



## RE-ADVERTISEMENT OF VACANT POSITIONS

**Bushiangala Technical Training Institute** invites applications from suitably qualified, competent, and results-oriented individuals to fill the following positions:

### 1. Accountant - (1 Position)

#### Key Qualifications:

- CPA (K) or ACCA and registered member of ICPAK.
- Bachelor's degree in Accounting, Finance, or a related field from a recognized institution.
- Computer literacy in accounting packages e.g., QuickBooks, Excel.
- Proficiency in accounting systems and financial reporting.
- At least two (2) years relevant work experience in a comparable institution will be an added advantage.

#### Key Duties and Responsibilities:

- Prepare and maintain accurate financial records, books of accounts, and reports.
- Process payments, receipts, and ensure proper documentation of financial transactions.
- Prepare periodic financial statements in compliance with public sector accounting standards.
- Manage payroll processes and statutory deductions in line with applicable laws.
- Monitor budget implementation and prepare variance analysis reports.
- Ensure compliance with government financial regulations and audit requirements.
- Liaise with external auditors and facilitate audit processes.
- Maintain proper custody of financial documents and records.

### 2. Nurse - (1 Position)

#### Key Qualifications:

- Diploma in Nursing from a recognized institution.
- Valid registration and practicing license from the Nursing Council of Kenya.
- Certificate in Basic Life Support (BLS) will be an added advantage.
- Computer literacy.
- At least two (2) years relevant experience, preferably in an institutional setting.

#### Key Duties and Responsibilities:

- Provide primary healthcare services to students and staff.
- Conduct assessments and first aid treatment of illnesses.
- Administer prescribed medication and maintain patient records.
- Offer health education, counseling, and preventive care services in liaison with other competent health providers.
- Handle emergency cases and provide first aid services.
- Ensure proper management of medical supplies and equipment in the department.
- Maintain hygiene and safety standards within the institution's health unit.
- Prepare health reports and maintain confidentiality of patient information.
- Make requisition for basic health unit stocks through the laid down procurement procedure.



### 3. Internal Auditor - (1 Position)

#### Key Qualifications:

- CPA (K)/ACCA qualification and registered member of ICPAK.
- Bachelor's degree in Accounting, Finance, Auditing, or a related field.
- Registered member of ICIA.
- Competency in risk management, internal controls, and public sector audit and accounting standards.
- Computer literacy.
- Minimum two (2) years relevant experience in audit functions.

#### Key Duties and Responsibilities:

- Develop and implement internal audit plans and programs.
- Evaluate effectiveness of internal controls, risk management, and governance processes.
- Conduct financial, operational, and compliance audits.
- Prepare and submit timely internal and external audit reports to the relevant authorities in line with the provision of the public finance management Act.
- Monitor implementation of audit recommendations both internal and external.
- Ensure compliance with relevant national and international laws, regulations, and institutional policies.
- Identify areas of financial and non-financial risk and recommend corrective measures.
- Liaise with external auditors and regulatory bodies as applicable within the set laws and regulations.

#### Other requirements mandatory to all positions.

Successful candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya (2010) on Leadership and Integrity by providing valid clearance certificates, including a certificate of Good Conduct from relevant authorities.

#### Why Join Us?

We offer a professional, growth-oriented work environment committed to excellence, integrity, and service to the community through quality technical training.

#### Application Procedure

Interested candidates should submit their applications, including:

- Detailed Curriculum Vitae
- Copies of academic and professional certificates
- Testimonials relevant to the position.

Applications should be received on or before **20<sup>th</sup> July 2026 by 5.00 p.m.**

*Note: Those who had earlier applied Need NOT to re-apply.*

Clearly indicate the **position applied for** and address to:

**The Senior Principal  
Bushiangala Technical Training Institute  
P.O. Box 2227-50100  
Kakamega, Kenya**



**Bushiangala Technical Training Institute is an equal opportunity employer. Women, youth, and persons living with disabilities are encouraged to apply.**