



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

P.O. BOX 33 - 40601

BONDO

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APPROVED



7th, May, 2024

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 trainees. 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;

SJTTID/2024/08 WELDING TECHNICIAN (SJTTID 4)

DUTIES AND RESPONSIBILITIES

- Provide technical support during training.
- Provide support in area of specialty by fabricating, repairing and maintaining institutional metal works.
- Maintaining workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials are in the workshop.
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported.
- Requisition for consumables through the HOD to ensure they are replenished in a timely manner and organized in a way that they are easily traced.
- Prepare maintenance schedule for all the workshop equipment for approval by the HOD and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- 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 head of department 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.
- Report breakdown of machinery and equipment to the head of department to advise on replacement needs.

- Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment.

QUALIFICATIONS

- Must possess a Craft Certificate in Welding Technology from a recognized institution.
- Must be computer literate.
- Must have at least 2 years of experience in the field.

SJTTID/2024/09 DRIVER I ONE POST (SJTTID 4)

DUTIES AND RESPONSIBILITIES

- Driving institutional vehicles.
- Detecting common mechanical faults.
- Carrying out minor repairs
- Maintaining work tickets for vehicles assigned
- Ensuring safety of passengers and goods.
- Maintaining cleanliness of the assigned vehicle(s).

QUALIFICATIONS

- Valid driving license class B, C, E, D
- Passed suitability test for drivers Grade II
- At least five years' experience driving in a learning institution.
- First - Aid Certificate Course lasting not less than one week from a recognized Institution.
- Valid certificate of good conduct from the Kenya Police.

SJTTID/2024/10 HAIRDRESSING AND BEAUTY THERAPY TRAINER ONE POST (SJTTID 4)

DUTIES AND RESPONSIBILITIES

- Planning, preparing and delivering lessons to all trainees in class.
- Teaching according to the educational needs, abilities and achievements of the individual trainees and group of trainees.
- Adopting and working towards the implementation of the school development plan.
- Assigning work, correcting and marking work carried out by his/ her trainees.
- Assessing, recording and reporting on the development, progress, attainment and behavior of trainees.
- Providing or contributing to oral and written assignments, reports and references relating to individual trainees or group of students.

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- Participation in arrangements within an agreed national framework to the appraisal of trainees performance.
- Promoting the general progress and well - being of individual trainees, group of trainees or class entrusted to him.
- Providing guidance and advice to trainees 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.

QUALIFICATIONS

- Must possess a Diploma in Hair Dressing and Beauty Therapy from a recognized Institution.
- Must possess Diploma in Technical Education from Kenya School of TVET.
- Must have a TVETA number.

SJTTID/ 2024/ 11 AGRICULTURE INTERN ONE POST

DUTIES AND RESPONSIBILITIES

- Assist in developing and implementation of farm operations.
- Assisting in the preparation of farm budgets and accounts
- Assist in developing and implementation of crop / livestock duties
- Assist in preparation of annual farm budgets and accounts.
- Establish demonstration farms.
- Organize, train and supervise farm workers to ensure that each farm area is effectively utilized and maintained throughout the year.
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Diploma in General Agriculture / Farm Management from a recognized Institution.
- OR
- Certificate in General Agriculture / Farm Management from a recognized Institution plus 5 years post qualification working experience.

NOTE: The Internship runs for one year non- renewable.

MONTHLY STIPEND of Kshs 15,000 per Month.

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SJTTID / 2024/ 12 ACCOUNTANT INTERN

DUTIES AND RESPONSIBILITIES

- Filing and ensuring that relevant accounts documentation is timely and accurately stored.
- Receiving and processing petty cash requests.
- Collecting and receipting the SJTTID revenue.
- Receiving and processing all invoices.
- Expense forms and payment requests, issuing cheques to creditors and other providers of goods and services in time processing of imprest surrender from staff.
- Processing of trainees and other customer invoices.
- Assisting students in processing bursary.

QUALIFICATIONS

- CPA II or its equivalent qualifications from a recognized institution:
OR
- Degree/ Diploma in any of the following disciplines Accounting Finance or equivalent qualifications from a recognized institution and
- Certificate in Computer Applications from a recognized institutions.

