



# UGENYA TECHNICAL AND VOCATIONAL COLLEGE

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P.O BOX 74-40614

SEGA-KENYA



17<sup>TH</sup> APRIL, 2024

## ADVERTISEMENT OF VACANT POSITIONS

### *Vision*

*To be a global leader in competency based training, research and innovation.*

### *Mission*

*To provide Quality Technical, Vocational and Entrepreneurial skills using state of the art facilities based on Industry needs and Industry Occupational Standards (IOS)*

Ugenda Technical and Vocational College is a Public TVET Institution operating under the Ministry of Education, State Department for Technical, Vocational, Education and Training situated in Segga Town along Kisumu - Busia highway.

**Applications are invited from qualified persons for the positions shown below;**

| Vacancy No.  | Post  | Number of Positions. |
|--------------|---|----------------------|
| UTVC/01/2024 | INTERNAL AUDITOR                                      | 1                    |
| UTVC/02/2024 | TRAINER IN BUILDING AND CIVIL ENGINEERING             | 1                    |
| UTVC/03/2024 | TRAINER IN AUTOMOTIVE ENGINEERING                     | 3                    |
| UTVC/04/2024 | TRAINER IN MECHANICAL ENGINEERING (PRODUCTION OPTION) | 1                    |
| UTVC/04/2024 | SECRETARY TO THE REGISTRY                             | 1                    |

Interested qualified persons are requested to submit their applications **with detailed CV's, Professional Certificates and other Testimonials** via the email

[ugenya.techcollege@gmail.com](mailto:ugenya.techcollege@gmail.com) /[info@utvc.ac.ke](mailto:info@utvc.ac.ke) and copy to [hr@utvc.ac.ke](mailto:hr@utvc.ac.ke) or hand delivery so as to reach the undersigned on or before **6<sup>th</sup> May, 2024**.

For more information, please visit our website: [www.utvc.ac.ke](http://www.utvc.ac.ke).

**NB.** Ugenda Technical and Vocational College is an equal opportunity employer.

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

**THE PRINCIPAL,  
UGENYA TECHNICAL & VOCATIONAL COLLEGE  
P.O BOX 74 – 40614  
SEGA**



*Produced for public circulation.*

## **1. INTERNAL AUDITOR (1 POST)**

**Terms of service:** Permanent Basis

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

### **Qualifications**

- Be a Kenyan citizen
- Bachelor's degree in commerce (Finance /Accounting or related field) from a recognized institution
- Work experience of two (2) years from a reputable Institution.
- CPA II (Level 3 & 4)
- Should be 45 years and below
- Proficiency in computer application skills.
- Proven knowledge of Auditing standards and procedures, laws, rules and regulations.

### **Duties and responsibilities**

- Ensuring Internal Control Systems are in sound operation and reporting on any detected weakness.
- Undertaking specific audit assignments and preparing detailed audit observations and reports as required.
- Ensuring that UTVC assets, plant and equipment/supplies, stores etc. are appropriately recorded in relevant registers and maintained.
- Reporting of financial information to users of financial reports and application of Accounting Policies and Financial Management.
- Establishing internal financial management control system.
- Compliance with applicable laws, regulations, standards and best practice guidelines.
- Providing a structured reporting line for internal audit and facilitating the independence of the internal auditor.
- Any other relevant duties that may be assigned from time to time.

## **2. TRAINER IN BUILDING AND CIVIL ENGINEERING (1 POSTS)**

**Terms of service:** Three (3) months renewable contract subject to satisfactory performance

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

### **Qualifications**

- Bachelor's Degree or Higher National Diploma in Building Technology (Plumbing) or equivalent qualifications from a recognized institution.
- Be registered by the relevant Professional Body
- Proficiency in computer application skills
- Work experience of One (1) year from a reputable Institution.
- Pedagogy training will be an added advantage.

## **Responsibilities**

- Undertaking training in areas of specialization in accordance with the syllabus.
- Preparing teaching/learning materials and schemes of work;
- Setting and marking examination/assignment;
- Carrying out research work under the guidance and supervision of HOD trainer; and
- Supervising trainees' projects and practical work
- Any other duties that may be assigned from time to time

### **3. TRAINER IN AUTOMOTIVE ENGINEERING (3 POSTS)**

**Terms of service:** Three (3) months renewable contract subject to satisfactory performance

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

## **Qualifications**

- Bachelor's degree or a Higher National Diploma in any of the following specialization; Automotive Engineering or equivalent qualifications from a recognized institution.
- Be registered by the relevant Professional Body
- Proficiency in computer application skills
- Work experience of One (1) year from a reputable Institution.
- Pedagogy training will be an added advantage.

## **Responsibilities**

- Undertaking training in areas of specialization in accordance with the syllabus.
- Preparing teaching/learning materials and schemes of work;
- Setting and marking examination/assignment;
- Carrying out research work under the guidance and supervision of a H.O.D trainer; and
- Supervising trainees' projects and practical work
- Any other duties that may be assigned from time to time

### **1. TRAINER IN MECHANICAL ENGINEERING (PRODUCTION) (1 POSTS)**

**Terms of service:** Three (3) months renewable contract subject to satisfactory performance

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

## **Qualifications**

- Bachelor's degree or a Higher National Diploma in any of the following specialization; Mechanical Engineering (Production Option) or equivalent qualifications from a recognized institution.

- Be registered by the relevant Professional Body
- Proficiency in computer application skills
- Work experience of One (1) year from a reputable Institution.
- Pedagogy training will be an added advantage.

### **Responsibilities**

- Undertaking training in areas of specialization in accordance with the syllabus.
- Preparing teaching/learning materials and schemes of work;
- Setting and marking examination/assignment;
- Carrying out research work under the guidance and supervision of a H.O.D trainer; and
- Supervising trainees' projects and practical work
- Any other duties that may be assigned from time to time.

### **3. SECRETARY TO THE REGISTRY (1 POSTS)**

**Terms of service:** Three (3) months renewable contract subject to satisfactory performance

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

### **Qualifications**

- Diploma in Secretarial Studies.
- Demonstrated competence in Microsoft office and Excel will be an added advantage.
- Work experience of One (1) year from a reputable Institution.
- Show merit, integrity and ability in work performance and results.

### **Responsibilities**

- Preparing and maintaining of students files.
- Sorting, filing and dispatching letters.
- Maintenance of registry records.
- Preparation of admission letters.
- Compiling of statistical records to support document and information retrieval.
- Any other duty assigned from time to time.

**Note:** All shortlisted candidates will be required to present the following documents during the interview:

1. Originals and Copies of Academic, Professional Certificates and other Testimonials
2. Original and a copy of the National ID
3. A current Curriculum Vitae with at least three Referees
5. Certificates to a certain compliance with chapter six of the constitution