



SIAYA INSTITUTE OF TECHNOLOGY

P.O. BOX 1087 - 40600 SIAYA. TEL: 0703564522

info@siayainstitute.ac.ke

Vision

A market leader in the provision of top-notch training, research and innovation.

Mission

To produce competent human resource for sustainable development

VACANT POSITIONS

Siaya Institute of Technology (SIT) is a public TVET Institution operating under the TVET ACT No. 29 of 2013 in the State Department of Vocational and Technical Training, Ministry of Education, Kenya. It is situated in Siaya Town along the Siaya-Rang'ala Road.

Applications are invited from qualified persons for the positions shown below.

VACANCY NO (V/NO)	POST	NUMBER OF VACANCIES
SIT/2020/1	ACCOUNTANT I/FINANCE OFFICER I	1
SIT/2020/2	INTERNAL AUDITOR	1
SIT/2020/3	ASSISTANT INTERNAL AUDITOR I	1
SIT/2020/4	SECURITY OFFICER II	1
SIT/2020/5	SUPPLY CHAIN MANAGEMENT OFFICER I (STORES INCHARGE)	1
SIT/2020/6	SUPPLY CHAIN ASSISTANT I	1
SIT/2020/7	INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER	1
SIT/2020/8	SENIOR FARM ASSISTANT I/ FARM MANAGEMENT PRODUCTION OFFICER I	1
SIT/2020/9	SENIOR LABORATORY / WORKSHOP ASSISTANT TECHNICIAN I OR LABORATORY/ WORKSHOP TECHNICIAN I (Information Communication Technology)	1
SIT/2020/10	LABORATORY / WORKSHOP ASSISTANT TECHNICIAN II OR LABORATORY/ WORKSHOP TECHNICIAN I (Building and Civil Engineering/Electrical Engineering/ Automotive Engineering/ Information Communication Technology)	4
SIT/2020/11	CLERICAL OFFICER/ REGISTRY	1
SIT/2020/12	ARTISANS (Welding and Fabrication/ Plumbing)	2

Siaya Institute of Technology is an equal opportunity employer.

The details of the advertised posts can be accessed from the Institute's website www.siayainstitute.ac.ke. Interested qualified persons are requested to download the fillable PDF application forms, fill and submit via email to recruit2020@siayainstitute.ac.ke so as to reach the undersigned on or before **Friday August 14th, 2020 3pm.**

NB. Youth, Women and Persons Living with Disability (PWD) are encouraged to apply.

SECRETARY OF THE BOARD OF GOVERNORS /PRINCIPAL

SIAYA INSTITUTE OF TECHNOLOGY

P.O. BOX 1087 - 40600

SIAYA

1. V/NO. SIT/2020/1 ACCOUNTANT I/FINANCE OFFICER I (1POST)

Terms of Service Permanent

Salary Scale KShs 35,400 × 1600 - 37,000 × 1660 - 38,660 × 1750 -
40,400 × 1850 - 42,260 × 1930 - 44,190 × 2040 - 46,230
p.m.

House Allowance *As applicable in Siaya County.*

Duties and Responsibilities

Duties and responsibilities at this level will entail:- analyzing accounting information detailing assets, liabilities and capital; preparing financial statements and other reports to summarize current and projected financial position in order to ensure availability of funds to implement planned activities; developing and installing effective financial management systems and procedures for improving financial reporting and accounting in accordance with government financial policies and donor procedures; designing and coordinating the implementation and maintenance of financial information systems to cover the general ledger, asset management as well as revenue collection system; developing and implementing an effective financial management system and procedures for improving banking and cash collection of funds; ensuring that funds are promptly banked and accounted for in accordance with prescribed regulations; coordinating preparation of payment vouchers, cheque books, cash book records and financial statements and entries in accordance with accounting regulations; coordinating reconciliation of general ledger control account with supplementary records; accounting for security documents as well as safekeeping; controlling and accounting assets and securities; coordinating reconciliation of cash book and bank transactions; reconciliation of statutory levy collection records and as well as reconciling assets registers with the general ledger; overseeing the proper maintenance, storage and security of financial and accounting documents in order to ensure that they are properly filed, secured and readily accessible for action; preparing tax returns to ensure compliance with periodic tax payments, information reporting and other statutory requirements; providing advice to the Principal and the BOG on the effective strategies for minimizing tax liability; conferring with the Ministry of Finance/Treasury, the Auditor General's Department and other relevant government bodies on the interpretation and application of particular financial and accounting regulations to ensure conformity government policy and procedures.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. served in the grade of Accountant II/Finance Officer II or a similar position for at least four (4) years;
- ii. Bachelor's degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Finance, Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution;
- iii. Registered with Institute of Certified Public Accountants (ICPAK) Kenya and a member in good standing;
- iv. Certificate in relevant computer accounting packages; and
- v. Demonstrated managerial, administrative and professional competence in work performance.

