

SAMBURU TECHNICAL & VOCATIONAL COLLEGE

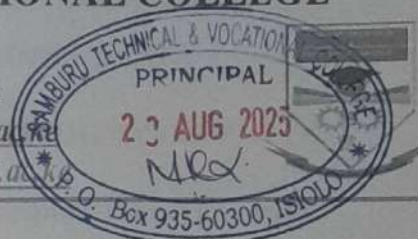


P.O. Box 935, ISIOLO

TEL: +254 115 825172

Email: info@samburutechnical.ac.ke

Website: www.samburutechnical.ac.ke



VACANCY ADVERTISEMENT

STVC/ADMIN/HRM/29/AUG/2025

The Board of Governors of Samburu Technical and Vocational College is seeking to fill the following vacant positions.

FINANCE OFFICER – 1 POST: STVC/FO/29/08/2025 (Re-Advertisement)

Responsibilities

- i. Organize, direct, control, and coordinate the preparation of budgetary planning and Processes.
- ii. Ensuring compliance with government financial regulations,
- iii. Preparing financial reports, including annual budget execution reports and quarterly financial reports.
- iv. Interpret and implement financial policies and provide strategic advice and guidance on all issues of financial management
- v. Ensure budget controls by monitoring and controlling expenditures within the approved budget
- vi. Ensuring the provision of adequate financial resources for the college's operations.
- vii. Any other duty assigned by the management.

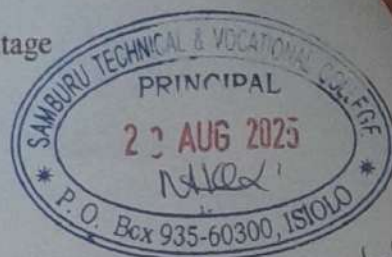
Qualifications and Requirements

- i. A Bachelor's Degree in Commerce (Finance/Accounting Option) or related qualification from a recognized university. Be in possession of CPA (K) or its recognized equivalent qualification from a recognized institution.
- ii. Have proven financial management experience with a minimum of three (3) years in the grade of Accountant II or in a comparable relevant position in the Public Service or in a reputable private sector organization.
- iii. Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting and risk management.
- iv. Proficiency in financial software and Microsoft Excel, strong analytical and problem solving skills, excellent attention to details, and effective interpersonal abilities.
- v. Registered with Institute of Certified Public Accountant of Kenya (ICPAK)

vi. Compliance with Chapter Six of the constitution

vii. Having served in a TVET institution is an added advantage

INTERN RECEPTIONIST – 2 POSTS: STVC/IR/29/08/2025



Duties and responsibilities at this level will entail;

- I. Receiving and dispatching mail
- II. Handling correspondence;
- III. Ensuring the security of documents, equipment and files including classified matter;
- IV. Facilitating and assisting in the smooth running of the office;
- V. Receiving and attending to visitors and customers
- VI. Making telephone calls.
- VII. Ensuring timely communication on seminars, workshops, departmental and Board of Governors meetings;
- VIII. Responsible for official e-mail
- IX. Prepare responses to simple routine correspondences
- X. Management and control of visitors in the office
- XI. Maintain back-up system in liaison with Information Communication Technology Unit
- XII. Oversee telephone, Secretarial and registry services
- XIII. Provide general office services
- XIV. And any other duties assigned by the management

Approved for circulation

Requirement for Appointment

- I. Secretarial studies stage II from Kenya National Examination Council (KNEC) with CDP II and Shorthand II
- II. Certificate in computer applications
- III. Compliance with Chapter Six of the constitution.
- IV. Having served in a TVET institution is an added advantage.

STOREKEEPER – 1 POST: STVC/SK/29/08/2025

Duties and responsibilities

Duties and responsibilities at this level will entail:-

- I. Receiving, storing, shelving, labeling and issuing of stores equipment and supplies
- II. Posting and updating of issued stores to the automated ledger
- III. Cleaning and ensuring neatness of the stores and safe storage
- IV. Distribution management
- V. Identifying idle stores and equipment
- VI. Ensuring safe custody of the college's mobile property
- VII. Guarding of wastage and misuse of stores
- VIII. Receiving and issuing of stores; and stock-taking, reconciliation, preparation and maintenance of stock records
- IX. Attend to store inquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service
- X. Issue and receipt of stores for storage and for timely issuance to the user department

- XI. Label the stock as received to support easy identification, and to protect against theft
- XII. Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents.
- XIII. And any other duties assigned by the management

Requirements for Appointment

For appointment, a candidate must have:-

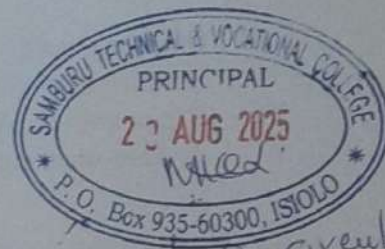
- I. Craft certificate in Procurement and Supply Chain Management/ Stores Management or its equivalent from a recognized institution
- II. Certificate in computer applications.
- III. One - year experience
- IV. Compliance with Chapter Six of the constitution.
- V. Having served in a TVET institution is an added advantage.

