It is located 1.44Km from Kamulu shopping centre off Kangundo road, Kasarani Constituency, Nairobi County.

The BOG invites applications from qualified persons for the positions listed below:

- 1. Assistant Procurement Officer “JG-H” (1 Post)**

Academic and Professional Qualifications

- Minimum of Diploma in Supply Chain Management from a recognized institution
- Computer literacy and good working knowledge in computer applications.

Duties and Responsibilities

- In liaison with the Procurement Officer ensure proper store records are maintained
- Receive, upload and shelf all procured items
- Maintain a neat, clean, and safe working environment as per government regulations
- Manage store layout.
- Inspect deliveries for damage or discrepancies; report those to the Procurement Officer to institute reimbursements and record keeping.
- Issue items from store and maintain proper records.
- In liaison with the Procurement Officer ensure that proper stock levels are maintained.
- Record and maintain proper filing of local purchase orders.
- Oversee storage of surplus inventory and property.

- Assist in the preparation and dispatch LPOs, LSOs, Contracts and any other procurement documents.
- Perform any other duties assigned by the administration.

1. Assistant Accountant “JG-H” (1 Post)

Academic and Professional Qualifications

- Bachelor's degree in Commerce/Business Administration (Accounting or Finance and Banking Option) or its equivalent from a recognized Institution or
- Finished CPA Part II,
- Computer literacy and good working knowledge in computer applications.

Duties and Responsibilities

- Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
- Capture data and posting to primary record books, documents i.e., cash books and ledger
- Prepare information to banks and on all the institution payments to ensure the banks discharge funds as appropriate to correct bank account.
- Account for all expenditure and ensure that it is within the policies and procedures of the institution to provide transparency and integrity in the process.
- Prepare information on payment claims to ensure approval is supported by relevant identified and appropriate strategies developed and implemented in a proactive manner.
- Provide reports on the College’s budget performance to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
- Provide accounting and clerical support to the accounting department in the preparation of financial statements and with planning for resources.
- Process payment in a timely manner and in line with the College policies and procedures to ensure minimal disruptions of its operations due to non-payment.
- Update and record daily transactions of finance to the data base.
- Performing any other duty assigned by the Administration.

2. ICT Technician “JG-H” (1 Post)

Academic and Professional Qualifications

- A diploma in ICT, BIS, IT or any other related equivalent qualifications from a recognized institution.

- KCSE (C Plain) or above
- At least ONE (1) years' working experience
- Excellent written and verbal communication skills
- Proficient in database programming, web design and software installation

Duties and Responsibilities

- Installing and configuring hardware and software components to ensure usability at the College;
- Upgrading the entire systems to enable compatible software on all computers
- Installing and upgrading anti-virus software to ensure security at the user level
- Performing tests and evaluations of new software and hardware
- Conducting daily back up operations.
- Managing technical documentation
- Ensure proper preparations of all practical classes and examinations.
- Inspection and certification of new computers, UPS, printers and any ICT peripherals
- Networking, internet set up, configuration and troubleshooting of the local area network.
- Perform any other related duties assigned by the HOD ICT

3. Electrical Technician “JG-H” (1 Post)

Academic and Professional Qualifications

- Diploma in Electrical Engineering (Power option) or equivalent qualification from a recognized institution.
- Possess at least one year of experience in a similar position.
- Proficiency in computer application skills.
- Competent in technical operation and maintenance of HV/LV distribution, switchgear and controls, PLC'S, generators, Motors and the current devices in the industry
- Excellent communication and interpersonal skills, high integrity and reliable;
- Very good analytical and organisational skills as well as excellent in documentation and generation of reports.
- Ability to work long hours with minimal supervision, has initiative and is proactive
- Capacity to manage several tasks and requests simultaneously

- Possession of ERC/EPRA license will be an added advantage.

Duties and Responsibilities

- Preparation and updating of Electrical drawings during ongoing remodeling and renovations
- Ensure proper preparations of all practical classes and coordinate both internal and external examinations.
- Provide technical support for electrical systems and equipment throughout the College as assigned including scheduled and unscheduled maintenance;
- Tools & Equipment control: Ensure all tools, equipments and appliances are available.
- In consultation with the HOD, create schedules, conduct tests and document results according to established standards.
- Provide specific advisory/attendance to consultants and procurement teams on new applicable trends and compatibility of systems within the College.
- Promptly respond to system/equipment Breakdown Maintenance (BDM) and ensure timely completion of Preventive Maintenance (PPM) for electrical system/equipment as per the established procedures.
- Linkage between College and service/maintenance contractors/teams
- Liaise with user Departments for maintenance activities and report to supervisor on issues arising.
- Participate in electrical quality assurance and Control audits.
- Coordinate and/or participate in requests for special projects, such as new systems/equipment acquisition purchase planning, development of bid specifications, etc.
- In consultation with the HOD, develop with the Preventative Maintenance schedules and guidelines;
- Perform incident investigation and system/equipment performance analysis as required.
- In consultation with the HOD, develop or review emergency and safety plans related to the use and operation of electrical systems/equipment.

