



SABATIA TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 29 - 50301 I, Wodanga - Kenya

Tel. No.: +254 702 666 802

Email: sabatiatvc@gmail.com Website: sabatiatvc.ac.ke



VACANCY ANNOUNCEMENT

Sabatia Technical and Vocational College (SBTVC), a public Technical and Vocational Education and Training institution under the Ministry of Education – State Department for Vocational and Technical Training, invites qualified, results-oriented, and self-motivated individuals to apply for the following positions:

1. FINANCE OFFICER JOB GROUP K (1 POST) Ref: SBTVC/01/09/2

Job Summary

Reporting to the Principal, The Finance Officer will be responsible for provision of financial services that include Financial Accounting and management accounting so as to ensure the institution finances are prudently managed and quality financial information required for decision making is availed in a timely manner.

Essential Duties

- a) Prepare final accounts that reflect true and fair view of the financial position of the institution to ensure compliance with the statutory requirements
- b) Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional to comply with statutory requirements.
- c) Review funds disbursement requests from department heads, and approve as appropriate, to ensure the departments have the resources required in the implementation of departmental strategies, and to minimize on unbudgeted expenditure that might result in resource wastage
- d) Advise the institution management on all financial matters i.e. tenders, planning, audit training to ensure sound and correct decision making
- e) Oversee preparation and submission of statutory reports i.e. SHIF, PAYE, House Levy, NSSF, as required by the law for compliance purposes
- f) Maintain inventory of all bank accounts to monitor the liquidity status of the institution and ensure availability of funds for day-to-day activities for efficient and effective running of the institution.
- g) Ensure timely preparation and submission of the institution budget to maintain accurate accounting records and preparation of management and statutory financial reports
- h) Develop the institution budget to ensure sufficient allocation of resources that support the implementation of its strategy in an efficient and effective manner



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Qualifications:

- Must possess a Bachelor's Degree in Commerce, Accounting or Finance OR its equivalent from a recognised university.
- Must be a fully qualified CPA (CPA-K qualification) OR equivalent
- Membership in a recognised professional accounting body (ICPAK or equivalent) is an added advantage.
- At least 3 years of relevant work experience in the financial management of a TVET Institution
- Proficiency in accounting software and ICT applications.
- Knowledge of budgeting.
- Certificate from Kenya School of Government (Public Finance Management) will be an added advantage

2. PROCUREMENT OFFICER JOB GROUP K (1 POST) Ref: SBTVC/02/09/25

Job Summary

Reporting to the Principal, this position is responsible for developing and implementing the institution procurement plan to ensure availability of required goods and services at all times according to the institution requirement and strategies.

Essential Duties

- a) Develop and implement the institution procurement strategy to ensure timely procurement of goods and services
- b) Present procurement reports to the management to ensure proper recommendations on the gaps identified
- c) Coordinate and monitor the implementation of the board procurement recommendations to ensure the implementation meets the set timelines and is compliant with Public Procurement Act and Regulations
- d) Coordinate the preparation of the procurement work plan to ensure the timely delivery of goods and services
- e) Coordinate timely preparation of the institution procurement budget to ensure sufficient resources are allocated for the implementation of the procurement plan.
- f) Ensure proper maintenance of records and documents for easy retrieval of information when required. Monitor compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.

g) Review and approve invoices for payment to suppliers to ensure transparency in the payment of suppliers. Perform due diligence on the suppliers shortlisted, in addition to the system checks, to ensure that institution's contracts only with suppliers that are compliant as per the Procurement Act and the institution's policies, and that have the capacity to deliver.

h) Participate in the tender process to carry out tender evaluation in line with the institution's procurement policies and procedures in order to select the most qualified suppliers to contract.

Qualifications

- Must possess a Degree with a bias in Procurement, Supply Chain Management OR Logistics/ Commerce/Business Administration
- Must be registered with a relevant professional body.
- Must be computer literate
- Must have at least three (3) years of relevant experience in a similar or comparable position.
- Must be a registered member of KISM/CPSP
- Budgeting knowledge.
- Knowledge of the Public Procurement Assets Disposal Act & regulations
- Knowledge of professional standards
- Compliance with Chapter Six of the constitution Kenya

3. HUMAN RESOURCE OFFICER JOB GROUP K (1 POST) Ref: SBTVC/03/09/25

Job Summary

Reporting to the Principal, this position is responsible to oversee the human resource function, supervise all the support service areas as well as maintain staff welfare in the institution.

