



ST. JOSEPH'S TECHNICAL INSTITUTE FOR THE DEAF, NYANG'OMA

P.O. BOX 33 - 40601

BONDO

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22nd, November, 2023

VACANT POSITIONS

St. Joseph's Technical Institute for the Deaf Nyang'oma is a public TVET Institution operating under the TVET ACT No. 29 of 2013 in the State Department of Vocational and Technical Training, Ministry of Education, Kenya. The Institute handles both the hearing and hearing impaired staff and students. We are situated in Bondo along Bondo – Kopolo – Wagusu Road, approximately 12 Kilometres from Bondo Town.

Applications are invited from qualified personnel for the following position;

SJTID/ 2023/04 ELECTRICAL AND ELECTRONICS TRAINER

Gross Salary: Ksh. 23,565p.m inclusive of allowances.

Terms of Service : Contract (One year renewable

DUTIES AND RESPONSIBILITIES

- Planning, preparing and delivering lessons to all students in the class.
- Training according to the educational needs, abilities and achievements of the individual students and group of students.
- Adopting and working towards the implementation of the school development plan.
- Assigning work, correcting and marking work carried out by his / her students.
- Assessing, recording and reporting on the development, progress, attainment and behaviour of students.
- Providing or contributing to oral and written assignments, reports and references relating to individual students or groups of students.
- Participation in arrangements within an agreed national framework to the appraisal of student's performance.
- Promoting the general progress and well – being of individual students, group of students or class entrusted to him.
- Providing guidance and advise to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
- Participating in in – service education and training courses as well as in continuing professional development opportunities and taking part in action research exercises.
- Maintaining good order and discipline amongst students under your care and safeguarding their health and safety at all times.

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Approved

SJTTID/2023/07 PROCUREMENT OFFICER ASSISTANT (INTERN)

Basic Salary : 15,000p.m

Other Allowances : Not applicable

Terms of Service : One year (non – renewable)

DUTIES AND RESPONSIBILITIES

- Prepare purchase orders for submission to prospective suppliers so as to acquire new stock.
- Schedule deliveries for supplies goods and services to ensure minimal disruption to store the institution's operations.
- Provide support in drafting tender enquiries / documents for approval in line with statutory requirements to support compliance with the procurement laws.
- Keep procurement records and reports on supply costs for future planning and decision making on cost management.
- Update the supplier register to support quick procurement of goods and services in response to the institution business needs.
- Attend to purchase enquiries across the departments to ensure they are well informed of procurement progress to support business continuity.
- Collect data on prices for goods and services to enhance cost management through identification of affordable suppliers.

QUALIFICATIONS

- Must possess a Diploma in Supply Chain management from a recognized institution.
- Must be computer literate.

Qualified candidates are requested to send their copies of national ID , relevant certificates and updated CV to:

The Secretary,

Board of Governors,

St Joseph's Technical Institute For The Deaf, Nyang'oma,

P.O Box 33 – 40601,

BONDO.

Or send via email to hro.st.josephsti@gmail.com

The applications should reach the institute on or before 13th December, 2023.

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- Any other duty as may be assigned by management from time to time.

QUALIFICATIONS

- Must possess a Bachelors Degree in Electrical and Electronics engineering from a recognized institution.
- Must be computer literate.
- Pedagogy shall be an added advantage.

SJTTID/2023/05 ELECTRICAL AND ELECTRONICS TECHNICIAN INTERN

Monthly Stipend : 15,000p.m

Other Allowances : Not applicable

Terms of Service : One year (non – renewable

DUTIES AND RESPONSIBILITIES

- Provide support to trainees in solving technical problems and practicals.
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head.
- Requisition for consumables to ensure they are replenished in a timely manner and organized in a way that they can easily be traced.
- Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for.
- Segregate non- functional equipment and machinery to promote safety in the workshop.
- Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment / machinery.
- Report breakdown of machinery and equipment to the head of section to advice on replacement needs.
- Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals.
- Any other duty as may be assigned by the management from time to time.

QUALIFICATIONS

- Diploma in Electrical Engineering (Electronics option)from a recognized Institution.
- Must be computer literate.

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SJTTID/2023/06 SECRETARIAL ASSISTANT (INTERN)

Monthly Stipend : 15,000 p.m

Other Allowances : Not applicable

Terms of service : One year (non – renewable)

DUTIES AND RESPONSIBILITIES

- Record dictation in shorthand and transcribe it into a written comprehensive form.
- Type from draft and manuscripts as required to ensure timely communication of information.
- Handle incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office.
- Operate office equipment in printing and photocopying documents to provide administrative assistance to the Institution.
- Prepare responses to simple routine correspondences in a timely manner.
- Assist the head of department in preparation of presentations materials and other documentations for internal and external circulation.
- Organize administrative records and correspondences to ensure easy accessibility to the documentation/ information whenever required.
- Classify documents and materials to ensure security and confidentiality of office records.
- Receive and attend to visitors and clients in a professional and courteous manner and direct them to the respective offices.
- Monitor cleanliness of the office and ensure that the office is well managed to promote a good working environment.
- Maintain of an efficient, smooth and easily accessible filing system to ensure required documents are traced in an efficient manner.

QUALIFICATIONS

- Diploma in Secretarial Studies from a recognized Institution.
- Must be computer literate.
- Must have three years relevant experience in the field of Secretarial.
- Must be flexible and has the ability to keep confidential information
- Front office management certificate is an added advantage.

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St Joseph's Technical Institute for the Deaf is an equal opportunity employer, people with disability and women are highly encouraged to apply and canvassing will lead to automatic disqualification.

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