



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE



Professional and Technical Skills to Empower
P.O. BOX 102-01030 GATUNDU, Mobile: 0797255245
E-Mail- gatundusouthtvc@gmail.com
Website: www.gatundusouthtvc.ac.ke

VACANT POSITIONS IN THE COLLEGE

Applications are invited from qualified persons for the positions listed below. Qualified interested candidates should submit their applications to the address below quoting the job title on both the envelope and the cover letter **on or before 3rd February, 2023.**

The BOG Secretary/Principal
Gatundu South Technical and Vocational College
P.O. Box 102-01030
GATUNDU
Email: gatundusouthtvc@gmail.com

Enclose a detailed and up-to-date curriculum vitae, indicating current remuneration, home County, e-mail address and reliable daytime telephone contacts, together with copies of certificates, testimonials and national identity card. Interested candidates should also provide the names of two referees who must be familiar with their previous work/academic experience indicating their telephone, and email addresses.

Note:

1. Canvassing in any form will lead to automatic disqualification.
2. The College is an equal opportunity employer. Therefore, people living with disabilities, the marginalized and the minorities are encouraged to apply.
3. Only shortlisted candidates will be contacted.
4. Shortlisted candidates shall be required to produce **Originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.

INTERNAL AUDIT OFFICER (1 POST) – GSTVC/V/IA/01/2022

Terms: Contract period of 1 year, renewable, subject to satisfactory completion of a 3 months' probation period.

Job Description

Reporting administratively to the Principal and functionally to the Board Audit, Risk and Compliance Committee, the Internal Audit officer shall on the overall set up and maintain sound audit management systems in the College.

Responsibilities

- (a) Developing and managing an integrated internal audit function covering all the areas of the operations;
- (b) Reviewing and appraising the soundness and efficiency of all systems of controls including financial, operational and internal control systems and procedures;
- (c) Preparing the annual audit programme and ensuring that it is effectively carried out;
- (d) Evaluating of business risks and systems of controls to provide value added recommendations;
- (e) Analysing outcomes of audit activities, provide timely reports and follow through to ensure that recommendations are considered and implemented;
- (f) Providing leadership in the co-ordination of external audits and ensuring that issues raised by the auditors are addressed;
- (g) Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit report of findings to the Board;
- (h) Monitoring the efficiency of the operations of the College, identify areas that offer opportunities for improvement and make appropriate recommendations;
- (i) Ensuring compliance with relevant statutory obligations; and
- (j) Perform any other duties as may be assigned by the Board / management from time to time.

Qualifications

- a) Certified Public Accountant III (CPA(K)) or its equivalent from a recognized College;
- b) Certificate in computer proficiency' from a recognized College;
- c) Be a member of Institute of Certified Public Accountants Kenya (ICPAK);
- d) Membership with the Institute of Internal Auditors (IIA) will be an added advantage;
- e) Knowledge of financial reporting guidelines in the Public Sector;
- f) Ability to communicate effectively, prepare and present reports

Approved for Circulation

4/1/2023



ACCOUNTS ASSISTANT (1 POST) – GSTVC/V/AC/02/2022

Terms: Contract period of 1 year, renewable, subject to satisfactory completion of a 3 months' probation period.

Job Description

Reporting to the Accountant, the Accounts Assistant shall on the overall be responsible for the accounting processes.

Responsibilities

- a) Processing payments as per established procedures and policies;
- b) Capturing invoices/certificate of contract into the system;
- c) Performing daily cash count and posts transactions as per approved systems;
- d) Sorting out the reconciliation items in the bank statements, payroll and accruals accounts;
- e) Maintaining accurate accounting records;
- f) Ensuring that all revenues/incomes are receipted and banked intact as per laid down procedures;
- g) Ensuring that all banking reconciliations are done promptly and timely follow-ups made on any identified discrepancies;
- h) Ensuring proper accounting for the petty cash and effective management of imprest system;
- i) Participating in the process of conducting annual stock takes and reconciliation of the same to the respective ledger accounts;
- j) Reconciling accounts of debtors as per policy and procedures;
- k) Preparing of a trial balance and external audit schedules as directed by the Accountant; and
- l) Perform any other duties as assigned.

Qualifications

- a) Obtained Certified Public Accountants CPA (II) or its equivalent;
- b) Proficiency in Computer Applications (Accounting packages);
- c) Numeracy and clerical knowledge and skills; and
- d) At least one (1) year working experience in a similar position.

Approved for circulation

Sign: 



Date: 4/1/2023