2. V/NO. SIT/2020/2 INTERNAL AUDITOR (1POST)**Terms of Service** Permanent**Salary Scale** KShs 40,410 × 1850 - 42,260 × 1930 - 44,190 × 2040 - 46,300 × 2120 - 48,350 × 2460 - 50,810 p.m.**House Allowance** *As applicable in Siaya County.***a) Duties and Responsibilities**

Duties and responsibilities will entail: examining all books of accounts of the Institute; carrying out audit checks to verify payments; preparing detailed audit observations; verifying statement of accounts; validating accuracy of payments and purchases; consolidating primary audit reports/queries on the Institute's financial statements; selecting, evaluating and implementing risks mitigation strategies; reporting on risks status and mitigation actions; reviewing and developing audit techniques and procedures; undertaking comprehensive audits; reviewing the Institute's compliance with the relevant statutes, policies, rules, regulations, administrative government circulars and guidelines; monitoring and evaluating audit reports; carrying out compliance tests; reviewing the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place; preparing annual audit work plan; preparing audit reports; undertaking audit inspection for the Institute; monitoring risk exposure and advice the management; and identifying, analyzing, integrating and assessing areas of risks.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. served in the grade of Internal Auditor I or in a comparable position for a minimum period of at least four (4) years;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Finance, Business Administration, Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- iii. Professional qualifications such as CPA, ACCA, ACA, CIA, CISA, CRISC or ACMA from a recognized institution;
- iv. be a registered member of Institute of Internal Auditors (IIA) (Kenya Chapter) or any other a relevant professional body;
- v. Certificate in a Management Course lasting not less than four weeks from a recognized institution;
- vi. Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- vii. Demonstrated professional competence as reflected in work performance and results.

3. V/NO. SIT/2020/3 ASSISTANT INTERNAL AUDITOR I (1POST)**Terms of Service** Permanent**Salary Scale** KShs 35,400 × 1600 - 37,000 × 1660 - 38,660 × 1750 - 40,400 × 1850 - 42,260 × 1930 - 44,190 × 2040 - 46,230 p.m.**House Allowance** *As applicable in Siaya County.***a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- carrying out audit inspections of Institute's records; carrying out audit checks and identifying any accounting errors; collecting data on periodical financial returns, estimates and expenditure;

participating in developing and updating internal audit manual; stocktaking and carrying out risk assessment, corruption risk assessment and anti-corruption awareness activities; examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions; auditing of systems and processes; undertaking audit assignments and preparing detailed audit observations and reports; carrying out institutional risk evaluation, and efficiency audit; conducting financial and systems audit; selecting, evaluating and implementing risks mitigation strategies; reporting on risks status and mitigation actions; monitoring risk exposure and advice the management; and identifying, analyzing, integrating and assessing areas of risks.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. served in the grade of Internal Auditor II or in a comparable position for a minimum period of at least four (4) years,
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Finance, Business Administration, Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- iii. Passed Part III of Professional qualifications such as CPA, ACCA, ACA, CIA, CISA, CRISC or ACMA from a recognized institution;
- iv. be a registered member of Institute of Internal Auditors (IIA) (Kenya Chapter) or any other a relevant professional body; and
- v. Certificate in computer applications and demonstrate proficiency in computer use and applications.

4. V/NO. SIT/2020/4 SECURITY OFFICER II (1POST)

Terms of Service Permanent

Salary Scale KShs 35,400 × 1600 - 37,000 × 1660 - 38,660 × 1750 - 40,400 × 1850 - 42,260 × 1930 - 44,190 × 2040 - 46,230 p.m.

House Allowance *As applicable in Siaya County.*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - carrying out investigation of all security cases in the Institute; compiling data from suggestion box and security reports; collecting and gathering intelligence report; Supervise staff under them; ensure security of all visitors to the Institute and making report thereof; enforcing traffic discipline; making regular security surveys/reports summaries Institute security; preventing and reporting any theft or loss of Institute properties; monitoring vehicles movement and assist the administrator in charge of transport on security of the vehicles e.g. parking places, accidents, inspections etc.; coordinating investigation of all security cases in the Institute; coordinating the compiling of data from suggestion boxes and security reports; collecting and gathering sensitive intelligence report.

