



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

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BONDO  
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Our ref : STJTTID/2025/03

24/03/2025

### 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: **HUMAN RESOURCE OFFICER**  
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;

Proficiency in computer use and applications.

Demonstrated professional competence as reflected in work performance and results.

A valid certificate of good conduct.

### 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.

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POSITION: **ELECTRICAL ENGINEERING TECHNICIAN**  
NO. OF POSTS: **1**  
TERMS OF SERVICE: **CONTRACT**  
BASIC SCALE: KSHS 23,780-1230, 24,810-1050, 25,860-1050,26,910-1120, 28,030-1160, 29,190P.M

### **JOB QUALIFICATION**

Diploma in Electrical Engineering from a recognized institution.  
Candidate who qualified for Diploma from Craft has an added advantage.  
Proficiency in Computer use and applications.  
A valid certificate of good conduct

### **JOB SUMMARY**

Supervise the workshop for smooth training operations.  
Oversee the trainees in the workshop while carrying out practicals to ensure adherence to the workshop rules and regulations.  
Perform demonstrations and provide technical support to the trainees during the practicals.  
Maintain workshop inventory and ensure that all the required equipment and tools are available for use when required.  
Prepare a maintenance schedule for all workshop equipment for approval by the head of department.  
Ensure safe disposal of workshop waste as per the occupational safety and health standards.  
Install, repair, and maintain electrical systems, fixtures, and equipment in accordance with local codes and regulations.  
Diagnose problems with electrical, fixtures, and other electrical components and implement corrective actions.  
Respond promptly to emergency electrical issues, such as faults, short circuits, or broken fixtures, to minimize downtime and prevent damage to facilities  
Maintain accurate records of repairs:  
Ensure compliance with all relevant safety codes.  
Stay informed about industry advancements, technologies, and best practices to enhance the efficiency and effectiveness of electrical systems.  
Offer technical support in workshops

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**PRINCIPAL  
ST. JOSEPH TECHNICAL  
INSTITUTE FOR THE DEAF  
NYANG'OMA**



**POSITION: PLUMBING TECHNICIAN**

**NO. OF POSTS: 1**

**TERMS OF SERVICE: CONTRACT**

**BASIC SCALE: KSHS 23,780-1230, 24,810-1050, 25,860-1050,26,910-1120, 28,030-1160, 29,190P.M**

### **JOB QUALIFICATION**

Diploma in Water Engineering from a recognized institution.

A candidate with Craft Certificate in Plumbing has an added advantage

Proficiency in Computer use and applications.

A valid certificate of good conduct.

### **JOB SUMMARY**

Install, repair, and maintain plumbing systems, fixtures, and equipment in accordance with local codes and regulations.

Collaborate with construction teams during the installation of new plumbing systems in various facilities.

Conduct thorough inspections to identify plumbing issues and determine the most effective solutions. Diagnose problems with pipes, fixtures, and other plumbing components and implement corrective actions.

Respond promptly to emergency plumbing issues, such as leaks, clogs, or broken pipes, to minimize downtime and prevent damage to facilities.

Collaborate with other maintenance and facilities team members to address multifaceted issues that may involve electrical, or structural components.

Communicate effectively with team members, supervisors, and other departments to coordinate repair and maintenance activities.

Maintain accurate records of repairs, installations, and inspections.

Create reports on plumbing system performance and provide recommendations for improvements.

Ensure compliance with all relevant safety and building codes.

Stay informed about industry advancements, technologies, and best practices to enhance the efficiency and effectiveness of plumbing systems.

Offer technical support in workshops.

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**PRINCIPAL  
ST. JOSEPH TECHNICAL  
INSTITUTE FOR THE DEAF  
NYANG'OMA**

POSITION: ACCOUNTANT  
NO. OF POSTS: 1  
TERMS OF SERVICE: INTERN  
STIPEND.KSH. 20,000.

### **JOB QUALIFICATION**

Part II of the Certified Public Accountants (CPA) or Diploma in Accountancy or its equivalent from a recognized institution;  
Two (2) years relevant experience in similar organization;  
Proficiency in computer use and applications.  
A valid certificate of good conduct

### **JOB SUMMARY**

Preparation of final accounts and statements to present the fair view of financial status/position of the institution.  
Preparing, verifying and signing payment vouchers and committal documents in accordance with the laid down rules and regulations; Maintain accounts records for accountability purpose; Monitor and control the institution's expenditure as per the allocated budget for accountability purpose and to ensure that there is no misuse of funds; Monitor the institution cash flow to ensure availability of funds at all times, to support smooth operations in the college, and Preparing management reports including imprest and expenditure returns. Develop the institution budget to ensure sufficient allocation of resources that support the implementation of its strategy in an efficient and effective manner.

### **APPLICATION PROCESS**

Interested candidates who meet the above requirements should submit their application online via the link.  
[https://docs.google.com/forms/d/e/1FAIpQLSeb7\\_ftm2OgiZnNOCYcA60nWMxfepsrvlRrBak9YT3PCjkX1A/viawform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeb7_ftm2OgiZnNOCYcA60nWMxfepsrvlRrBak9YT3PCjkX1A/viawform?usp=header) attaching detailed curriculum vitae and clear scanned copies of academic and professional certificates, national identity card and other testimonials on or before 11<sup>th</sup> April, 2025 at 4.00pm EAT.

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.

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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.