

# KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100  
NYERI



Mobile No.0701972912 (Calls only)  
Mobile No. 0796632055  
Email: info@kagumocollege.ac.ke  
Website: www.kagumocollege.ac.ke

*Vision: A Transformative, Self-directing and Competent Teacher*

## JOB VACANCY ADVERTISEMENT

Kagumo Teachers' Training College is a public national institution whose mandate is to train Secondary School Diploma Teachers in Science and Humanities. The college is located along Gatitu-Kangaita road off Nyeri- Karatina Highway.

The institution is looking for a qualified candidate to fill the following positions.


S/No.	Vacant Position	Reference number	Vacancy	Term of employment
1.	Human resource officer	KAG.TTC/HR/HUMAN RESOURCE OFFICER/01/2024-2025	1	2 years Contract-Renewable

Detailed job description can be accessed on the college website [www.kagumocollege.ac.ke/recruitments](http://www.kagumocollege.ac.ke/recruitments)

Interested and qualified candidates should apply in confidence indicating the job reference number on the envelope. Applicants should attach a **covering letter, a detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card.**

Prospective candidates **MUST** satisfy the requirements set out in Chapter six (6) of the Constitution of Kenya and shall be required to present the clearance documents during the interview. All applications should be addressed to and received by the undersigned in **hard copy** not later than **Monday 19<sup>th</sup> May, 2025 at 4.00. p.m.**

Applications should be addressed to:

  
The Chief Principal  
Kagumo Teachers' Training College  
P.O Box 18-10100  
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*Mission: To provide inclusive and market-driven teacher education and training*

ISO 9001: 2015 CERTIFIED



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ADVERT NO. KAG.TTC/HR/HUMAN RESOURCE OFFICER/01/2024-2025 (ONE) POST

**Basic Salary for this position is between Kshs. 41,420/= to Kshs. 57,230/= p.m**

## **Qualification and Experience**

- i. Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized Institution.
- ii. At least three (3) years cumulative relevant work experience.
- iii. Membership to the Institute of Human Resource Management.
- iv. Proficiency in computer application.

## **Duties and Responsibilities:**

1. Develop Human Resource planning policy and procedures in line with the institution overall policy.
2. Advise the Board of Management on matters relating to Human Resource policies so as to make informed decisions.
3. Act as the link between the management and union through negotiation formulation of agreement such as CBA to ensure smooth labour relations in the institution.
4. Oversee the Human Resource training and development through liaison with other departments to establish human resource needs.
5. Supervise variety of administrative service to ensure all the operations in the institution are carried out smoothly.
6. Oversee administration of the staff appraisal forms and review the staff annual appraisal reports to monitor staff performance in the institution.
7. Oversee recruitment and appointment of staff to ensure the institution has the right staffing.
8. Advise staff on all aspects of the Human Resource function which include recruitment training and development, and performance management, to ensure awareness of staff on the expectations of the institution the benefits and opportunities available to the staff.
9. Validate information collected on letters of promotion, probation appointment to ensure accuracy of data.
10. Process all approved staff leaves in line with leave schedule to ensure no overlaps.
11. Manage and update payroll to ensure compliance with the payroll process and government regulations
12. Handle the staff discipline and grievances issues to ensure the best practice in the management of discipline are instilled in the institution.
13. Review employment and working conditions to ensure legal compliance requirements.
14. Provide guidance and counseling service to the staff to promote staff welfare and wellness.
15. Any other duties assigned by management from time to time.

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Successful candidates shall be required to provide clearances and attach copies or evidence thereof during interview of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the Chief Principal office on or before **Monday 19<sup>th</sup> May, 2025 at 4.00. p.m.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

## Important Information to Note

- a) Any form of canvassing will lead to automatic disqualification.*
- b) Kagumo TTC does not charge any fees in the recruitment process.*
- c) Kagumo TTC is an equal opportunity employer committed to diversity and gender equality. Women, youth, minorities, marginalized and persons with disability are encouraged to apply.*
- d) Late applications and soft copy applications shall NOT be considered.*
- e) Only shortlisted candidates will be contacted.*



**Mrs. Irene Mwangi**  
**CHIEF PRINCIPAL**

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