(b) Requirements for Appointment

For requirements to this appointment an officer must have: -

- i. Bachelor's degree in any of the following disciplines: - Criminology, Commerce (Accounting/Finance option), Finance, Business Administration, Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- ii. be between the age 18 and 35 years;

- iii. Preference may be given to a candidate who may have undergone Basic Police Training Course lasting not less than nine (9) months; and Service at the rank of Inspector of Police or equivalent rank in the uniformed service would be an added advantage.
- iv. met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service

5. V/NO. SIT/2020/5 SUPPLY CHAIN MANAGEMENT

OFFICER I (STORES INCHARGE) (1POST)

Terms of Service	Permanent
Salary Scale	KShs 35,400 × 1600 - 37,000 × 1660 - 38,660 × 1750 - 40,400 × 1850 - 42,260 × 1930 - 44,190 × 2040 - 46,230 p.m.
House Allowance	<i>As applicable in Siaya County.</i>

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - facilitating in disposal of unserviceable stores; collecting data for preparing procurement plans; participating in sourcing for suppliers; undertaking stock control, stock taking and stock audit; implementing existing supplies regulations, procedures and system; compiling procurement plans; sourcing for suppliers; conducting stock control, stock taking and stock audit; and Implementation of e-procurement strategies.

b) Requirement for Appointment

For appointment to this grade, an officer must have: -

- i. served in the grade of Supply Chain Management Officer II or in a comparable position for a minimum period of four (4) years;
- ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent qualification from a recognized institution;
- iii. Full membership to the Chartered Institute of Purchasing and Supplies, Kenya Institute of Supplies Management or any other recognized institution; and
- iv. Certificate in computer application skills and demonstrate proficiency in computer use and applications.

6. V/NO. SIT/2020/6 SUPPLY CHAIN ASSISTANT I (1POST)

Terms of Service	Permanent
Salary Scale	KShs 29,190 × 1220 - 30,410 × 1280 - 31,690 × 1340 - 33,030 × 1410 - 34,440 p.m.
House Allowance	<i>As applicable in Siaya County.</i>

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing existing supplies regulations, procedures and system; recommending disposal of unserviceable stores; compiling procurement plans; sourcing for suppliers;

conducting stock control, stock taking and stock audit; and Implementation of e-procurement strategies.

b) Requirement for Appointment

For appointment to this grade, an officer must have: -

- i. A Minimum of Diploma in any of the following disciplines: - Supply Chain Management, Procurement or Supplies Management option, Logistics and Procurement or its equivalent qualification from a recognized institution; with 4 years' experience OR Bachelor's degree in any of the following disciplines: - Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent qualification from a recognized institution; and
- ii. Certificate in computer application skills and demonstrate proficiency in computer use and applications.

7. V/NO. SIT/2020/7 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (1POST)

Terms of Service Permanent

Salary Scale KShs 29,190 × 1220 - 30,410 × 1280 - 31,690 × 1340 - 33,030 × 1410 - 34,440 p.m.

House Allowance *As applicable in Siaya County.*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - Coding, testing and implementing computer programs and providing user support; maintaining support systems; maintaining of Information Communication Technology equipment and associated peripherals; maintaining data protection system; installing and supporting servers; installing and deployment of relevant hardware and software; providing user support and training users; and performing technical, systems and user documentation.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. A Minimum of Diploma in any of the following disciplines
- ii. Computer Science, Information Technology, Business Information Technology or its equivalent qualification from recognized institution; with in a comparable position for a minimum period of four (4) years' experience as an ICT Officer of Information Communication Technology Officer II OR Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or its equivalent qualification from recognized institution;
- iii. been a member of a relevant Professional Body; and
- iv. Demonstrated professional competence as reflected in work performance and results

8. V/NO. SIT/2020/8 SENIOR FARM ASSISTANT I/ FARM MANAGEMENT PRODUCTION OFFICER I (1POST)

Terms of Service Permanent

Salary Scale KShs 29,190 × 1220 - 30,410 × 1280 - 31,690 × 1340 - 33,030 × 1410 - 34,440 p.m.

House Allowance *As applicable in Siaya County.*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: Assist in developing and implementation of farm operations; Assisting the in preparing farm budgets and accounts; Assist in developing and implementation of Crop/ Livestock duties; Assist in Preparation of annual farm budgets and accounts
Any other duties that may be assigned by the Superiors

b) Requirements for Appointment

- i. Higher National Diploma in General Agriculture/Farm Management from a recognized institution.

