



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

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BONDO
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Our ref: STJTTID/2025/03

27/06/2025

JOB VACANCY- ADVERTISEMENT

APPROVED

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.

SJTTID/BOG/ 2025/01- 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.
- Make 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.
- Advice 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.
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Certificate in Plumbing Technology from a recognized Institution.
- Must possess at least two years of experience preferably in a learning Institution.
- Must have Certificate in Computer applications.



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SJTID /BOG/ 2025/02- ELECTRICAL AND ELECTRONICS TRAINER (ONE POST) SJTID 5

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 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 groups of trainees.
- Participating in arrangements within an agreed national framework to the appraisal of trainee's performance.
- Promoting the general progress and well - being of individual trainees, or classes assigned 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 - 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 trainees under your care and safeguarding their health and safety at all times.
- Any other duties as may be assigned by the superiors.

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.

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SJTID/BOG/ 2025/03 -AGRICULTURE TRAINER (ONE POST) SJTID 5

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 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 students or groups of trainees.
- Participating in arrangements within an agreed national framework to the appraisal of trainee's performance.
- Promoting the general progress and well - being of individual trainees, or class assigned to him.



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- 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 - 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 trainees under your care and safeguarding their health and safety at all times.
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Degree in Agribusiness Management / Farm Management from a recognized Institution.
OR
- Diploma in General Agriculture / Farm Management /Agricultural Extension and Education from a recognized Institution plus 2 years post qualification working experience.

SJTTID/BOG/ 2025/04 -AGRICULTURE TECHNICIAN (ONE POST) SJTTID 4

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.
- Take trainees through practical sessions.
- Prepare crop production schedules
- Keep farm records
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Diploma in General Agriculture / Farm Management from a recognized Institution

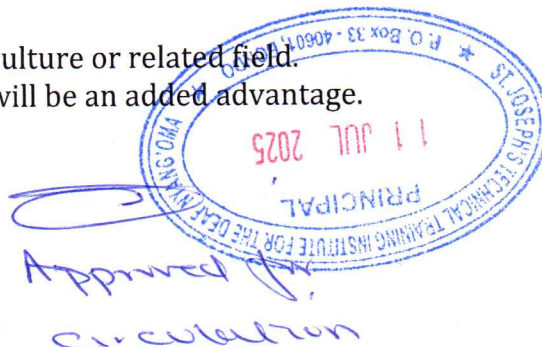
SJTTID/BOG/ 2025/ 05 -FARM ASSISTANT (ONE POST) SJTTID 2

DUTIES AND RESPONSIBILITIES

- Undertake general farm operations such as planting and farm maintenance.
- Operate and maintain farm equipment.
- Carry out routine farm activities such as site maintenance, plant culture, weed control and irrigation.
- Handle livestock and maintain the welfare of farm animals.
- Accurately record details of stock, paddock and chemical usage.
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Craft Certificate or Artisan in General Agriculture or related field.
- Hands on experience in farming activities will be an added advantage.


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SJTTID/BOG/2025/06-DRIVER I (ONE POST) SJTTID 4
DUTIES AND RESPONSIBILITIES

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- 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).
- Any other duties as may be assigned by the superiors.

QUALIFICATIONS

- Valid driving license class B, C, E, D3
- Passed suitability test for drivers Grade II
- Must have a PSV Badge(Institution).
- 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/BOG/ 2025/07 -INTERNAL AUDITOR (ONE POST) SJTTID 6

DUTIES AND RESPONSIBILITIES

- 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.
- Prepare annual audit plan
- 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

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.

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SJTTID/BOG/ 2025/08 –ASSISTANT CATERESS (ONE POST) SJTTID 4

DUTIES AND RESPONSIBILITIES

- Assist in planning and preparing balanced meals for trainees and staff.
- Ensure cleanliness and hygiene in the kitchen, dining, and food storage areas.
- Supervise kitchen staff and support personnel.
- Prepare staff and trainee meal rations
- Monitor inventory and assist in food requisition and stock control.
- Comply with safety and health regulations at all times.
- Report maintenance needs and ensure proper use of kitchen equipment.

Qualifications and Requirements

- A minimum of a Certificate or Diploma in Catering and Food Production or a related field from a recognized institution.
- At least 2 years of relevant experience in a busy catering environment.
- Knowledge of food safety and hygiene standards.
- Ability to work under minimal supervision.
- Strong organizational and interpersonal skills.
- Must have food handling certificate.
- Flexibility and a positive attitude towards team work.

Interested candidates who meet the above requirements should send their applications attaching detailed curriculum vitae and clear scanned copies of academic and professional certificates, national identity card and other testimonials to:

The Principal/ BOG secretary

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

P.O Box 33- 40601

Bondo.

Or Email to: hr@stjosephsttid.ac.ke

The applications should reach the Institute on or before 20th July, 2024.

NOTE:

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. Salary shall be based on BOG Salary scale.

