

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

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

Key qualifications

- i. CPA Section 6
- ii. ICPAK membership
- iii. More than 5 years' experience in accounts, preferably in learning institution.

Other requirements

- i. must have knowledge / conversant with IPSAS reporting standard
- ii. 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.

CHIEF PRINCIPAL
KAGUMO TEACHER'S TRAINING COLLEGE
P O Box 18 - 10100, NYERI
CELL: 0701972912
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DATE:.....SIGN:.....

Mission: To provide inclusive and market-driven teacher education and training

ISO 9001: 2015 CERTIFIED

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ADVERT NO. KAG.TTC/HR/ FARM MANAGER /02/2024-2025 (ONE) POST

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

Key qualifications

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

Other requirements

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

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

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

Key qualifications

- i. Diploma in Purchasing and Store Management/Diploma in Stores Management and Store Control
- ii. KISM membership
- iii. At least two (2) years' experience as a storekeeper
- iv. Proficiency in Microsoft Office.

Duties And Responsibilities

1. Receive, inspect, and verify incoming goods against purchase orders and delivery notes
2. Unpack, label, and store incoming goods in designated locations.
3. Generate timely goods received report (MRR) and discrepancies report
4. Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
5. Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
6. Coordinate with suppliers to ensure timely delivery of goods.
7. Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
8. Prepare and participate in the market price survey
9. Manage the store layout, and keep the store clean, organized, and free from hazards
10. Any other duties assigned by management from time to time.

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ADVERT NO. KAG.TTC/HR/COOK/4/2024-2025- (TWO) POST

Basic Salary for this position is between Kshs. 18,000/= to Kshs. 19,900/=p.m

Key qualifications

- i. Certificate in Catering or Certificate in Food and Beverage
- ii. Kenya Certificate of Secondary Education (D+)
- iii. More than 5 years' experience as a cook, preferably in learning institution.
- iv. Male Cook

Duties and responsibilities

1. Ensure general cleanliness of kitchen wares and in areas allocated such as dining hall
2. Responsible for chopping, cutting and washing of raw food using appropriate tools and equipment
3. Neat arrange kitchen equipment and utensils to enhance tidiness and ease of location of utensils
4. Ensure proper collection and disposal of waste to enhance proper sanitation
5. Serve food to students as directed by the Cateress
6. Any other duties assigned by management from time to time.

Successful candidates shall be required to provide clearances and attach copies or evidence thereof 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 **Wednesday, 28th August 2024 at 4pm.**

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.



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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.

A handwritten signature in black ink, appearing to read 'Irene Mwangi', is written over a faint circular stamp.

Mrs. Irene Mwangi
CHIEF PRINCIPAL



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