



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

P.O. BOX 33 - 40601
BONDO
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Our ref

14/01/2025

JOB VACANCY- ADVERTISEMENT

St. Josephs Technical institute for the deaf Nyang'oma is an integrated Public TVET accredited institution in Bondo Sub- County. The college is seeking to recruit competent and qualified persons to fill the following positions.

POSITION: **INTERNAL AUDITOR**

NO. OF POSTS: **1**

TERMS OF SERVICE: **CONTRACT**

BASIC SCALE: KSHS 29,190 -1220, 30,410-1280, 31,690-1340, 33,030-1410, 34,440 P.M.

JOB QUALIFICATION

Bachelor degree in the following discipline: Auditing, Accounting, Finance, Economics, mathematics, Statistics, Business Administration or equivalent. Holder of CPA (K). Membership to ICPAK. Certificate in computer application skills. Knowledge of professional standards. Certificate of good conduct.

JOB SUMMARY

Carry our regular audit on system, processes and procedures. Participating in audit of cheques and cash payments. Undertaking specific audit assignments. Auditing financial statements to ensure compliance with international standards. Reviewing internal control system operation and reporting on weakness.

Identifying risks areas of the college management structure, process and system recommending appropriate intervention to mitigate the risk. Reviewing budgetary control. Updating and maintaining audit records. Any other duties assigned by the principal.

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POSITION: **HUMAN RESOURCE OFFICER - ASSISTANT**

NO. OF POSTS: **1**

TERMS OF SERVICE: **PERMANENT**

BASIC SCALE: KSHS 29,190 -1220, 30,410-1280, 31,690-1340, 33,030-1410, 34,440 P.M.

JOB QUALIFICATION

Bachelor's degree in any of the following disciplines: Human Capital Management/Human Resource Management, Public Administration/Business Management or its equivalent qualifications from a recognized institution;

Membership to a professional body such as IPM, KIM, IPS, IHRM, AAPAM, KAPAM or any other recognized professional body/Association;

Certificate in computer application skills from recognized institution and demonstrated professional competence as reflected in work performance and results .Proficiency computer use and applications;

JOB SUMMARY

Development, interpretation, implementation and review of human resource management, development and administrative policies; coordination of staff recruitment, selection, placement, training and development; management of staff establishment, discipline, complement control and salary administration; management and maintenance of human resource records and information systems; management of human resource planning and succession management; management of industrial relations and staff welfare; management of superannuation and pension schemes; conduct training needs assessment; coordination of training programs; update and maintenance of skills inventory; coordination of provision of office services; and management of registry services and security.

POSITION: **DRIVER**

NO. OF POSTS: **1**

TERMS OF SERVICE: **CONTRACT**

SALARY SCALE: KSHS 20,800-980-21,780-980-22,760 – 1020 -23,780 1030 - 24,810 1050 -25,860 P.M

JOB QUALIFICATION

Minimum KCSE D (Plain). At least 3 years driving in public or private sector organization. A valid driving license free from any current endorsement(s) for class(es) of vehicles an officer is required to drive. Valid PSV license. Passed a suitability/Practical /occupational Trade test Grade II. Demonstrated merit and ability in driving and maintenance of vehicles. A refresher

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course for drivers lasting not less than one (1) week every three (3) years from a recognized institution. A valid Certificate of good conduct from the Kenya Police. Attended a First Aid Certificate course lasting not less than one (1) week from recognized institution.

JOB SUMMARY

Driving a motor- vehicle as authorized. Carry out minor mechanical repairs. Security of the vehicle on and off road

Safety of passengers. Maintaining cleanliness of assigned vehicles and carrying out routine checks on vehicle cooling, oil water, electrical and breaks, tyre pressure, carrying out minor repairs including oiling, greasing, detecting and reporting malfunctioning of vehicle systems and maintenance of work tickets for vehicle assigned

POSITION: **ICT OFFICER**

NO. OF POSTS: **2**

TERMS OF SERVICE: **INTERN**

BASIC SALARY: 20,000

JOB QUALIFICATION

At least Diploma in any of the following disciplines: Computer Science, Information Technology. Business Information Technology or its equivalent qualification from recognized institution. A valid Certificate of good conduct from the Kenya Police. CISCO/ CCNA Certification is an added advantage.


JOB SUMMARY

General duties

Maintenance of management information systems and services to Departments/Divisions/Units; maintenance of a computerized information database; design and maintain data protection system; implementing SJTTID ICT policy; planning implementing, monitoring and evaluating ICT Projects and Programmes; ensure availability of ICT services and advising on standards for application; coordination of user support to the departments; development and maintenance of a robust secure and scalable ICT infrastructure; installation and support servers in the LAN environment, including installation and deployment of relevant hardware and software; provision of information services through various formats including formal and technological; and coordination of ICT capacity development of staff.

Specific roles

- i. Maintaining support systems and training of users;
- ii. Maintaining of Information Communication Technology equipment and associated peripherals;

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- iii. Maintaining data protection system;
- iv. Installing and supporting servers;
- v. Installing and deployment of relevant hardware and software;
- vi. Performing technical, systems and user documentation.
- vii. Providing user support and training users;
- viii. Any other duties assigned.

POSITION: **KENYAN SIGN LANGUAGE INTERPRETER**

NO. OF POSTS: **1**

TERMS OF SERVICE: **CONTRACT**

BASIC SCALE: KSHS. 20,800-980, 21,780-980, 22,760 – 1020, 23,780 – 1030, 24,810 – 1050, 25,860 P.M

JOB QUALIFICATION

Certificate in KSL. KCSE D Plus. Certificate in Computer applications. Certificate in computer application skills and demonstrated professional competence as reflected in work performance and results .Proficiency computer use and applications. A valid Certificate of good conduct from the Kenya Police.

JOB SUMMARY

Provide sign to voice/ voice to sign interpreting depending on the needs of the trainees. - Participate in educational team meetings providing insight on the success of communication strategies. - Provide interpretation services for extracurricular activities and parents meetings as directed. - Provide assistance with orientations to deafness, proper use of interpreting services to hearing trainees and staff. Help in monitoring on a regular on - going basis the effectiveness of hearing aids and other instruments intended to improve the trainee's ability to receive auditory input and maintain a log or record of these monitoring activities. - Monitors individual trainees for the purpose of providing assistance as needed and ensuring a quiet, safe and positive learning environment. - Carry out regular research on current trends and conduct sensitization to the staff. -Second trainers during class or workshop training. - Any other duty as may be assigned by management from time to time.

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APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their application online via the link <https://forms.gle/vEsvshavk3QPfihR6> attaching detailed curriculum vitae and clear scanned copies of academic and professional certificates, national identity card and other testimonials on or before 25th January 2025.

The application should be addressed to:

The Principal/ BOG secretary

St. Joseph's technical institute for the deaf Nyang'oma

P.O Box 33- 40601

Bondo.

St. Josephs' technical institute for the deaf is equal opportunity employer. Persons living with disability, women and persons from minority groups are encouraged to apply. Canvassing will lead to disqualification.

Only short listed candidates shall be contacted.

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