

BONDO TECHNICAL TRAINING INSTITUTE



Tel. 057-204 1555
Email: bondotti@yahoo.com
Website: bondotti.ac.ke
P.O. Box 377 – 40601, Bondo - Kenya



JOB ADVERTISEMENT

Bondo Technical Training Institute is a public TVET institution operating under TVET Act No. 29 in the State Department of Vocational and Technical Training under the Ministry of Education. Applications are invited for the following positions:

1. Assistant ICT Officer **BTTI 5 (1 Position)**

Duties & Responsibilities

- i. Coding, testing and implementing computer programs and providing user support
- ii. Maintaining of Information Communication Technology equipment and associated peripherals.
- iii. Maintaining data protection system; installing and supporting servers; installing and
- iv. Deployment of relevant hardware and software.
- v. Providing user support and training users; and performing technical, systems and user documentation.
- vi. Any other duties that may be assigned from time to time

Qualification and Work Experience

- i. Diploma in any of the following disciplines: Computer Science, Information Computer Technology, Business Information Technology or its equivalent qualification from a recognized institution.
- ii. Minimum experience of three (3) years in a similar position.
- iii. Member of a professional body will be an added advantage

2. Records Management Clerk **BTTI 5 (1 Position)**

Duties and responsibilities

- i. Receiving and dispatching letters
- ii. Maintaining an efficient file system for easy retrieval of documents.
- iii. Ensuring security of files and documents
- iv. Ensuring proper handling of documents
- v. Attending to correspondence
- vi. Manage office files and ensure confidentiality on the same
- vii. Preparing disposal schedules and disposing of dead files in accordance with relevant regulations
- viii. Any other duties that may be assigned from time to time

Qualification and Work Experience

- i. Diploma in Records Management from a recognized institution
- ii. Must be Computer literate
- iii. Minimum three (3) years' experience in a similar role

3. Electrical Workshop Attendant BTTI 4 (1 Position)

Duties & Responsibilities

- i. Requisition workshop consumable to ensure they are replenished in a timely manner and workshop operations run smoothly.
- ii. Advise the section head on the budgeting requirement for the workshop to ensure that all the workshop requirement are factored in the budget to promote smooth trainings.
- iii. Maintain all requisite records on the use of various workshop equipment for accountability and future reference.
- iv. Provide technical support to the trainees during practical.
- v. Ensuring that all health and safety procedures are understood and followed correctly in the laboratories.
- vi. Segregate non-functional equipment and machine to ensure safety in the workshop.
- vii. Report any breakdown of equipment to the section head for purposes of decision making on replacements and supervise cleaning of the workshop to ensure efficient operation of the workshop.
- viii. Keep up to date with relevant scientific and technical developments that will save on time and improve reliability.
- ix. Any other duties that may be assigned from time to time

Qualification and Work Experience

- i. Certificate Craft in Electrical Engineering
- ii. KCSE certificate with a minimum grade of D plain
- iii. At least three (3) years' work experience in a similar role
- iv. Proficiency in Workshop Operation

All Applications including CVs and copies of relevant certificates should be submitted to the undersigned on or before 11th November, 2021.

The Principal BTTI
P.O. Box 377-40601
BONDO

vacancies@bondotti.ac.ke

Bondo Technical Training Institute is an Equal Opportunity Employer – women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.

KENYA
VISION 2030
TOWARDS A GLOBALLY COMPETITIVE
AND PROSPEROUS NATION

PRINCIPAL
BONDO TECHNICAL TRAINING
INSTITUTE
P. O. BOX 377-40601, BONDO

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