

# **ADVERT No: KAG.TTC/HR/MLT/01/2020-2021 - MEDICAL LABORATORY TECHNOLOGIST – 1 (ONE POST)**

## **Requirement for Appointments**

A candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification with at least C in Biology or Biological Sciences, Chemistry or Physical Science, English or Kiswahili and C in Mathematics or Physics;
- (ii) Minimum of Diploma in Medical Laboratory Sciences from a recognized institution;
- (iii) Registered by the Kenya Medical Laboratory Technicians and Technologists Board; and
- (iv) Valid Practicing license from the Kenya Medical Laboratory Technicians and Technologists Board

## **Duties and Responsibilities**

- (i) Clean and arrange medical laboratory to maintain proper levels of sanitization
  - (ii) Receive record and submit samples for further analysis to ensure order in the laboratory
  - (iii) Prepare laboratory reagents for various medical tests to be used in the analytical process
  - (iv) Carry out chemical/micro-biological analysis on samples for diagnosis of the patient issues
  - (v) Proper segregation and disposal of laboratory waste to prevent nosocomial infections
  - (vi) Assist in preparation of technical analysis reports and certificates of analysis so as to provide them back to the requesting clinician.
  - (vii) Maintain laboratory equipment and instruments in order to ensure they provide accurate analysis
  - (viii) Maintain laboratory records for ease of future reference
  - (ix) Participate in preparation of procurement plan to ensure the laboratory is well stocked
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## **ADVERT No: KAG.TTC/HR/CO/02/2020-2021 CLINICAL OFFICER – 1 (ONE POST)**

### **Requirement for Appointments**

A candidate must have:-

- i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C with at least a C in Biology, English or Kiswahili and a C- in any other two (2) science subjects;
- ii) Successfully completed at least 3 years pre-service training at Kenya Medical Training College or any other recognized Medical Training Institution and have been awarded a Diploma in Clinical Medicine or its equivalent;
- iii) Registered by the Kenya Clinical Officers Council and with a current practicing license;
- iv) Demonstrated competence and ability in organizing, performing and discharging clinical duties at that level

### **Duties and Responsibilities:-**

- (i) Supervise and allocate work to the nurses to ensure efficiency in delivery of services in the clinic/dispensary
- (ii) Responsible for diagnosis and treatment of patients in the clinic through history taking and carrying out of medical examination on the patients
- (iii) Prescribe drugs to patients depending on the results of examination and diagnosis
- (iv) Refer patients for further medical treatment to other medical centers in cases where patient's case is beyond their ability to handle
- (v) Attend to minor surgical problems through stitching and dressing
- (vi) Maintain security of the medicine cabinets to prevent contamination of medicine or lose through pilferage.

## **ADVERT No: KAG.TTC/HR/N/03/2020-2021 – NURSE – 1 (ONE POST)**

### **Requirement for Appointments**

A candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C with at least a C in Biology, English or Kiswahili and a C- in any other two (2) Science Subjects;
- (ii) Successfully completed a three (3) years pre-service training at Kenya Medical Training College or at any other recognized training institution and have been awarded the Kenya Registered Nurse, or Kenya Registered Community Health Nurse Diploma
- (iii) Registered by the Nursing Council of Kenya; and
- (iv) Valid Practicing License from the Nursing Council of Kenya
- (v) One (1) year of relevant work experience

**Duties and Responsibilities:**

- (i) Assess, plan implement nursing interventions and evaluate patients outcome
- (ii) Prepare and perform several procedures such as dressing wounds and provide first aid to patients in case of emergencies
- (iii) Responsible for completion of data, reports, records related to sickness/illness of patients
- (iv) Ensure a tidy and safe clinical environment to enhance good work environment
- (v) Administer prescribed medicine to the patient
- (vi) Ensure appropriate referral of patients in cases that require advanced treatment
- (vii) Ensure proper disposal of used tools such as syringes and medicine to mitigate accidents
- (viii) Prepare requisition list of medicines and medical tools for review by the clinical officer
- (ix) Provide health education and counselling to clients/patients on identified health needs
- (x) Refer patient and clients to other hospitals for specialized care as appropriate
- (xi) Maintain records on patients/clients health condition and care for future reference and continuity of care

**ADVERT No: KAG.TTC/HR/PLT/04/2020-2021 - PHYSICS  
LABORATORY TECHNICIAN – 1 (ONE POST)****Requirement for Appointments**

- (i) KCSE Mean grade C- (Minus)
- (ii) Minimum of a Diploma in science laboratory technology from a recognized institution
- (iii) Well versed in ICT both as a working and reporting tool

**Duties and Responsibilities:**

- (i) Set up and dismantle apparatus and equipment for demonstration and practical lessons as required
- (ii) Perform demonstrations and provided technical support of trainees during the practical
- (iii) Maintain laboratory inventory
- (iv) Ensure that all the required equipment and chemicals are available for use when required
- (v) Ensure requisition of laboratory consumables so that replenishment is timely
- (vi) Maintain safe storage of laboratory chemicals and equipment to avoid incidences of accidents in the laboratory
- (vii) Report any breakdown of equipment for the purposes of making replacements
- (viii) Clean all laboratory equipment to ensure efficient operation of the laboratory
- (ix) Ensure safe disposal of laboratory waste as per occupational safety and health standard.

