



## **ADVERTISEMENT FOR RECRUITMENT OF STAFF ON BOG TERMS**

Applications are invited from qualified Kenyans to be recruited in the following posts as per the qualifications and specifications indicated below

### **1. INTERNAL AUDITOR (JOB GROUP K)**

#### **Responsibilities**

- i. Develop and monitor implementation of internal Audit strategy, budgets, policies and procedures
- ii. Coordinate implementation of internal audit work plan to ensure delivery of audit services that meet time lines and quality standards.
- iii. Develop an annual program of audit review work to ensure audit reviews are done in a timely manner for quality management purposes and compliance to the relevant to the relevant statutory requirements.
- iv. Report to the Audit committee in relation to the adherence to internal systems policies and procedures to avert risks that arise.
- v. Conduct internal checks in institutional departments to mitigate any arising risks that might expose the institution and prevent fraud.
- vi. Any other duty that may be assigned by the management

#### **Qualifications**

- i. Bachelor degree in Finance of related field from recognized institution
- ii. CPA K and ICPAK membership
- iii. Certificate of Computerized Information Systems Audit(CISA)
- iv. Computer literacy
- v. Knowledge on relevant legislation and professional standards
- vi. Certificate of good conduct
- vii. Certificate of clearance from HELB
- viii. CRB clearance certificate
- ix. Three (3) years minimum experience

## **2. HUMAN RESOURCE OFFICER (JOB GROUP K)**

### **Responsibilities**

- i. To oversee human resource and administration functions
- ii. Supervise all support service areas and maintain staff welfare
- iii. Develop human resource planning policy and procedures in line with the institutional policy
- iv. Oversee human resource training and development
- v. Act as link between Management and Union through negotiation formulation and agreements
- vi. Oversee recruitment and appointment of staff
- vii. Review employment and working conditions to ensure legal compliance requirement.
- viii. Any other duty that may be assigned by the management

### **Qualifications**

- i. Bachelor's degree in Business Administration (Human Resource Option) or Bachelor's degree in Social Sciences with a Diploma in Human Resource from a recognized institution
- ii. IHRM Membership
- iii. Certificate of good conduct
- iv. Clearance certificate from HELB
- v. CRB clearance certificate
- vi. Computer literate
- vii. Three (3) years minimum working experience.

## **3. ACCOUNTANT (JOB GROUP J)**

### **Responsibilities**

- i. Coordination of revenue, management and reconciliation of accounting to ensure the delivery of quality and timely accounting services.
- ii. Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance
- iii. Account for all expenditure and ensure that it is within the policies and procedures of the institution to provide transparency and integrity in the process.
- iv. Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process
- v. Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner

- vi. Produce periodic cash flow and forecasting reports to advise on the availability of funds critical for the implementation of the institution budget.
- vii. Prepare accurate year-end financial statements to assist with the preparation of financial statements and with planning for resources.
- viii. Any other duty that may be assigned by the management

### **Qualifications**

- i. Minimum of K.S.C.E C+ (PLUS)
- ii. CPA II/ Diploma in Accountancy from recognized Institution
- iii. ICPAK membership
- iv. Computer literate
- v. Certificate of good conduct
- vi. Clearance certificate from HELB
- vii. CRB clearance certificate
- viii. Three (3) years minimum working experience.

## **4. CLINICAL OFFICER JOB GROUP J**

### **Responsibilities**

- 1. To examine, diagnose and prescribe drugs to patients who seek treatment in the dispensary
- 2. Attend to minor surgical problems through stitching and dressing.
- 3. Document and maintain medical record of the patients
- 4. Refer patient for further medical treatment should there be need
- 5. Prepare work plan for the dispensary to guide on day to day operations of the dispensary
- 6. Procure and control the use of drugs, equipment and tools in the dispensary
- 7. Ensure uninterrupted supply of drugs in the dispensary
- 8. Advise the management on the medical need of the institute
- 9. Ensure safety and maintenance of the medical equipment and tools in the dispensary
- 10. Ensure proper disposal of bio-hazardous materials in the clinic/dispensary to minimize accidents.
- 11. Any other duty that may be assigned from time to time

## **Qualifications**

- i. Diploma in Clinical Medicine or its equivalent from a recognized institution
- ii. Registration with Kenya Clinical officers Council (COC)
- iii. Computer Literacy.
- iv. Certificate of good conduct
- v. Clearance certificate from HELB
- vi. Certificate of clearance from CRB.
- vii. Minimum of three(3) years' experience

**Application to be addressed to:**

**THE PRINCIPAL, MAWEGO TECHNICAL TRAINING INSTITUTE,  
P.O BOX 289 – 40222, OYUGIS.**

**To reach on or before 14<sup>th</sup> July 2020**