

# BONDO TECHNICAL TRAINING INSTITUTE



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## 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:

### ADVERT NO.1/2023

#### 1. Security Officer BTTI 5 (1 Position)

This position is responsible for the supervision of security guards within the institution to reduce security risks, respond to incidents and limit exposure to liabilities when conducting day to day operations at the institution.

#### **Duties & Responsibilities**

- a) Implement operational and tactical security work plans and schedules, including shifts and work station assignments, relating to departmental objectives to ensure effective and efficient security processes.
- b) Implement security solutions and security processes across the institution in line with the strategic plan to make certain compliance of security operational processes.
- c) Restrict idling and any unauthorized persons from gaining access to the institution to protect the institution's property and persons.
- d) Confirm authorization of all equipment entering and leaving the institution to establish proper responsibility and provide security of equipment.
- e) Maintain records of queries raised, visitors, as well as vehicles coming into the institution for future reference to facilitate handling of any security related incidences.
- f) Supervise security personnel handling emergencies to facilitate timely response to incidences.
- g) Ensure safe evacuation of staff from the institution building in case of an emergency to confirm safety of all persons.
- h) Conduct periodic risk assessment and security audits in accordance to work plans to inform on key priority areas to enhance compliance on set standards.

#### **Academic Qualification and Work Experience**

- i. Diploma in criminology
- ii. Minimum work experience of three (3) years working in a security firm
- iii. Must have a discharge certificate if worked in disciplined forces
- iv. Must have a recent certificate of Good Conduct

### ADVERT NO.2/2023

#### 2. Assistant Internal Auditor BTTI 5 (1 Position)

This position is responsible to update and substantiate institution's accounting records, substantiate records posted by other staff, and to check all figures and documents to ensure they are accurately and properly coded

**Operational Responsibilities:**

- a) Record all the institution's financial information and update the information to ensure the audits conducted are well informed;
- b) Receive and record bank checks and cash vouchers so as to code them in the institution's system for future reference;
- c) Prepare and calculate all institution's checks meant for taxes, payments and other utilities to bring together the bank's transactions records;
- d) Update the institution's balance, the status of its loans and accounts to ensure all the payments are current and accurate for the preparation of accurate financial statements, and to support informed decision making;
- e) Verify the accuracy of calculations, postings, and figures of the institution's transactions to ensure the financial records clean;
- f) Compile and complete tax forms and returns, the institution's workers' compensation forms, and pension contribution forms to comply with laws governing tax

**Academic qualification and experience**

- a) Diploma in accounting
- b) Must have completed CPA Section 3
- c) Minimum working experience of 3 years
- d) Must be Computer literate

**ADVERT NO.3/2023**

**3. Electrical workshop attendant      BTTI 4 (1 Position) (Re-advertised)**

This position is responsible in the provision of technical support to the lecturer in charge of the section, contributing to students' learning experience by assisting with the preparation of equipment and machinery for practical work to promote understanding of course work and innovation

**Duties and responsibilities**

- a) Supervise the assistant technician/ attendant in the workshop to ensure the operations runs smoothly
- b) Appraise the assistant technicians to track performance in the implementation of individual work plans
- c) Provide support to trainers and trainees in solving technical problems and practical's
- d) Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- e) Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
- f) Requisition for consumables to ensure they are replenished in a timely manner and organize in a way that they are easily traced
- g) 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.
- h) Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- i) Segregate non-functional equipment and machinery to promote safety in the workshop.

- j) Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
- k) Report breakdown of machinery and equipment to the head of the section to advise on replacement needs
- l) Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practical

**Academic Qualification and Work Experience**

- a) Certificate in Electrical and electronic Engineering
- b) KCSE certificate with a minimum grade of D plain
- c) At least three (3) years' work experience in a similar role
- d) Proficiency in Workshop Operation

**ADVERT NO.4/2023**

**4. Assistant Secretary BTTI 4 (1Position)**

This position is responsible for the provision of efficient customer care service to staff and members of the public to enable efficiency and effectiveness of the institution

**Duties and responsibilities:**

- a) Record dictation in shorthand and transcribe it into a written comprehensive form
- b) Type from draft and manuscripts as required to ensure timely communication of information
- c) Handle incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office
- d) Operate office equipment in printing and photocopying documents to provide administrative assistance to the institution
- e) Prepare responses to simple routine correspondences in a timely manner
- f) Assist the head of department in preparation of presentations materials and other documentations for internal and external circulation
- g) Organize administration records and correspondences to ensure easy accessibility to the documentation/ information whenever required
- h) Classify documents and materials to ensure security and confidentiality of office records
- i) Receive and attend to visitors and clients in a professional and courteous manner and direct them to the respective offices
- j) Monitor cleanliness of the office and ensure that the office is well-managed to promote a good working environment
- k) Maintain of an efficient, smooth and easily accessible filing system to ensure required documents are traced in an efficient manner

