



SIAYA INSTITUTE OF TECHNOLOGY

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

Email: 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 - ADVERTISEMENT

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 position shown below:

HUMAN RESOURCE MANAGEMENT OFFICER – ONE (1) POSITION – SIT/2025/25.

Terms of Service: Three years contract renewable subject to satisfactory performance.

Salary: As per the existing SIT B.O.G Terms of Service.

ENTERPRISE MANAGER – ONE (1) POSITION – SIT/2025/26.

Terms of Service: One year contract renewable subject to satisfactory performance.

Salary: As per the existing SIT B.O.G Terms of Service.

Siaya Institute of Technology is an equal opportunity employer.

The details of the advertised post can be accessed from the Institute's website www.siayainstitute.ac.ke/careers. Interested qualified persons are requested to download the fillable PDF application forms, fill and submit via e-mail to recruitment@siayainstitute.ac.ke so as to reach the undersigned on or before Friday, 7th February 2025 at 4:00pm.

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**

Approved for Circulation
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[Signature]

PRINCIPAL

07 JAN 2025

APPROVED
SIAYA INSTITUTE OF TECHNOLOGY
P. O. Box 1087, SIAYA 40600

HUMAN RESOURCE MANAGEMENT OFFICER – ONE (1) POST – SIT/2025/25

Terms of Service: As per the existing SIT B.O.G. Terms of Service.

1) Minimum qualifications.

- i. Have a Bachelor's Degree in any of the following disciplines: Human Resource Management; Personnel Management; Human Resource Development or equivalent qualification from a comparable institution.
- ii. A member of the Institute of Human Resource Management (IHRM), and in good standing.
- iii. Have served in the post of Human Resource Officer or its equivalent for a minimum period of three (3) years in a comparable institution.
- iv. CHRP (Certified Human Resource Professional) certificate will be an added advantage.

2) Duties and Responsibilities.

- i. Planning, organizing, coordinating and administering all Human Resource activities in the Institute.
- ii. Oversee the development and review of Human Resource and Administration Policies, Rules and Regulations.
- iii. Oversee Recruitment and Appointment of staff to ensure the Institute has the right staffing.
- iv. Ensuring compliance with all the Statutory and Regulatory requirements.
- v. Spearheading the development and implementation of Human Resource Management System.
- vi. Overseeing budgeting, allocation and optimal utilization of training resources and opportunities.
- vii. Monitoring and coordinating the implementation of Human Resource Management Policies, Rules and Regulations.
- viii. Developing and overseeing administration of staff performance management process.
- ix. Coordinating organizational development and job reviews.
- x. Interpreting Labour Laws and other statutes that impact on human resource in the Institute.
- xi. Coordinating industrial relations and staff welfare.
- xii. Spearheading the development and implementation of human resource management system.
- xiii. Spearheading assessment of skills and competence needs for the institution relating to Human Resource.
- xiv. Updating and processing of monthly payroll.
- xv. Perform any other duty assigned by The Chief Principal.

ENTERPRISE MANAGER – ONE (1) POST – SIT/2025/26

Terms of Service: As per the existing SIT B.O.G. Terms of Service.

1) Minimum qualifications.

- i. Have a Bachelor's Degree in any of the following disciplines: Business Administration, Business Management, Marketing, or equivalent qualification from a comparable institution.
- ii. Have served in the post of Enterprise Manager or its equivalent for a minimum period of three (3) years in a comparable institution.

2) Duties and Responsibilities.

- i. Managing investment and production unit within the institute.
- ii. Identify potential business opportunities, markets, and potential clients through market research and analysis.
- iii. Develop and implement strategic business development plans and strategies to achieve enterprise growth objectives.
- iv. Conducting Due diligence of prospective investees, including, inter alia, detailed financial analysis, management meetings and arranging third party due diligence
- v. Build and maintain strong relationships with existing clients and partners while actively seeking new clients and partnerships.
- vi. Conduct market research to assess market trends, competitor activities, and customer needs to guide decision-making.
- vii. Develop and execute sales strategies to meet or exceed sales targets and revenue goals.
- viii. Prepare and present business proposals, pitches, and presentations to potential clients or investors.
- ix. Negotiate and finalize agreements, contracts, and partnerships to secure new business opportunities.
- x. Stay informed about the enterprise's products or services and be able to articulate their value propositions to clients.
- xi. Manage and allocate budgets effectively for business development activities.
- xii. Collaborate with cross-functional teams, including marketing, product development, and finance, to support business growth.
- xiii. Prepare regular sales reports and forecasts, and provide insights and recommendations for improvement.
- xiv. Ensure client satisfaction by addressing concerns, resolving issues, and maintaining a high level of service quality.
- xv. Explore new markets and geographic areas for potential business expansion.
- xvi. Ensure compliance with legal and regulatory requirements in all business development activities.

- xvii. Stay updated on industry trends, best practices, and emerging technologies to remain competitive in the field.
- xviii. Assess and manage risks associated with new business ventures or partnerships.
- xix. Monitor and analyze key performance indicators (KPIs) to evaluate the effectiveness of business development efforts
- xx. Provide guidance, leadership, and mentorship to the business development team (if applicable).
- xxi. Gather feedback from clients and stakeholders to improve products, services, and business development strategies.
- xxii. Perform any other duty assigned by The Chief Principal.

NOTE:

All shortlisted candidates would be required to present the following documents during the interview;

1. Originals and Copies of Academics and Professional Certificates and Testimonials.
2. Original and a copy of the National ID.
3. A current Curriculum Vitae with at least three referees.
4. HELB Clearance Certificate.
5. Certificate of Good Conduct.
6. KRA Clearance Certificate.
7. CRB Clearance Certificate.