



OUR REF: WTVC/HRM/ADVT/27/11/2024(2)

25/11/2024

JOB VACANCY ADVERTISEMENT

Wanga Technical and Vocational College is a Public TVET accredited Institution in Mumias East Constituency, Mumias East Sub county in Kakamega County. The college is seeking to recruit competent self-driven & qualified trainers to fill the following positions:

ADVERT REF.NO.	POSITION	NO. OF POS TS	JOB QUALIFICATI ONS	JOB ROLES	TERMS OF SERVICE
WTVC/WTT/11/2024	WATER TECHNOLOGY TRAINER	1	Diploma in building technology At least one (1) year working experience Pedagogy is an added advantage	<ul style="list-style-type: none">i. Undertaking trainings in areas of specializationii. in accordance with the syllabusiii. Preparing teaching/learning materials and scheme of workiv. Setting and marking examination/assignment.v. Carrying out research work under the guidance and supervision of a senior trainer andvi. Supervising trainees' projects and practical work. Any other duties assigned by the Principal	CONTRACT
WTVC/BTT/11/2024	BUILDING TECHNOLOGY TRAINER	1	Diploma in building technology At least one (1) year working experience Pedagogy is an added advantage		CONTRACT



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WTVC/SCT/11/2 024	SUPPLY CHAIN TRAINER	1	<p>Must have a minimum requirement of a diploma in supply chain management</p> <p>At least one (1) year working experience</p> <p>Pedagogy is an added advantage</p>		CONTRACT
WTVC/SWT/11/ 2024	SOCIAL WORK TRAINER	1	<p>Must have a minimum requirement of a diploma in social work.</p> <p>At least one (1) year working experience.</p> <p>Pedagogy is an added advantage.</p>		CONTRACT
WTVC/FDT/11/2 024	FASHION DESIGN TRAINER	1	<p>Must have a minimum requirement of a diploma in Fashion Design</p> <p>At least two(2) year working experience</p> <p>Pedagogy is an added advantage</p>		CONTRACT
WTVC/FBT/10/2 024	FOOD & BEVERAGE TRAINER	1	<p>Must have a minimum requirement of a diploma in Food and Beverage</p> <p>At least two (2) year working experience</p>		CONTRACT

			Pedagogy is an added advantage	
WTVC/EPT/11/2024	ELECTRICAL(POWER OPTION)TRAINER	1	Must have a diploma in Electrical Engineering (Power option) Pedagogy and practical experience is an added advantage	CONTRACT

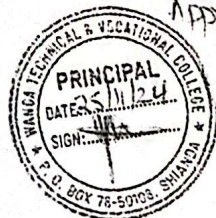
APPLICATION PROCESS

Applications comprising a detailed curriculum vitae and copies of academic and professional certificates and national Identity Card should be delivered either via email, post or hand delivery on or before **Wednesday 11th December, 2024**. They should be addressed to:

THE PRINCIPAL
WANGA TECHNICAL & VOCATIONAL COLLEGE,
P.O BOX 78-50106
SHIANDA, MUMIAS.

Only shortlisted candidates shall be contacted.

Wanga Technical & Vocational College is an equal opportunity employer. Persons living with disability are encouraged to apply.



Approved for circulation



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ADVERT REF.NO.	POSITION	NO. OF POSTS	JOB QUALIFICATIONS	JOB ROLES	TERMS OF SERVICE
WTVC/F O/11/202 4	FINANCE OFFICER	1	<ul style="list-style-type: none"> i. Bachelor of commerce (Accounting/Finance option) or equivalent qualification from a recognized institution. ii. Certified public accountant (CPA-K) or an equivalent. iii. Membership to ICPAK iv. Proficiency in computer applications v. At least two years' experience in the relevant area 	<ul style="list-style-type: none"> • Develop and oversee financial planning processes. • Reconcile bank statements with college records • Analyze financial data and provide insights for strategic decisions-making. • Prepare budgets and forecasts • Ensure accurate financial reporting in compliance with laws and regulations • Prepare financial statements and reports for stakeholders • Provide leadership, direction and management of the finance and accounting teams. • Any other duties assigned by the Principal 	CONTRACT
WTVC/IA /11/2024	INTERNAL AUDITOR	1	<ul style="list-style-type: none"> i. Bachelor degree in the following disciplines: Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Business Administration or equivalent qualification from recognized institution ii. Holder of CPA (K) iii. Membership to Institute of Certified Public Accountant of Kenya (ICPAK) PROFESSIONAL BODY iv. Certificate in computer applications skills v. At least 3 years relevant working experience vi. Knowledge of professional standards vii. Certificate of good conduct 	<ul style="list-style-type: none"> • Carry out regular audit on systems, processes and procedures • Participating in audit of cheque and cash payments. • Undertaking specific audit assignments. • Auditing financial statements to ensure compliance with international standards. • Reviewing internal control systems operation and reporting on any weakness • Identifying risks areas of the College management structures, process and system recommending appropriate interventions to mitigate the risks. • Reviewing budgetary controls and • Updating and maintaining audit records. • Any other duties assigned by the Principal 	CONTRACT
WTVC/A L/11/2024	ASSISTANT LIBRARIAN,	1	<ul style="list-style-type: none"> i. Diploma in library and information science. ii. At least two (2) years 'work experience in 	<ul style="list-style-type: none"> • Ordering books, journals and other resources • Cataloguing and keeping track of library materials 	CONTRACT

			iii. Any other relevant related qualification will be an added advantage.	<ul style="list-style-type: none"> • Keeping the library clean and organized. • Advising academics on materials for their courses • Making sure all users can access library resources. • Responding to requests from trainees, staff and other library users. • Managing library services. • Perform any other duty assigned by the principal. 	
WTVC/D R/11/202 4	DRIVER	1	i. Must have Kenya certificate of secondary Education and a mean grade of D (plain) or equivalent qualification. ii. A current driving license free from current endorsements and valid for all of the classes of vehicles, which the driver is required to drive. iii. Attended a first –Aid Certificate course lasting not less than one (1) week obtained at St. John Ambulance, or Kenya SIST of Highway and building Technology (KIHBT) or any other recognized institution. iv. Passed suitability Test for Driver Grade III v. Passed Occupational Test Grade III vi. Passed practical Test for Drivers conducted by Automobile Association (AA) of Kenya or National Transport and safety Authority or National Youth Service. vii. A valid Certificate of Good Conduct from Kenya Police service viii. At least 3 years driving experience. ix. Must be between 35 – 50 years of age.	<ul style="list-style-type: none"> • Driving a motor vehicle as authorized for official duty and assignments. • Carrying routine checks on the vehicle's cooling, oil, tyre, pressure and electrical systems. • Maintaining records of service and accessories • Detecting and reporting of malfunctioning of vehicle assigned. • Maintaining of work tickets for vehicle on and off the road. • Reporting traffic incidents or accidents. • Ensuring security and safety of vehicle on and off the road. • Ensuring safety of the passengers and / or goods therein ; and • Maintaining cleanliness of the vehicle. • Any other duties assigned by the Principal 	CONTRACT

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