



UGENYA TECHNICAL AND VOCATIONAL COLLEGE

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P.O BOX 74-40614

Sega Kenya



ADVERTISEMENT OF VACANT POSITIONS

27/05/2025

Vision

To be a global provider of competency-based training and promoter of research and innovation

Mission

To provide quality technical and vocational training and promote research and innovation for sustainable development

Ugenya Technical and Vocational College is a Public TVET Institution operating under the Ministry of Education, State Department for Technical, Vocational, Education and Training located in Siaya county Unga Constituency along Kisumu - Busia highway.

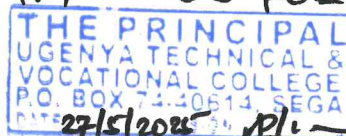
Applications are invited from qualified persons for the position shown below;

Vacancy No.	Post	Number of Positions.
UTVC/01/2025	INTERNAL AUDITOR	1
UTVC/02/2025	TRAINER IN BUILDING & CIVIL ENGINEERING	1
UTVC/03/2025	TRAINER IN COMPUTING & INFORMATICS	1
UTVC/04/2025	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 and copy to hr@utvc.ac.ke / info@utvc.ac.ke or hand delivery so as to reach the undersigned on or before **12th June, 2025**.
For more information, please visit our website: www.utvc.ac.ke.

NB. Ugenya Technical and Vocational College is an equal opportunity employer.
Youths, Women and Persons with Disability (PWD) are encouraged to apply.

APPROVED FOR CIRCULATION.



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

TRAINER IN BUILDING & CIVIL ENGINEERING (2 POSTS)

Terms of service: Contract.

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

Qualifications

- Bachelor's Degree or Higher National Diploma in Building & Civil Engineering or equivalent qualifications from a recognized institution.
- Be registered by the relevant Professional body.
- Proficiency in computer application skills
- Work experience of at least two (2) years from a reputable Institution.
- Pedagogy training will be an added advantage.

Responsibilities

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

TRAINER IN COMPUTING & INFORMATICS (1 POST)

Terms of service: Contract.

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

Qualifications

- Bachelor's Degree in Computer Science/Information Communication Technology or equivalent qualifications from a recognized institution.
- Work experience of at least two (2) years from a reputable Institution.
- Pedagogy training will be an added advantage.

Responsibilities

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

INTERNAL AUDITOR (1 POST)

Terms of service: Permanent and Pensionable.

Scale: UTVC Job Group "J"

Qualifications

- (i) Bachelor degree in Auditing, Accounting, Finance, Business Administration or equivalent qualification from recognized institution.
- (ii) Served in the position of an Internal Auditor in an organization of the same nature for at least two (2) years.
- (iii) Holder of CPA (K) or ACCA or its equivalent.
- (iv) Be a registered member of ICPAK.
- (v) Must be well conversant with accounting software.
- (vi) Show merit, integrity and ability as reflected in work performance and results

Responsibilities

- (i) Undertaking UTVC system audit in line with the statutory requirements.
- (ii) Preparing and submitting audit reports to the Board of Governors.
- (iii) Develop and implement audit management systems.
- (iv) Advise on the need to review UTVC system procedures.
- (v) Induction of the new audit staff.
- (vi) Undertaking institutional systems audit.
- (vii) Develop and implement audit plans.
- (viii) Advise management on policies related to internal controls.
- (ix) Identify inefficient controls and other compliance failures.
- (x) Monitoring resources, including human capital, to ensure maximum asset utilization
- (xi) Keeping track of previous recommendation and check their implementation.
- (xii) Any other duty assigned from time to time based on qualification and experience.

SECRETARY TO THE REGISTRY (1 POST)

Terms of service: Contract.

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

Qualifications

- i) Craft certificate in Secretarial Studies from a recognized institution.
- ii) Worked as a registry clerk in a recognized institution for at least one year.
- iii) Proficiency in computer application skills
- iv) Have good communication and interpersonal skills.
- v) Show merit, integrity and ability as reflected in work performance and results.

Responsibilities

- i) Compilation of registry students' data.
- ii) Sorting and filing of students documents
- iii) Ensure cleanliness of office and files
- iv) Ensures old records are archived
- v) Any other duty assigned from time to time based on qualification and experience

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

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