OR

Diploma in General Agriculture/Farm Management from a recognized institution plus 3 years' experience at the level of Senior Farm Assistant II OR Farm Management/ Production Officer II Grade

OR

Certificate in General Agriculture/Farm Management from a recognized institution plus 5 years post qualification working experience with 3 years' experience at the level of Senior Farm Assistant II OR Farm Management/ Production Officer II

**9. V/NO. SIT/2020/9 SENIOR LABORATORY /WORKSHOP ASSISTANT
TECHNICIAN I OR LABORATORY/WORKSHOP
TECHNICIAN I (1POST)**

Terms of Service Permanent

Salary Scale KShs 23,780 × 1030 - 24,810 × 1050 - 25,860 × 1050 - 26,910 × 1120 - 28,030 × 1160 - 29,130 p.m.

House Allowance *As applicable in Siaya County.*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail working with the trainers and guiding trainees on how to perform or do: - Maintaining inventory for all tools, Machines and equipment's in the workshop; Prepare preventive maintenance schedules of the items; Ensure compliance with both Statutory and Institute's Safety Protocol regarding operation of workshops; support the smooth running of the departmental workshop; Work hand in hand with the workshop practice lecturers when preparing materials for practical lessons; Maintain work area, tools/machines/equipment cleaners and proper operation; Planning, supervision, evaluation and coordination of laboratory work in the area of specification; Preparing the budget for laboratory equipment (consumables); In Consultation with Heads of Department ordering and maintaining records of supplies; Ensuring laboratory/workshop equipment are secure and accessible; Overseeing provision of laboratory/workshop services as well as allocation of duties and distribution of staff in various laboratories; Ensuring training Trainees attached to the Laboratory; and Supervising and training staff engaged in laboratory work.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

and updating files; photocopying and scanning documents; processing of documents; controlling movements of records and files; managing registers; verifying and analyzing data; drafting correspondences; preparing and verifying data and documents; and ensuring safe custody of documents equipment and records.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. served in the grade of Clerical Officer I for at least four (4) years and in possession of a Certificate in any of the following fields: - Business Administration, Business Management, Human Resource Management, Information Communication Technology, Records Management Accounts, Social Work/Development Studies or its equivalent qualifications from a recognized institution; OR
- ii. Diploma in any of the above fields
- iii. Certificate in Computer Application Skills; and demonstrated merit and ability as reflected in work performance and results

12. V/NO. SIT/2020/12 ARTISANS (Welding and Fabrication/ Building)
(2 POSTS)

Terms of Service Permanent

Salary Scale KShs 16,890 × 680 - 17,570 × 700 - 18,270 × 780 -
19,050 × 800 - 19,850 × 950 - 20,800 p.m.

House Allowance *As applicable in Siaya County.*

a) Duties and Responsibilities

An officer at this level will be deployed in either Plumbing, or Welding and Fabricating functions as guided by their respective competencies. Specific duties and responsibilities will entail the following:

i. Plumbing

Duties and responsibilities will entail: overseeing plumbing works in the sub-section; installing, repairing and maintaining water, gas, drainage, sewage and other plumbing systems; inspecting joints, valves, pumps to ensure their serviceability; ensuring installations, repairs and maintenance meet the requirements of the appropriate code and environmental protection requirements; and overseeing institute equipment production Technicians in the Section.

ii. Welding and Fabricating

Duties and responsibilities will entail: overseeing welding and fabrication in the sub-section; scheduling and re-scheduling of duty rosters for fabrication and welding; ensuring welded and fabricated materials/items meet the standard requirements; inspecting fabricated, joined and repaired equipment, fixtures and various types of metal objects and structures using oxygen-acetylene, arc, MIG & TIG welding techniques; analysing plans, drawings, work samples specifications and work orders to determine work requirements and sequence of welding assignments; performing cleaning and grinding of metals; ensure clean weld joint to obtain smooth look; coaching and mentoring trainees; and overseeing institute equipment production Technicians in the Section.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served in the grade of Artisan II or in an equivalent position for a minimum period of three (4) years' experience and in possession of a National Trade Test I certificate in any of the following areas of specialization: Plumbing or Welding and Fabricating from National Industrial Training Authority or equivalent qualification from a recognized institution;
OR
Served in the grade of Artisan II or in an equivalent position for a minimum period of three (2) years' experience and in possession of an Artisan Certificate of KNEC.
- ii. Proficiency in computer application skills from a recognized institution