



**MINISTRY OF EDUCATION
BUMBE TECHNICAL TRAINING INSTITUTE**

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2001-2015 Certified Institute

VISION 2030



JOB VACANCIES

Bumbe Technical Training Institute (BTTI) is a reputable public TVET Institution located in Busia County. The Institute is registered and licensed under the Ministry of Education, State Department for Vocational and Technical Training.

Applications are invited from qualified and interested Kenyans to fill the following vacant positions in its establishment.

POST	V/NO	JOB GROUP	NO.OF VACANCIES
Finance Officer	BTTI/HR/FO/2023	K	1
Maintenance Officer	BTTI/HR/MO/2023	H	1
Store Keeper	BTTI/HR/SK/2023	H	1
Technicians (ICT, Automotive, Plumbing, Electrical and Electronics Engineering, Welding and Fabrication)	BTTI/HR/TEC/2023	H	5

1. FINANCE OFFICER- ONE (1) POST-V/NO BTTI/HR/FO/2023 JOB GROUP (K)

For Appointment to this position, a candidate must have:-

- CPA (K) and ICPAK membership
- A bachelor's degree in Commerce, accounting, Finance or any other related discipline.
- At least Five (5) years experience in an equivalent position in a busy educational institution and demonstrate outstanding professional competence.
- Ability to perform principles and practices of accounting and auditing
- Possess excellent Communication, supervision and negotiation skills.
- Be a team player
- Computer literacy in the relevant packages
- High level of integrity.
- Certificate of good Conduct
- Compliance with Chapter 6 of the constitution

Duties and Responsibilities

- Coordinating developing of budgetary planning, reviews and information to other departments.
- Coordinates and oversees internal and external audit of College accounting records, financial statements and funds from the ministry of Education.
- Provides leadership, Plans, organizes, supervises and evaluates the work of finance staff
- Ensuring compliance with Government financial regulations.
- Prepares comprehensive college financial statements and reports, presenting quarterly and periodic reports.
- Conducts special projects expenditure analysis and reports
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Forecast cash flow positions and ensure sufficient funds are available to meet ongoing operational requirements

2. MAINTENANCE OFFICER-ONE(1) POST-V/NO BTTI/HR/MO/2023 JOB GROUP (H)

For Appointment to this position, a candidate must have:-

- A Diploma in Building and Construction or a related field
- Computer literate
- Knowledge of relevant legislation
- Three (3) years relevant experience
- Possess excellent Communication, supervision and negotiation skills.
- High level of integrity

- Certificate of good Conduct
- Compliance with Chapter 6 of the constitution

Duties and Responsibilities

- Evaluate problematic systems or facilities and determine what installation or repair services need to be performed.
- Coordinate repairs of facilities and develops health and safety reports to ensure compliance with regulatory standards.

- Maintains an accurate record for all repair works and maintenance of all machines and equipment for accountability and planning purposes

- Raise requisitions to the procurement department for maintenance work materials needed to ensure seamless delivery of work.
- Ensures compliance to health and safety procedures by all staff under his supervisions to eliminate and minimize work related risks.

3. STORE KEEPER- ONE(1) POST-V/NO BTTI/HR/SK/2023 (JOB GROUP H)

For Appointment to this position, a candidate must have:-

- Diploma in supplies management or store keeping II or its equivalent from a recognized institution
- Computer literate
- Knowledge of Public Procurement and Asset Disposal Act and Regulations
- Certificate of good Conduct
- Compliance with Chapter 6 of the constitution
- 2 years' experience in store keeping

Duties and Responsibilities

- 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.
- Issue and receipt of stores for storage and for timely issuance to the user department
- Maintain accurate and up to date store records for accountability purposes
- Label the stock as received to support easy identification, and to protect against theft.
- 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.
- Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service
- Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents

4. TECHNICIANS (ICT, AUTOMOTIVE, PLUMBING, ELECTRICAL & ELECTRONICS ENGINEERING, WELDING & FABRICATIONS) - FIVE (5) POSTS-V/NO BTTI/HR/TEC/2023 (JOB GROUP H)

For Appointment to this position, a candidate must have:-

- Diploma in relevant field.
- Computer Literate
- Knowledge of Occupational Safety and Health Act
- Certificate of good Conduct
- Compliance with Chapter 6 of the constitution
- Three (3) years of relevant experience

Duties and Responsibilities

- Provide support to trainers and trainees in solving technical problems and practicals
- Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
- Requisition for consumables to ensure they are replenished in a timely manner and organize in a way that they are easily traced
- Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- Segregate non-functional equipment and machinery to promote safety in the workshop

Method of Application

Interested applicants should send the Confidential cover letter quoting the relevant vacancy Number, Post, enclosing updated curriculum vitae, copies of academic and Professional Certificates, and National Identification Card to:-

**THE PRINCIPAL/SECRETARY BOG
BUMBE TECHNICAL TRAINING INSTITUTE**

**P.O. Box 440-50406
FUNYULA
Email:bumbetec@yahoo.com
Cell phone: 0736391750**

**BUMBE TECHNICAL TRAINING
INSTITUTE**

09 NOV 2023

Tel:0736 391 750

P. O. Box 440-50406, FUNYULA.

On or before Friday 1st December 2023.

Bumbe Technical Training Institute is an equal opportunity employer. It fosters a multicultural work environment that values Integrity, Professionalism, Transparency and Accountability, Teamwork and Collegiality, Responsibility and Commitment to purpose. Therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply. Canvassing will lead to disqualification. **Only shortlisted candidates will be contacted for interviews.**