NOTE: The Internship runs for one year non- renewable

MONTHLY STIPEND of Kshs 15,000 per Month

SJTTID / 2024/ 13 ELECTRICAL AND ELECTRONICS TRAINER (ONE POST) SJTTID 4

DUTIES AND RESPONSIBILITIES

- Planning, preparing and delivering lessons to all trainees in class.
- Teaching according to the educational needs, abilities and achievement of the individual trainees and group of trainees.
- 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 behavior of students.
- Providing or contributing to oral and written assignments, reports and references relating to individual students or groups of students.
- Participating 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.

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- Providing guidance and advice 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.

QUALIFICATIONS

- Bachelor Degree in Electrical Engineering (Electronics option) or an equivalent qualification from a recognized Institution.
- Must be registered by the TVETA authority
- Must be Computer literate.
- Should have at least two years' experience in the industry.

SJTTID/ 2024/14 PLUMBING TECHNICIAN (ONE POST) SJTTID 4

DUTIES AND RESPONSIBILITIES

- Provide technical support during training.
- Provide support in area of specialty by Installing, repairing and maintaining institutional plumbing works and water systems.
- Maintaining workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials are in the workshop.
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported.
- Requisition for consumables to ensure they are replenished in a timely manner and organized in a way that they are easily traced.
- Prepare maintenance schedule for all the workshop equipment for approval by Head of department 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.
- Report breakdown of machinery and equipment to the head of debarment to advice on replacement needs.
- Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment.

QUALIFICATIONS

- Certificate in Plumbing Technology from a recognized Institution.
- Must possess at least two years of experience prefferably in a learning Institution.

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- Must have Certificate in Computer applications.

SJTTID/ 2024/15 HUMAN RESOURCE OFFICER INTERN (ONE POST)

DUTIES AND RESPONSIBILITIES

- Verifying leave balances
- Assist in preparing agendas for Human Resource Management Advisory Committee.
- Assist in processing staff benefits and claims.
- Assist in verifying information relating to recruitment, appointment and transfer.
- Assist in capturing payroll data.
- Assist in maintaining and updating files
- Filing Human Resource Data.

QUALIFICATIONS

- Must have a Bachelor Degree or Higher National Diploma in Human Resource Management from a recognized Institution.
- Must have Completed the Course or graduated.

Note : The internship runs for one year non-renewable

Monthly stipend of Kshs. 20,000 per Month.

SJTTID/2024/16 ICT SYSTEM ADMIN - INTERN (ONE POST)

DUTIES AND RESPONSIBILITIES

To provide technical support and advice as required across the college for staff, trainees and visitors.

- To adopt a proactive approach and responsibility in providing ICT support, advice and one to one training to staff and students
- To install, maintain, upgrade and repair a wide range of ICT equipment
- Rectify problems relating to the malfunction of ICT equipment including software.

Respond to ICT Support requests in a timely fashion to ensure minimum disruption to Teaching and Learning at all times

- Assist with computer recycling and arrange for the safe disposal of used toner cartridges
- Assist with the administration of the telephone system.
- Assist with the ICT computer club during working hours in the Learning Resource Centre.
- Install and upgrade both systems and application software as required adhering to all licensing regulations.
- Maintain the college's ICT Online systems

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- To maintain an inventory of computer hardware and software (including licenses).
- Perform preventive maintenance duties on items of ICT hardware, including the cleaning of equipment.
- Maintain and help develop the college's network. To provide support for the college information management system (SIMS) and associated software.
- Report any suspected security breaches to the ICT Systems Manager
- To monitor and maintain general ICT consumable stock to ensure adequate supplies are available in a timely and cost effective manner ensuring Best Value at all times.
- Follow college backup, virus protection and security procedures. Note risks to ICT systems and suggest precautions to the ICT Systems Manager.
- To monitor and keep a log of all breakdowns and alterations to the network.
- Liaise with suppliers and external support companies as appropriate
- Record accurately and prioritize support requests, outcomes and time taken in the Helpdesk software.
- To assist with the design and maintenance of the college's intranet, web site and digital signage system ensuring they are populated with current data at all times.
- Create user accounts for staff/trainees to access the college network including other specific/departmental software used in college.
- To be aware of upcoming events in college ensuring photographs and filming is carried out effectively and efficiently with creative and artistic flare

QUALIFICATIONS

- Diploma in ICT
- CISCO certification
- Experience in technical institution added advantage

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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 info@stjosephsttid.ac.ke

The applications should reach the Institute on or before 21st , May, 2024.

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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