ICT TECHNICIAN – 1 POST: STVC/IT/29/08/2025

Duties and responsibilities

Duties and responsibilities at this level will entail:-

- I. Monitoring and maintaining network infrastructure, ensuring smooth network operations and security.
- II. Providing end-user support for hardware, software, and network issues, including troubleshooting, diagnosing, and resolving problems.
- I. Implementing security measures, conducting audits, and enforcing security protocols to protect IT assets and data.
- II. Installing, configuring, and maintaining computer hardware (desktops, laptops, printers, etc.), software, and peripherals.
- III. Performing regular system backups, implementing disaster recovery procedures, and managing software updates and patches.
- IV. Creating and maintaining documentation for IT procedures, configurations, and troubleshooting steps.
- V. Managing and tracking IT inventory and equipment.
 - I. Working with other IT professionals, vendors, and service providers to procure equipment and resolve issues.
 - II. Providing training and guidance to users on how to operate new software and hardware.
 - III. Identifying and resolving complex technical issues, conducting root cause analysis, and preventing recurring problems.
 - IV. Keeping up-to-date with emerging technologies and industry trends.



Approved for Circulation

Requirement for Appointment

For appointment, a candidate must have:-

- I. Diploma in ICT
- II. One-year experience
- III. Compliance with Chapter Six of the constitution.
- IV. Having served in a TVET institution is an added advantage

DRIVER – 2 POSTS: STVC/DR/29/08/2025 (Re-Advertisement)

Duties and responsibilities

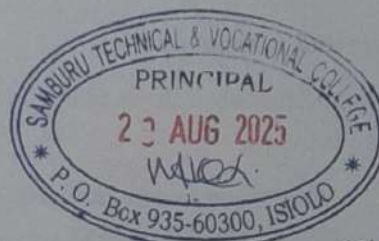
Duties and responsibilities at this level will entail:-

- I. Operating healthy and safety procedure with all college equipment and materials
- II. Ensuring that vehicles are kept clean and tidy at all times
- III. Report any necessary maintenance of the vehicles
- IV. And any other duties assigned by the management

Requirement for Appointment

For appointment, a candidate must have:-

- I. KCSE certificate
- II. Valid driving license
- III. Certificate of good conduct/police clearance
- IV. 35 years of age and above
- V. At least three years accident free driving
- VI. Compliance with chapter six of the constitution
- VII. Experience as a school/college bus driver is an added advantage



Approved for circulation

GROUNDSMAN/WOMAN 1 POST: STVC/GMW/29/8/2025

Duties and responsibilities

Duties and responsibilities at this level will entail:-

- I. Planting and caring for trees, shrubs, flowers, and other greenery.
- II. Trimming hedges, trees, and shrubs to maintain their health and appearance.
- III. Removing weeds from seedbeds
- IV. Maintaining and repairing sprinkler systems and ensuring proper watering of trees
- V. Clearing leaves, trash, and other debris from the grounds.
- VI. General cleaning around the compound
- VII. Any other duty that may be assigned by the management.

Requirement for Appointment

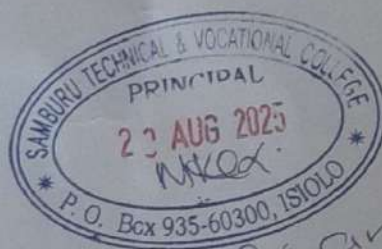
For appointment, a candidate must have:-

- I. KCSE Certificate
- II. Compliance with Chapter Six of the constitution.
- III. Passion for beautification and the general environment
- IV. Having served in a TVET institution is an added advantage

The application should be submitted and received with copies of National ID and relevant certificates stating previous salary where applicable and expected salary to reach Samburu Technical and Vocational College via Email by **Friday 12th September 2025 5:00 P.M.** The advert number should be quoted on the cover page and addressed to,

**THE SECRETARY,
BOARD OF GOVERNORS
SAMBURU TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 935 – 60300, ISIOLO**
Email: info@samburutechnical.ac.ke

- Samburu TVC is an equal opportunity employer.
- Persons with disability, women and youths are encouraged to apply.
- Only shortlisted candidates will be contacted/invited for interview.



Approved R. arabah