



WANGA TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 78-50106, SHIANDA TEL: 0115052875

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"Knowledge and Skills for Life"



JOB VACANCIES

02/6/2026

Wanga Technical & Vocational College is a public TVET accredited Institution in Kakamega County. The college is seeking to recruit competent, self-driven and qualified persons to fill the following positions:

1. INTERNAL AUDITOR - (1) POSITION

TERMS OF SERVICE- CONTRACT

KEY QUALIFICATION

- (i) Served as an auditor in a recognized institution for at least two (2) years.
- (ii) Bachelor Degree in Auditing, Accounting, Finance, Business Administration or equivalent qualification from recognized institution;
- (iii) Holder of CPA (K) or ACCA or an equivalent;
- (iv) Be a registered member of a professional body;
- (v) Relevant Certificate in computer application skills; and Shown merit, integrity and ability as reflected in work performance and results.

KEY DUTIES AND RESPONSIBILITIES

- i. Undertaking audit verification assignments;
- ii. Preparing and submitting audit findings;
- iii. Preparing and maintaining audit working papers for jobs.
- iv. Develop and implement audit management systems;
- v. Advise on the need to review of accounting, financial and budgetary systems.
- vi. Communicate any loopholes within the College's structure, recommend appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures;
- vii. Induct other audit staff on the use of computerized audit techniques and methods for ease in the use of techniques.
- viii. Undertaking institutional systems audit in line with the statutory requirements.
- ix. Develop and implement audit plans.
- x. Advise management on policies related to internal controls, financial accounting and report on financial administration as per the government regulations.

2. STORE KEEPER- (1) POSITION

TERMS OF SERVICE- CONTRACT

KEY QUALIFICATION

- (i) Diploma in Supply Chain Management or Store Keeping or its equivalent from a recognized institution.
- (ii) Must have two (2) years working experience in the same position in a recognized Institution.
- (iii) Relevant Computer literacy.
- (iv) Knowledge of public procurement and Asset Disposal Act and regulation
- (v) Certificate of good conduct.
- (vi) Good communication and interpersonal skills.

KEY DUTIES AND RESPONSIBILITIES

- i. Attend to store enquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
- ii. Issue and receipt of stores for storage and for timely issuance to the user department

- ii. Maintain accurate and up to date store records for accountability purposes
- iv. Label the stock as received to support easy identification, and to protect against theft.
- v. Conduct stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes.
- vi. Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service
- vii. Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents

3. CLEANER – (2) POSITION

TERMS OF SERVICE- CONTRACT

KEY QUALIFICATION

- (i) Must have a minimum of KCSE certificate from a recognized institution.
- (ii) Certificate of good conduct.
- (iii) Must have a Minimum of 1 year working Experience in the same position from a recognized Institution.
- (iv) Able to stand for extended periods of time.
- (v) Able to complete tasks on time with minimal supervision.
- (vi) Excellent organizational skills.
- vii. Available to work mornings and evening as needed.

KEY RESPONSIBILITIES AND RESPONSIBILITIES

- i. Vacuuming, sweeping and mopping floors of various types
- ii. Dusting ceiling, light fittings, countertops and loose furniture.
- iii. Scrubbing and sanitizing toilets, sinks and kitchen fixtures.
- iv. Emptying trash can.
- v. Washing and drying windows.
- vi. Liaising with the supervisor to ensure that you have sufficient cleaning products at all times.
- vii. Reporting any breakages that occur during the cleaning process.
- viii. Informing the supervisor of repairs that need to be done.

APPLICATION PROCESS

Applications comprising a detailed curriculum vitae, testimonials relevant to the position, copies of academic and professional certificates and national Identity Card should be delivered either via email, post or hand delivery on or before Friday 19TH June 2026. They should be addressed to:

THE PRINCIPAL

WANGA TECHNICAL & VOCATIONAL COLLEGE,

P.O BOX 78-50106

SHIANDA, MUMIAS.

Approved for circulation
 PRINCIPAL
 WANGA TECHNICAL & VOCATIONAL COLLEGE
 P.O. Box 78 - 50106, SHIANDA
 DATE 2/6/26

Only shortlisted candidates shall be contacted.

Wanga Technical & Vocational College is an equal opportunity employer. Women, Youth and Person living with disability are encouraged to apply.