



REF: CTV/BOG/ADMN/HR/1/15/09/2025

15TH September, 2025

Approved for circulation.

PRINCIPAL
CHAMASIRI TECHNICAL AND
VOCATIONAL COLLEGE
Date: 18.9.25

JOB VACANCIES ADVERTISEMENT

Chamasiri Technical and Vocational College is a reputable TVET Institution under Ministry of Education State Department for Technical, Vocational Education and Training located in Teso North Sub-county, Busia County. The College invites qualified Kenyans to fill the following positions on Board of Governors Terms.

1. CTV/HR/ADV/01/15/09/2025: FINANCE OFFICER, JOB GROUP L (1 POST)

1.1 Qualifications and Experience

1. A professional accounting qualification CPA (K), ACCA, CA or any other equivalent qualification
2. Must be an active member of ICPAK.
3. At least three (3) years of relevant work experience in a similar position within a TVET institution.
4. A professional accounting qualification CPA (K), ACCA, CA or any other equivalent qualification
5. Must be an active member of ICPAK.
6. At least three (3) years of relevant work experience in a similar position within a TVET institution.
7. Proficiency in accounting software and ERP systems, with excellent computer skills in MS Excel and other MS Office applications.
8. Strong knowledge of accounting principles, financial regulations, taxation and compliance standards.
9. Strong analytical, communication, interpersonal, and organizational skills.
10. High level of integrity, accountability, ability to work under pressure, teamwork, and demonstrated professional competence in financial management.

1.2 Duties and Responsibilities

The Finance Officer will be responsible for ensuring prudent financial management, accountability, and compliance with relevant laws and regulations. Specific duties and responsibilities include:

1. Assist in the preparation of annual budgets and work plans, monitor implementation, and prepare variance analysis reports.

2. Assist in the preparation of annual budgets and work plans, monitor implementation, and prepare variance analysis reports.
3. Maintain accurate and up-to -date records and ledgers in accordance with relevant accounting standards and college policies.
4. Manage College funds including receipts, custody, disbursements, bank reconciliations, and compliance with financial regulations and college procedures.
5. Oversee collection, recording, and banking of student fees and other revenues, and maintain updated debtor records.
6. Administer payroll, ensuring accurate processing and remittance of statutory deductions and staff benefits.
7. Support the management of college assets, maintain an updated asset register, and collaborate on verification and valuation.
8. Facilitate internal and external audits, provide required documentation, and implement audit recommendations.
9. Assist in preparing detailed financial reports on a monthly, quarterly and annual basis to facilitate management decision making
10. Perform any other duties assigned by the Principal in line with the role

1.3 Terms of Service

This position is offered on a **one year contract, renewable based on satisfactory performance**

2. CTV/HR/ADV/03/15/09/2025: TRAINERS – (1 POST EACH)

S/NO.	CTV/HR/2025: TRAINERS	REQUIREMENTS
1.	AUTOMOTIVE	DIPLOMA/HND, Pedagogy & TVETA License
2.	COSMETOLOGY	DIPLOMA, Pedagogy & TVETA License
3.	FOOD AND BEVERAGE	DIPLOMA/ HND Pedagogy & TVETA License
4.	SOCIAL WORK	Diploma, Pedagogy & TVETA License
5,	ELECTRICAL ENGINEERING	HND, Pedagogy & TVETA License
6.	SECRETARIAL STUDIES	S&G Stage 3/ Diploma,Pedagogy &TVETA Licence

2.1 Qualifications and Requirements

1. Academic qualifications as stipulated on the table above
2. Pedagogical training in Technical and Vocational Education and Training (TVET).
3. At least one (1) year teaching experience in a TVET institution.
4. Registration with the Technical and Vocational Education and Training Authority (TVETA).
5. Proficiency in computer applications.
6. Strong communication, instructional, and interpersonal skills.

2.2 Duties and Responsibilities

1. Prepare learning plans, teaching guide, and course schedules, records of work and teaching in the relevant subject area.
2. Deliver theoretical and practical instruction to trainees using appropriate teaching methods.
3. Evaluate trainee progress through assignments, projects, tests, and examinations.
4. Supervise trainees during practical work, industrial attachments, and co-curricular activities.
5. Maintain training equipment, tools, and laboratories in good working condition.
6. Provide mentorship and career guidance to trainees.
7. Participate in curriculum development, review, and implementation.
8. Maintain trainee discipline and ensure adherence to institutional rules and regulations.
9. Prepare and submit reports on trainee performance and training activities.
10. Perform any other related duties assigned by the Head of Department or Principal.

2.3 Terms of Service

This position is offered on a **three months contract, renewable based on satisfactory performance**

HOW TO APPLY

Interested candidates who meet the above requirements should submit their written applications attaching detailed CV, copies of academic and professional certificates, and other relevant testimonials addressed to:

**THE PRINCIPAL/SECRETARY, BOARD OF GOVERNORS
CHAMASIRI TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 36-50209, MALAKISI**

Applications can be delivered to the college during working hours on or before 6th October, 2025 at 5.00pm.

Applications should be submitted in a sealed envelope clearly marked with the Reference Number and Position Applied For

NOTE:

Chamasiri TVC is an equal opportunity employer and encourages all qualified persons including Youth, Women, PWDs and persons from marginalized groups to apply. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted for interview.