**Academic Qualification and Work Experience**

- a) Certificate in secretarial studies - single and group: Must have completed the following units: I.
  - i. Communication skills I & II
  - ii. Commerce I & II
  - iii. Computerized Document Processing I, II&III
  - iv. ICT I, II&III
  - v. Secretarial Duties
  - vi. Office Management
  - vii. Office Procedures I & II
  - viii. Shorthand I, II&III
- b) Must be computer literate
- c) At least three (3) years' experience in the same field

**ADVERT NO. 5/2023**

**5. College Electrician BTTI 5 (1 Position) (Re-advertised)**

This job is responsible for repair and maintenance of electrical accessories, installation of new electricity sub meter connections and installation of electrical cables in all departments within the institution

#### **Duties & Responsibilities**

- a) Install and maintain wiring, control and lighting systems to provide functional operational environment.
- b) Trouble shoots electrical equipment to identify faults and conduct necessary repairs to enhance usability of the items.
- c) Carry out electrical repairs and maintenance on the assets in the institutional to facilitate smooth flow of activities that require.
- d) Diagnose malfunctioning systems to locate/identify the cause of the problem then perform repairs in accordance to set out procedures.
- e) Interpret the layout and install electrical wiring equipment and fixtures based on job specifications and set standards.
- f) Prepare learning practical examination materials for artisan students.
- g) Ensure compliance to health and safety standard in the workplace on all electrical related matters.

#### **Academic Qualification and Work Experience**

- a) Diploma in Electrical and Electronic Engineering
- b) KCSE certificate with a minimum grade of C-
- c) At least three (3) years' work experience in a similar role
- d) Proficiency in Workshop Operation

#### **ADVERT NO.6/2023**

#### **6. Assistant Supply Chain Officer BTTI 5 (1 Position)**

This position is responsible for procuring goods, works and services to ensure the institution requirements are met in accordance with the Public Procurement and Asset Disposal Act

#### **Duties and Responsibilities:**

- a) Ensures the implementation of the board procurement recommendations to ensure the implementation meets the set timelines and is compliant with quality standards as well as compliance with Public Procurement Act and Regulations
- b) Prepare the procurement report in order for the management to give recommendation on the gaps identified
- c) Attend the tender evaluation committee to provide guidance in the procurement process according to the procurement rules and regulations
- d) Participate in the development of the institution's procurement strategy through provision of input on the strategies that can enhance the efficiency and effectiveness in the procurement
- e) Train users on the procurement rules, policies and procedures to enhance compliance by the user department and consequently institution as a whole
- f) Ensure compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance
- g) Develop prequalification requirements for third party service providers to ensure quality is maintained in the delivery of goods and service to institution.
- h) Participate in the development/revision of the institution procurement policies and procedures to ensure the availability of guidelines critical for compliance with the procurement laws and regulations, and to enhance service delivery by the department
- i) Coordinate day to day activities in the supply chain department to ensure smooth running department's operations

- j) Update of the supplier master file (ERP system) with the qualified suppliers are to enhance ease in the procurement of goods, works and services

**Academic Qualification and Work Experience**

- a) Diploma in supply chain management
- b) Served in a similar role for a minimum of 3 years
- c) Must be a member of KISM
- d) Must be computer literate
- e) Must be well versed with Public Procurement and Asset Disposal Act of 2015
- f) Must demonstrate good understanding of the Supply Chain Management procedures

**ADVERT NO.7/2023**

**7. Records Management Clerk BTTI 5 (1 Position) (Re-advertised)**

This position is responsible for procuring goods, works and services to ensure the institution requirements are met in accordance with the Public Procurement and Asset Disposal Act

**Duties and responsibilities**

- a) Receiving and dispatching letters
- b) Maintaining an efficient file system for easy retrieval of documents
- c) Ensuring security of files and documents
- d) Ensuring proper handling of documents
- e) Attending to correspondences
- f) Manage office files and ensure confidentiality on the same
- g) Preparing disposal schedules and disposing of dead files in accordance with relevant regulations

**Academic qualification and work experience**

- a) Diploma in records management or its equivalent from a recognized institution
- b) Must be computer literate
- c) Minimum three (3) years' experience in a similar role

All applications including CVs and copies of relevant certificates should be submitted to the undersigned on or before 27<sup>th</sup> February 2023.

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

NB: All applications MUST be sent to: [vacancies@bondotti.ac.ke](mailto: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.

*Approved for Circulation*  
*[Signature]*

