RUNYENJES TECHNICAL & VOCATIONAL COLLEGE
P.O. BOX 239 – 60103, RUNYENJES
E - MAIL: runyenjestti@gmail.com, TEL: +254 797210054
Website: www.runyenjestechnical.ac.ke

VACANCY, VACANCY ADVERTISEMENT

Runyenjes Technical and Vocational College Board of Governors invites qualified, diligent and self-motivated BOG staffs in the following areas.

1. RTVC/A/1/3/2023: ACCOUNTANT (1 POST)

Duties and Responsibilities

- Prepare payment vouchers and committal documents to ensure vouchers are fully supported with relevant and correct documentation and to ensure payments are made in a timely manner for minimal disruptions to business operations.
- Enter financial data of all College's transactions and routine accounting works such including cashbook, ledgers and maintenance of imprest system.
- Prepare annual financial budget in consultation with departments
- Ensure safe custody of accounting records and assets
- Develop, maintain and ensure proper filing of all vouchers and receipts in a serial to enhance easy retrieval of the information
- Prepare Bank Reconciliation statements and trial balances
- Prepare and maintain accurate aging analysis of accounts payable and receivables
- Prepare Quarterly and Annual reports and Financial statements in accordance with the International Public Sector Accounting Standards (IPSAS) and in compliance with the PFM Act 2012
- Preparation and timely submission of statutory deductions – NSSF, NHIF, HELB etc as applicable
- Prepare for internal and external audit
- Any other duty assigned by the Principal

Requirements/ qualification for appointment

- Certified public accountant (CPA-K) or equivalent qualification from a recognized Institution
- Registered with the Institute of Certified Accountants of Kenya (ICPAK
- Be proficient in working with relevant accounting packages
- At least three years' experience in accounting preferable in a TVET institution
- Familiarity with PFM Act 2013 reporting procedures and PFM regulations 2015
- Valid Certificate of good Conduct-Mandatory
- Self – driven and team player
- Proficiency in computer application

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2. RTVC/APO/2/3/2023: ASSISTANT PROCUREMENT OFFICER (1 POST)

Requirement/Qualification for appointment

- Diploma in supply chain management, Procurement, purchasing and supplies from a recognized institution in Kenya or its equivalent.
- A member of Kenya Institute of Supply Chain Management
- Two -years' experience in a reputable/busy organization
- Knowledge of public procurement and Asset Disposal Act and regulation
- Self – driven and team player
- Must be a Kenyan Citizen
- Preference will be given to those who have worked in a TVET institution
- At least 25 years and above
- Proficiency in computer applications
- Valid certificate of good Conduct-Mandatory
- Should be conversant with stores management
- Good communication and interpersonal skills.
- Attach recommendations letter from the previous employer where applicable

Interested persons who meet the above qualifications should submit their hard copy applications accompanied by a copy of National identification card, detailed CV, Certified copies of Academic and Professional Certificates and other testimonials to the undersigned on or before 28th March, 2023 at 4.00pm or deliver them in person to the College during working hours

THE SECRETARY
BOARD OF GOVERNORS
RUNYENJES TECHNICAL & VOCATIONAL COLLEGE
P.O BOX 239-60103
RUNYENJES

PLEASE NOTE

1. The college is committed to implementing the provision of the constitution chapter 232 (1Z) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disability. This therefore, means that people with disabilities, youth, the marginalized and the minorities communities are encouraged to apply if they meet the requirements of the advertised job
2. Runyenjes technical is an equal opportunity employer.
3. Successful candidates will be expected to fulfil the requirement of chapter six of the constitution by providing the following documents
   i) Certificate of good conduct
   ii) Tax compliance certificate
   iii) HELB clearance
   iv) Clearance from EACC
   v) Clearance from a recognized credit reference Bureau (CRB)
4. Only shortlisted candidates will be contacted
5. It is a criminal offence to provide false information and documents in the job application
6. Canvassing in any form will lead to automatic disqualification

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