# **ADVERT No: KAG.TTC/HR/CW/05/2020-2021 - CLERK OF WORKS 1 (ONE POST)**

## **Requirement for Appointments**

A candidate must have:-

- Minimum of Higher Diploma in Building/Construction and/or Civil Engineering from a recognized university/National Polytechnic
- At least 2 years' experience in project oversight
- Well versed in ICT both as a working and reporting tool
- Self-driven and proven ability to work smart and to meet deadlines with minimal supervision
- Ability to supervise staff and knowledge of sourcing/procurement processes
- High degree of personal integrity.

## **Duties and Responsibilities:**

- Supervise construction works activities in accordance with the technical specifications and as directed by the Project Manager.
- Meet operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements
- Meets construction budget by monitoring project expenditures; identifying variances; implementing corrective actions
- Accomplishes construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Approves construction projects by conducting inspections at critical phases; obtaining approvals from buyers.
- Prevents fines and interruptions by complying with, and enforcing, codes.
- Ensuring workmanship quality and speed remain paramount to the success of all our projects
- Dealing with the logistics of supplies
- Scheduling sequence of works, plans for construction, accountability for provision of materials
- Provide technical input regarding design, construction, or modifications as required
- Make suggestions and recommendations for repair.

- Schedule delivery of needed materials and labor requests.
- Trouble-shoot and identify construction problems; offer timely and safe solutions.
- Ensure project proceeds in a timely manner.
- Manage tool and materials inventory for each project. Ensure unused materials are accounted for.

## **ADVERT No: KAG.TTC/HR/S/06/2020-2021 - OFFICE SECRETARIES - 2 (TWO POSTS)**

### **Requirement for Appointments**

A candidate must have:-

- Minimum of Diploma in Business Administration and or Secretarial Studies
- Must be highly proficient with multiple Microsoft office systems and other related software
- At least six months working experience from a reputable and busy office
- Good typing skills
- Preference given to those with some administration background and a sense of responsibility and honesty
- Good inter-personal skills

### **Duties and Responsibilities:**

- Preparing responses to routine correspondences;
- Maintaining the respective office diary;
- Handling telephone calls and appointments;
- Maintaining proper record of correspondence and file movement;
- Ensure security of office records, documents and equipment;
- Attending to visitors/clients;
- Maintaining schedule of meetings, minutes and reports;
- Ensuring the general cleanliness of the offices

## **ADVERT No: KAG.TTC/HR/CT/07/2020-2021 - COMPUTER TECHNICIAN - 1 (ONE POST)**

### **Requirement for Appointments**

A candidate must have:-

- (i) Minimum of Diploma in Information Technology from a recognized institution
- (ii) Work Experience in similar organization lasting not less than three months

### **Duties and Responsibilities:**

- (i) Developing documentation of computer programs and drawing up hardware specifications according to instructions;
- (ii) Analyzing, designing, coding, testing and implementing computer programs and security systems;
- (iii) Training and giving support to users on effective and efficient use of ICT facilities;
- (iv) Maintaining up to date equipment maintenance register;
- (v) Installing, configuring and monitoring Local Area Network and Wide Area Network components;
- (vi) Performing regular data and application backups; and
- (vii) Mentoring staff on ICT integration

## **ADVERT No: KAG.TTC/HR/HRO/08/2020-2021 - HUMAN RESOURCE OFFICER - 1 (ONE POST)**

### **Requirement for Appointments**

A candidate must have:-

- (i) Minimum of Bachelor's degree in Business Administration (Management HR Option)/Social sciences with a diploma in Human resource /Higher Diploma in HRM with 3 years of relevant working experience.
- (ii) Registered member of IHRM
- (iii) Experience in Human Resources Information Systems.

### **Duties and Responsibilities:**

- (i) Advise the board of management on matters relating to Human Resource policies so as to make informed decisions
- (ii) Oversee the human resource training and development through liaison with other departments to establish human resource needs
- (iii) Oversee administration of the staff appraisal forms and review the staff annual appraisal reports to monitor staff performance in the institution.
- (iv) Oversee recruitment and appointment of staff to ensure the institution has the right staffing

- (v) Validate information collected on letters of promotion, probation appointment to ensure accuracy of data
- (vi) Process all approved staff leaves in line with leave schedule to ensure no overlaps
- (vii) Manage and update payroll to ensure compliance with the payroll process and government regulations
- (viii) Handle the staff discipline and grievances issues to ensure the best practice in the management of discipline are instilled in the institution
- (ix) Review employment and working conditions to ensure legal compliance requirements.

**Please Note;**

Candidates are expected to submit scanned copies of valid clearance certificates from the following organizations and produce the original documents when they appear for interview in fulfillment of the requirements of Chapter Six of the Kenyan Constitution;

- i) Valid tax compliance certificate from Kenya Revenue Authority (KRA);
- ii) Valid Higher Education Loans Board (HELB) clearance certificate;
- iii) Valid self-declaration forms from Ethics and Anti-Corruption Commission specific to this advertisement;
- iv) Police Clearance Certificate from the Directorate of Criminal Investigations (DCI) issued not more than one year ago from the date of this advert;
- v) Valid Credit Reference Bureau (CRB)

**Only shortlisted candidates will be contacted.**

**Online applications should be addressed to;**

**THE CHIEF PRINCIPAL**

Kagumo Teachers' Training College

P.O Box 18 - 10100

**NYERI.**