Academic and Professional Qualifications

- Kenya Certificate of Secondary Examination (KCSE) mean grade C- or recognized equivalent qualification;
- Certificate in Library Studies or Information Science or their equivalent qualification from a recognized Institution;
- Certificate in Computer application skills

Duties and Responsibilities

- Accessioning, cataloguing and classification of library materials.
- Undertake library statistics and stock taking.
- Loan (checkout) library resource materials such as books and DVDs to patrons and collect the returned materials.
- Organize and sort returned items such as periodicals, books and DVDs.
- Conduct sensitization on the use of the library resources.
- Perform routine tasks such as answering daily queries and organizing files.
- Use and maintain computer library database to help locate library materials.
- Help plan and participate in special library events such library exhibitions, user studies and other specialized projects.
- Identifying and utilizing hard copy and e-library resources.
- Filing, typing, word processing, photocopying and mailing library materials.

5. Welding and Fabrication Technician “JG-F” (1 Post)

Academic and Professional Qualifications

- Craft Certificate in Welding and Fabrication, Mechanical Engineering or its equivalent from a recognized technical institution;
- Kenya Certificate of Secondary Examination (KCSE) mean grade D+ or recognized equivalent qualification;
- Occupational Health and Safety knowledge;
- Possess at least 1 year of experience in mechanical engineering, preferably in a College setup;

- Ability to work with minimum supervision, high integrity, possess good interpersonal and communication skills;
- Possess computer skills and be proficient in use of Microsoft Office;
- Possession of fabrication, welding, plumbing, fitting and lathe operation skills will be an added advantage.

Duties and Responsibilities

- Carry out welding & fabrication activities;
- Carry out welding & fabrication inventory management;
- Knowledge of the welding and fabrication tools;
- Understanding of the welding and fabrication practicals;
- Fill work orders as per assigned tasks;
- Work in conjunction with other sections to accomplish assigned duties;
- Make decisions using standard operating procedures;
- Ignite torches or start power supply and strike arcs by touching electrodes to metal being welded, completing electrical circuits.
- Detect faulty operation of equipment or defective materials that need welding and notify supervisor.

6. SECRETARY “JG-F” (1 POST)

Academic and Professional Qualifications

- A certificate in Secretarial Studies
- Kenya Certificate of Secondary Examination (KCSE) mean grade D+ or recognized equivalent qualification with at least a C in either English or Kiswahili;
- Occupational Health and Safety knowledge;
- Possess at least 2 years of experience in a similar position, preferably a learning institution;
- Must be able to work with minimum supervision, high integrity, possess good interpersonal and communication skills;
- Computer literacy and good working knowledge in computer applications.

Duties and Responsibilities

- Answering calls, taking messages and handling correspondence;
- Filing;
- Liaising with relevant institutions and clients;
- Acting as a reception and/or meeting clients;
- Document management;
- Maintaining Principal’s diaries and scheduling appointments;
- Typing, preparing and collating reports;
- Managing data base;
- Prioritizing work load;
- Implementing new procedures and administrative systems;
- Perform any other related duties assigned by the Principal

7. RECEPTIONIST “JG-F” (1 POST)

Academic and Professional Qualifications

- A certificate in Secretarial Studies, Public Relations, Marketing and Sales or any other related field in customer handling
- Kenya Certificate of Secondary Examination (KCSE) mean grade D+ or recognized equivalent qualification with at least a C in either English or Kiswahili;
- Occupational Health and Safety knowledge;
- Possess at least 2 years of experience in a similar field, preferably in a College;
- Ability to work with minimum supervision, high level of courtesy, possess good interpersonal and communication skills;
- Possess great patience to handle clients;
- Computer literacy and good working knowledge in computer applications

Duties and Responsibilities

- Answering calls, taking messages and handling correspondence;
- Handling inquiries on courses offered and application procedures;
- Explaining to clients the available financing models to enable them fund their training.
- Assist in the admission process;

- Handle existing students and their parents/guardians/sponsors;
- Filing;
- Liaising with relevant institutions and clients;
- Maintaining diaries and arranging appointments;
- Typing, preparing and collating reports;
- Managing and preparing reports on customer feedback;
- Implementing new procedures and administrative systems;
- Perform any other related duties assigned by the administration.

OTHER KEY REQUIREMENTS

Successful candidates in the interviews will be required to present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing original copies of the following documents as an employment condition:

- a) A certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- b) A Clearance Certificate from the Higher Education Loans Board (HELB)
- c) A Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) Clearance certificates from the Ethics and Anti-Corruption Commission (EACC).

APPLICATION PROCEDURE

Applications should be received **ONLINE as one running PDF Only** on or before Friday 29th November 2024 (Latest 5 pm East African Time) and **MUST** clearly state the **POSITION** applied for as the subject via email to reach the undersigned;

The Principal

Kasarani Technical and Vocational College

NAIROBI

Email: humanresource@kasaranitechnical.ac.ke

NOTE: Those who had applied for the same positions need not reapply.

Kasarani Technical and Vocational College is an equal opportunity employer. Canvassing of any kind will lead to automatic disqualification. Women, Youth and Persons with Disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.