



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
EKERUBO GIETAI TECHNICAL TRAINING INSTITUTE

P.O. BOX 382 – 40500 NYAMIRA. TEL: 0794519220
Web: www.ekerubogietai.ac.ke Email: ekerubogietaiti@gmail.com

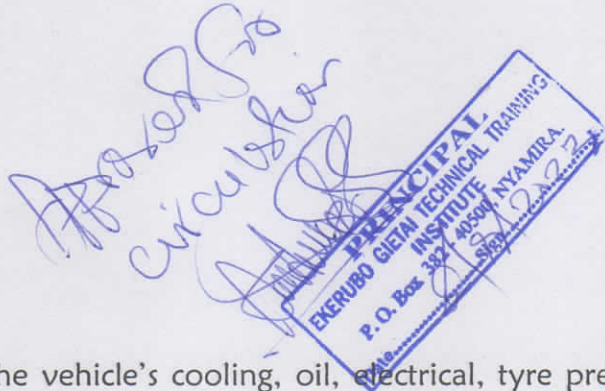


JOB OPPORTUNITIES

1. DRIVER (GRADE EGTTI 4)

Duties and responsibilities shall entail:

- i. Driving the assigned vehicle.
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.
- iii. Detecting and reporting malfunctioning of the vehicle systems.
- iv. Maintaining work ticket(s) of vehicle(s) assigned.
- v. Inspecting vehicles and keeping up-to-date insurance documents.
- vi. Ensuring security and safety of the vehicle on and off the road.
- vii. Ensuring the safety of the passengers and /or goods.
- viii. Maintaining cleanliness of the vehicle(s).
- ix. Reporting accidents / incidents promptly and following up on police abstracts.
- x. In addition, the officer maybe required to supervise and guide staff working under him or her.



Requirements for Appointment

- i. Kenyan citizen aged between 30 and 40 years.
- ii. KCSE D (Plain) minimum or its equivalent.
- iii. A valid class ABCE or NTSA D3 driving license free from any current endorsement(s).
- iv. Pass in Occupational Trade Test I for drivers.
- v. Served actively as a driver for a minimum period of three (3) years in a similar or busy environment.
- vi. Possess a valid certificate of Good Conduct from the Kenya Police.
- vii. Evidence of a first-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or its equivalent from a recognized institution.
- viii. Evidence of a refresher course for drivers lasting not less than one (1) week at Kenya Institute of Highways and Building Technology (KIHBT) or its equivalent will be an added advantage.
- ix. Shown merit and ability as reflected in work performance and results.
- x. Possession of Motor Vehicle Mechanics certificate from NITA or its equivalent will be an added advantage.

2. SENIOR ACCOUNTANT (GRADE EGTTI 7)

Duties and Responsibilities shall entail:

Reporting to the Finance officer, an officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section(s).

- i. Planning, coordinating and supervising areas of control.
- ii. Training of staff under him/her and setting targets for the section.
- iii. Certifying and verifying returns, documents, vouchers etc.
- iv. Monitoring revenues and payments including inspection of records.
- v. Responsible for institute records and custodian of accountable documents under his/her section.
- vi. Preparing analytical tabulations and trends for reviewing budgets.
- vii. Compiling financial reports / statements as instructed.
- viii. Drafting responses to queries from external auditors and answering queries raised.
- ix. Coaching and giving technical guidance to interns and new officers as necessary.
- x. Monitoring and establishing trends for actual expenditure versus estimates for purposes of ensuring control.

Requirements for Appointment

- i. Prove of Kenyan citizenship.
- ii. KCSE C (Plain) minimum or its equivalent.
- iii. Passed Part III of the Certified Public Accountants (CPA) Examination or its equivalent.
- iv. A bachelor's degree in Commerce / Business Administration (Accounting or Finance option), from a recognized institution.
- v. Evidence of proficiency in accounting software such as quick books or its equivalent.
- vi. Certificate in Computer Applications especially databases and spreadsheets.
- vii. Served in the grade of Accountant I, or in a comparable position for a minimum period of three (3) years.
- viii. Valid certificate of good conduct from the Kenya Police.
- ix. Attended a management course lasting not less than four (4) weeks.
- x. Shown merit and ability as reflected in work performance and results.
- xi. Valid ICPAK membership.

Personal Attributes

In addition to the above requirements, an officer must have the following qualities:

- Ability to work in a busy environment under minimum supervision.
- Excellent analytical skills.
- Excellent communication skills.
- Excellent organizational and supervisory skills.
- Ability to take instructions.



