



MINISTRY OF EDUCATION
STATE DEPARTMENT OF TECHNICAL AND VOCATIONAL TRAINING

BUSHIANGALA TECHNICAL TRAINING INSTITUTE

P.O. BOX 2227 – 50100 KAKAMEGA. Tel No: 0702092440
E-MAIL: bushiangalatechnical@yahoo.com WEBSITE: www.bushiangalatechnical.ac.ke



JOB ADVERTISEMENT

The Board of Governors of Bushiangala Technical Training Institute in Kakamega County, Kakamega South wishes to advertise the following job opportunities:

- | | |
|--|----------------|
| 1. Office Administrative Assistant: | 1 Post |
| 2. Workshop Technician: | 1 Post |
| 3. Driver: | 1 Post |
| 4. Cooks: | 2 Posts |
| 5. Accounts Clerk Assistant: | 1 Post |

Interested persons are advised to check on the Institute website www.bushiangalatechnical.ac.ke .

Applications to be send **not later than 3rd September 2018** addressed to:

**The Secretary,
Board of Bushiangala Technical Training,
P O Box 2227-50100,
KAKAMEGA**

NB: Bushiangala TTI is an equal opportunity employer. People with disability are encouraged to apply.



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- 1. Office Administrative Assistant: 1 Post**
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Applications should be accompanied by a detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity Card or passport, testimonials.

Applicants should:

- a. Be 23-45 years of age
- b. Be Kenyan Citizens
- c. Have 3 years working experience
- d. Be persons of integrity
- e. Have good communication skills.

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1. Office Administrative Assistant: 1 Post

Applicants should be in possession of:

- Minimum KCSE D+ and above
- Office Management III
- Business English III or Communication Skills II
- Secretarial Duties II
- Office Practice/Office Procedures II
- Commerce II
- Shorthand I
- ICT Competence
- Typing/CDP

Responsibilities

- Attending to visitors
- Handling mail and writing simple routine correspondences
- Filing and ensuring safety of files and documents
- Performing any other duties as may be assigned by the Principal.

2. Workshop Technician: 1 Post

Workshop Technician required to be In-Charge of Building and Civil Engineering Workshops. Applicants should have a minimum of KCSE

Minimum professional requirements:

Craft Certificate in Building Technology

OR

Craft Certificate in Plumbing

OR

Craft Certificate in Carpentry and Joinery

Responsibilities:

- Be In-Charge of the daily learning activities in the Workshop
- Prepare in advance for practical lessons in the workshop
- To maintain inventory of all the tools and equipment
- To initiate the procurement of materials for training
- To ensure that the learning environment in the workshop is safe.
- To ensure regular, proper and accurate stock tacking.

- To keep an updated catalogue of tools and equipment.
- Perform any other responsibility assigned by the Principal.

3. Driver: 1 Post

Requirements:

- KCSE Mean grade D+ (plus)
- Valid Driving License BEC
- Certificate of Good Conduct
- Aged 35 years and above
- PSV license from NTSA

4. Cook: 2 Posts

- KCSE Certificate mean grade D+
- Craft Certificate in Food and Beverage
- Be medically fit
- Minimum of 1 year working experience in a learning institution will be added advantage

5. Accounts Clerk: 1 Post

Requirements

- KCSE mean grade D+ minimum
- Minimum CPA part 1
- Computer literate in accounting packages
- Certificate of good conduct
- Candidates should have 3 three year accounting experience in an educational Institution

Responsibilities

- I. Issue of receipts on all money received by the Institute and reporting to the Principal over the same.
- II. Making payments and preparation of payment vouchers.
- III. Maintenance of cash Bank and ledger Accounts.
- IV. Extraction of monthly trial balance
- V. Any other duties assigned by the Principal.