Essential Duties

- a) Develop the human resource planning policy and procedures in line with the institution overall policy
- b) Advise the BOG on matters relating to Human Resource policies so as to make informed decisions
- c) Act as the link between the management and the union through negotiations formulation of agreements such as collective bargaining agreements to ensure smooth Labour relations in the institution
- d) Oversee the human resource trainings and development through liaison with other departments to establish human resource needs
- e) Supervise variety of administrative service areas including catering, boarding, secretaries, transport to ensure all the operations in the institution are carried out smoothly
- f) Oversee the administration of the staff appraisal forms and review the staff annual appraisals reports to monitor staff performance in the institution
- g) Oversee recruitment and appointment of staff to ensure the institution has the right staffing. Advice staff on all aspects of the Human Resource function which include recruitment, training

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and development, and performance management, to ensure awareness of staff on the expectations of the institution and the benefits and opportunities available to the staff

h) Validate information collected on letters of promotion, probation, appointment to ensure accuracy of data and process all approved staff leaves in line with the leave schedule to ensure no overlaps

i) Manage and update the payroll to ensure compliance with the payroll process and government regulations as well as handle the staff discipline and grievances issues to ensure that best practice in the management of discipline are instilled in the institution.

j) Analyze the requirement of the institution to identify gaps and ensure consistent provision of requisite manpower in the institution.

k) Monitor the implementation of the training programmes to ensure timeliness, cost efficiency and high quality standards

Qualifications:

- Bachelor's degree with a bias in Human Resource Management OR Higher National Diploma in Human Resource OR its equivalent
- Must possess relevant professional qualifications
- Must be a registered member of a relevant professional body i.e. Institute of Human Resource Management (IHRM) in good standing
- Three (3) years of relevant work experience
- Must possess excellent computer skills
- Strong interpersonal and communication skills with the ability to maintain confidentiality.

4. INTERNAL AUDIT JOB GROUP K (1 POST) Ref: SBTVC/04/09/25

Job Summary

Reporting to the Principal, this position is responsible to develop and monitor the implementation of the Internal Audit strategy, budgets, policies and procedures. The position coordinates the implementation of the Internal Audit Work plan to ensure delivery of audit services that meet set timelines and quality standards

Essential Duties

a) Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy

b) Develop an annual programme of audit review work, to ensure audit reviews are done in a timely manner for quality management purposes and compliance to the relevant statutory requirements

c) Present findings of audit reviews to management to assist in the development and implementation of strategies to address the issues/gaps identified

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d) Report to the Audit committee in relation to the adherence to the internal systems, Policies and procedures to avert risks that arise.

e) Coordinate the application of a risk-based approach to review the institution's systems and controls to identify any gaps in the management of risks and recommend appropriate strategies

f) Monitor the implementation of the board recommendations to ensure appropriate interventions are implemented for any challenges identified in the implementation

g) Coordinate the training of users on risk management practices across the institution to ensure the institution is aware of the rules and regulations governing risk at all times. Conduct internal checks across all the institution departments in order to mitigate any arising risks that might expose the institution and prevent fraud.

Qualifications:

- Possess a Bachelor's Degree in Commerce, Accounting, Finance OR its equivalent from a recognised University.
- Must possess a minimum of a CPA K.
- Minimum of 3 years' relevant auditing or financial compliance experience
- Membership in ICPAK or IIA (Kenya) is an added advantage.
- Must be computer literate.
- Knowledge of government financial regulations and risk management.

Interested and qualified candidates should send hard and soft copy of their application letters with detailed CV's, copies of academic and professional certificates and other testimonials together with national identity card so as to reach the undersigned **not later than Monday 6th October, 2025 at 5.00 p.m.**

**The Principal
SABATIA TVC
P.O BOX 29 – 50311
WODANGA**

NB: All applications MUST be sent to: info@sabatiatvc.ac.ke

Sabatia TVC is an equal opportunity employer, committed to ensuring gender balance, equity, inclusion of persons with disabilities, and representation of Kenya's diverse communities and ethnic groups in its recruitment. Qualified women, youth, persons with disabilities, and candidates from marginalised groups are strongly encouraged to apply. Only shortlisted candidates will be contacted.

Approved
for circulation
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