

KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100

NYERI



Mobile No.0701972912 (Calls only)

Mobile No. 0796632055

Email: info@kagumocollege.ac.ke

Vision: A Centre for Globally Competitive Teacher Education and Training

ADVERT NO. KAG.TTC/HR/ ACCOUNTANT /01/2024-2025 (ONE) POST

Basic Salary for this position is between Kshs. 39,700/= to Kshs. 52,960/= p.m

Mandatory qualifications

- i. CPA Section 6
- ii. ICPAK membership
- iii. At least 3 years experience in accounts, preferably in learning institution.

Other requirements

- i. Proficiency in computer applications
- ii. knowledge in IPSAS reporting standard will be an added advantage
- iii. knowledge on ERP operations will be an added advantage

Duties and responsibilities

1. Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
2. Capture data and posting to primary record books/document i.e cash books and ledger.
3. Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account.
4. Coordinating the administration of statutory accounts to ensure full compliance with laws and regulations, in order to reduce risks from noncompliance.
5. Coordinate preparation of timely and proper bank reconciliation statements to show the correct liquidity of the institution.
6. Generate monthly financial statement/reports/accounts for the management to make informed financial decisions.
7. Ensure safe custody of the institution's records for reference purposes to enhance easy retrieval of the information when preparing statements.
8. Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process.
9. Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
10. Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget.
11. Monitor the institution payments and receipts on a day to day basis
12. Any other duties assigned by management from time to time.

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ADVERT NO. KAG.TTC/HR/ ACCOUNTS CLERK /02/2024-2025 (ONE) POST

Basic Salary for this position is between Kshs. 26,900/= to Kshs. 35,380/=p.m

Mandatory qualifications

- i. CPA Section 3
- ii. More than 3 years' experience in accounts, preferably in learning institution.

Other requirements

- i. Diploma in Accounting or related field from a recognized institution will be an added advantage
- ii. Proficiency in computer applications

Duties and responsibilities

1. Capture institutions data on income receipts to ensure information on income is accurately captured, is complete and is current to facilitate the preparation of accurate financial statements.
2. Issue and control accounting documents i.e. receipts to ensure the documents are managed in line with the institutions policies and procedures for a reduced exposure to financial risks.
3. Capture expenses on various accounts to ensure the information is readily available for the preparation of statements.
4. Prepare journal financial vouchers for use in the adjustments of previously prepared records
5. Prepare petty cash to ensure business operations are not affected by lack of necessary resources
6. Update registers to ensure information contained in the registers is accurate, complete and updated for the preparation of accurate financial statements .
7. Any other duties assigned by management from time to time.

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ADVERT NO. KAG.TTC/HR/ PROCUREMENT OFFICER /03/2024-2025 - (ONE) POST

Basic Salary for this position is between Kshs. 39,700/= to Kshs. 52,960/= p.m

Mandatory qualifications

- i. Bachelor Degree in Procurement and Supplies management or related field from a recognized institution
- ii. Member of KISM
- iii. At least 3 years' experience in procurement, preferably in learning institution.

Other requirements

- i. knowledge in relevant computer applications.
- ii. knowledge on ERP operations will be an added advantage

Duties And Responsibilities

1. Engage in regular preparation of tender documents as per user needs to guide in sourcing and selection of suppliers.
2. Oversee the regular circulation of tender invitations and evaluation of quotations to ensure competitive procurement is upheld for provision of high-quality goods or services.
3. Draft and disseminate tender awards to approved suppliers on a regular basis so as to inform them on the intention to engage in business.
4. Participate in coordination of regular purchasing and disposal activities to ensure goods, services and works are procured or disposed off at the right time.
5. Offer regular secretariat services to the tender opening and technical evaluation committee so as to offer necessary administrative support required in identification of tender awardees
6. Respond to regular queries on the procurement process from internal members of the College as well as external parties so as to provide clarification on the raised concerns
7. Offer professional opinion to the Executive.
8. Be able to interpret the Public Procurement and Asset Disposal Regulations 2020.
9. Any other duties assigned by management from time to time.

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ADVERT NO. KAG.TTC/HR/PHYSICS LABORATORY TECHNICIAN /04/2024-2025- (ONE) POST

Basic Salary for this position is between Kshs. 26,900/= to Kshs. 35,380/=p.m

Mandatory qualifications

- i. Diploma in Science Laboratory Technology or related field from a recognized institution
- ii. More than 6 years' relevant work experience, preferably in learning institution.

Other requirements

- i. Well versed in ICT as a working and reporting tool
- ii. Knowledge on ERP operations will be an added advantage

Duties and responsibilities

1. Set up and dismantle apparatus and equipment for demonstration and practical lessons as required.
2. Perform demonstrations and provide technical support of trainees during the practical
3. Maintain laboratory inventory
4. Ensure that all the required equipment and chemicals are available for use when required
5. Ensure requisition of laboratory consumables so that replenishment is timely
6. Maintain safe storage of laboratory chemicals and equipment to avoid incidences of accidents in the laboratory
7. Report any breakdown of equipment for the purposes of making replacements.
8. Clean all laboratory equipment to ensure efficient operation of the laboratory.
9. Ensure safe disposal of laboratory waste as per occupational safety and health standard.
10. Any other duties assigned by management from time to time.

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RE-ADVERTISEMENT NO. KAG.TTC/HR/ FARM MANAGER **/05/2024-2025 (ONE) POST**

Basic Salary for this position is between Kshs. 26,900/= to Kshs. 35,380/= p.m

Mandatory qualifications

- i. Diploma in Farm Resource Management/ Diploma Farm Management/ Diploma in Agribusiness or related field
- ii. Have more than three (3) year's relevant post qualification work experience as a Farm Manager

Other requirements

- i. Applicants with a certificate in artificial insemination will have an added advantage.
- ii. Have working knowledge of relevant computer applications.

Duties and responsibilities

1. Oversee the scheduling, supervising, training and welfare of farm employees.
2. Plan and manage profitable production activities in the farm, including annual implementation and budgets.
3. Organize and supervise crop production activities including field preparation, planting, weeding, irrigation, fertilizer and pesticide application, harvesting and post-harvest activities.
4. Implement cropping, planting and harvesting schedule to optimise productivity.
5. Organize and supervise livestock production activities.
6. Search for markets and organize for sale of the farm's produce.
7. Make requests for supplies of farm inputs such as manure, fertilizers, seeds, pesticides and tools/equipment.
8. Arrange for the installation, maintenance and repair of farm structures, machinery and equipment.
9. Keep up-to-date computer records and database including farm activities, inventory, production, labour and financial records.
10. Ensure that farm activities comply with government regulations and College policies.
11. Manage and maintain soil fertility!
12. Advise the Board of management on matters of farm management and productivity.
13. Any other duties assigned by management from time to time.

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Successful candidates shall be required to present the clearance documents of Chapter six (6) of the Constitution of Kenya during the interview. To provide 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 6th January, 2025 at 4 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

- Any form of canvassing will lead to automatic disqualification.*
- Kagumo TTC does not charge any fees in the recruitment process.*
- 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.*
- Late applications and soft copy applications shall NOT be considered.*
- Only shortlisted candidates will be contacted.*

CHIEF PRINCIPAL

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