



# MINISTRY OF EDUCATION

STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET)

## GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE



P.O. BOX 102-01030 GATUNDU

Email: - [gatundusouthtvc@gmail.com](mailto:gatundusouthtvc@gmail.com) Website:-[www.gatundusouthtvc.ac.ke](http://www.gatundusouthtvc.ac.ke)

TEL: 0797255245

Our Ref: GSTVC/ADM/ADVT/2026(1)

13<sup>th</sup> January, 2026

### **RE ADVERTISEMENT FOR VACANT POSITION**

Gatundu South Technical and Vocational College (GSTVC) is a reputable public TVET institution located in Kiambu County, 1km from the Gatundu law courts. The College is registered and licensed under the Ministry of Education, State Department for Technical, Vocational Education and Training (TVET).

The Institution is looking for a dedicated and professional individual to join our growing team in the following position.

#### **1. GSTVC/ADM/ACCOUNTS CLERK/2026/01:**

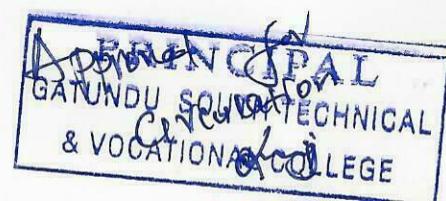
This position holder is responsible for supporting the day-to-day financial and accounting operations of the college. The role focuses on accurate record-keeping, processing financial transactions, and assisting in compliance with financial regulations

#### **Responsibilities:**

- I. Maintain accurate financial records and books of accounts in accordance with the TVET Act, PFM Act, and institutional policies
- II. Process payments, vouchers, and invoices while ensuring proper authorization and supporting documentation
- III. Manage accounts payable and receivable, including billing, receipting, and debt follow-up.
- IV. Assist in bank reconciliations.
- V. Support budget implementation by tracking expenditures and commitments
- VI. Assist in preparation of financial reports for management and statutory requirements
- VII. Support payroll processing and statutory deductions as guided by applicable laws
- VIII. Ensure compliance with internal controls, audit requirements, and financial regulations
- IX. Safeguard financial records and maintain confidentiality of financial information
- X. Liaise with procurement, stores, and academic departments on financial matters
- XI. Perform any other duties as assigned in support of efficient college financial management

#### **Minimum Qualifications**

- He/She Must be a Kenyan Citizen.
- Holder of CPA II
- Must be Computer Literate
- Compliance with Chapter 6 of the Constitution.
- Certificate of Good Conduct
- Two (2) Years' Experience



## **How to apply**

If your background and competencies match the specifications of the above position, send your application to reach the undersigned on or before 22<sup>nd</sup> January 2026 not later than 5.00 p.m. with the position being applied for as subject line.

**The Principal/BOG Secretary,  
Gatundu South Technical and Vocational College,  
P.O Box 102-01030,  
Gatundu.**

Gatundu South Technical and Vocational College is an equal opportunity employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification. Women, Youth and Person with Disabilities are encouraged to apply.

Only Shortlisted candidates will be contacted. Shortlisted candidates will be required to produce originals of their ID, Academic Certificates and Transcripts during the Interview.