3. SUPPLY CHAIN OFFICER (GRADE EGTTI 7)

Duties and Responsibilities shall entail:

- i. Ensuring correct interpretation and implementation of the public procurement and disposal Act 2015 and Regulations 2022, including relevant policies, guidelines and circulars.
- ii. Monitoring the implementation of the Institute's procurement policies and guidelines.
- iii. Coordinating preparation of the Institute's annual procurement plan.
- iv. Collating and analyzing procurement requisitions from various departments.
- v. Undertaking registration of suppliers and maintenance of registration documents.
- vi. Carrying out market surveys and research to determine market rates.
- vii. Providing secretarial services to procurement committees as provided for in the relevant law.
- viii. Inspecting, verifying and managing procurement documents to ensure they contain the right quality and quantity of goods and services as per provided specifications.
- ix. Ensuring effective inventory control of goods and assets.

Requirements for Appointment

- i. Prove of Kenyan citizenship.
- ii. Bachelor's degree in procurement and supply chain management from a university recognized in Kenya.
- iii. Have served in the grade of Procurement Officer II or in a comparable relevant position in the Public Service for a minimum of three (3) continuous years.
- iv. shown merit and ability as reflected in work performance and results.
- v. Registration with the relevant professional association.
- vi. A valid certificate of good conduct from the Kenya Police.

Personal Attributes

- Ability to get on well with others in a diverse work environment.
- Ability to take instructions.
- Excellent knowledge in the professional field of specialization.
- Excellent communication skills.
- Excellent organizational and supervisory skills.



4. SENIOR OFFICE ADMINISTRATIVE ASSISTANT (GRADE EGTTI 7)

Duties and Responsibilities shall entail:

- i. Taking oral dictation and processing correspondence including handling and prioritizing outgoing and incoming correspondence (e-mail, letters, circulars, messages, telephone calls etc.).
- ii. Drafting, compiling, proofreading, and reviewing of documents in various formats including word, data and graphics and spreadsheets.
- iii. Scheduling meetings, sending reminders, boardroom preparation and organization.
- iv. Preparing and compiling management and board papers including reports and presentations and other materials used in meetings.
- v. Planning appointments, receiving guests, and maintaining the office diary.
- vi. Ensuring security of office equipment and confidentiality of documents and records.
- vii. Keeping daily records and filing of documents, including maintaining electronic and paper records ensuring information is organized and easily accessible.
- viii. Operating and maintaining office equipment.
- ix. Ensuring seamless effective and efficient office to office(s) communication.
- x. Ensuring office cleanliness, ambience and hospitality.

Requirements for Appointment

For appointment to this office, a candidate must have: -

- i. Be a Kenyan citizen with KCSE C- minimum (with C Plain in English / Kiswahili) or its equivalent.
- ii. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years.
- iii. Bachelor's degree in Secretarial Studies / Business & Office Management or its equivalent from a recognized institution.
- iv. Bachelor's degree in social sciences plus a Diploma in Secretarial Studies from a recognized institution / Business Single and Group Certificate (BS&GC) from Kenya National Examinations Council (KNEC) or its equivalent.
- v. Certificate in Public Relations and Customer Care course lasting no less than two (2) weeks from the Kenya School of Government or its equivalent.
- vi. Certificate in computer applications (MS Office Suite) from a recognized institution.
- vii. Certificate of good conduct from the Kenya Police.
- viii. Shown merit and ability as reflected in work performance and results.

Personal Attributes

- Ability to take and interpret instructions.
- Ability to always remain calm and objective in a busy environment.
- Excellent communication and interpersonal skills.
- Excellent organizational and time management skills.



Interested candidates who meet the requirements should submit hand-written application letters, certified copies of their national identity card, academic and professional certificates, professional association membership card, testimonials and curriculum vitae to the address below so as to reach on or before 4:00 pm on 18th September 2023.

The Principal / Secretary BOG
Ekerubo Gietai Technical Training Institute
P.O. Box 382 – 40500
NYAMIRA

Applications submitted by email MUST be in pdf. format and no more than 1 GB and should be emailed to principal.ekerubogietaitti@gmail.com and received by the same deadline provided above.

Disclaimer

1. Any form of canvassing will lead to automatic disqualification.
2. Ekerubo Gietai Technical Training Institute (EGTTI) is an equal opportunity employer. Minorities, marginalized groups, women, youth, and persons with disabilities who meet the requirements are urged to apply.
3. EGTTI does not charge any fee for interviews or processing of applications. Report any person asking for money in exchange of appointment letter or any related favour to the nearest police station for action.
4. Shortlisted candidates will be contacted by email and SMS to the contacts provided in their application letters. They will be expected to present original certificates and testimonials during the interviews.
5. Only shortlisted candidates will be contacted.

