

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 Centre for Globally Competitive Teacher Education and Training

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.	Driver	KAG.TTC/HR/DRIVER/01/2022-2023	1	2 years Contract-Renewable
2.	Plumber	KAG.TTC/HR/PLUMBER/01/2022-2023	1	2 years Contract-Renewable
3.	Cook	KAG.TTC/HR/COOK/01/2022-2023	1	2 years Contract-Renewable
4.	Psychologist counselor	KAG.TTC/HR/ PSYCH COUNSELOR /01/2022-2023	1	2 years Contract-Renewable
5.	Psychologist counselor Assistant	KAG.TTC/HR/ PSYCH COUNSELOR ASS/01/2022-2023	1	2 years Contract-Renewable

Detailed job description can be accessed on the college website 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.**

All applications should be addressed to and received by the undersigned in **hard copy** not later than **10th March 2023 at 4pm.**

Applications should be addressed to:

The Chief Principal
Kagumo Teachers' Training College
P.o Box 18-10100
Nyeri .

Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing professionals.

ISO 9001:2015 Certified

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ADVERT NO. KAG.TTC/HR/DRIVER/01/2022-2023- (ONE) POST

Key qualifications

- i. Kenya Certificate of Secondary Education (D+)
- ii. Driver's license for ABCE vehicles
- iii. Above 35 years old
- iv. 3 years' experience in driving preferably in learning institution.
- v. Valid Certificate of Good Conduct from the Directorate of. Criminal Investigations.

Other requirements

- a) Computer Literacy
- b) Conversant with NTSA Act and Regulations
- c) First Aid Skills
- d) Basic Mechanic Course

Duties and responsibilities

1. Transport authorized staff to designated locations in a safe and timely manner, to ensure the transport department supports the institution staff in the performance of work
2. Ensure the cleanliness and routine maintenance of the institution's vehicles assigned to, to enhance the image of the institution and to make the vehicles user friendly
3. Perform minor repairs and make arrangement for major repairs to ensure the vehicle are kept in good condition at all times
4. Ensure timely change of oil, checking tyres, brakes and water levels to prevent the vehicle from breakdowns
5. Report the accidents and incidents to the Transport Officer to ensure appropriate strategies are developed and implemented to minimize the accidents and incidents and on the associated costs
6. Record distances travelled and fuel costs incurred for proper record keeping to assist in the management of transport costs
7. Inspect the vehicles to ensure they are fully equipped with tools and first aid kit to ensure adherence to the regulation
8. Maintain all the valid legal documents such as a s driving license, work tickets, insurance and safety hazards
9. Ensure safety of the vehicle on and off the road
10. Any other as assigned by the H.O.D /Chief Principal.

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ADVERT NO. KAG.TTC/HR/PLUMBER/01/2022-2023- (ONE) POST

Key qualifications

- i. Certificate in plumbing and pipe fitting from a recognized institution
- ii. 2 years' in plumbing works preferably in learning institution.
- iii. Valid Certificate of Good Conduct from the Directorate of. Criminal Investigations.

Duties and responsibilities

1. Interpret blueprints to map layout for pipes, water supply networks and drainage systems
2. Assist in selection of plumbing materials based on the budget allocation and the intended purpose
3. Install pipes and fixtures such as sinks, toilets, basins to facilitate continuous flow of clean water and disposal of waste water
4. Test plumbing systems for leaks and other problems to identify appropriate processes to address the problems
5. Prepare a draft of estimates of the required materials of plumbing works that will be used in the budgeting and expenditure decisions
6. Repair and replace broken drainage systems and clogged drains to provide a habitable environment in the institution
7. Install waste and sanitary disposal systems to promote compliance with the health and safety requirements
8. Attends to water pumps and ensures its functioning properly
9. Any other as assigned by the H.O.D /Chief Principal.

ADVERT NO. KAG.TTC/HR/COOK/01/2022-2023- (ONE) POST

Key qualifications

- i. Kenya Certificate of Secondary Education (D+)
- ii. 3 years' experience as a cook, preferably in learning institution.

Other requirements

- a) Knowledge of skills required to perform a variety of primarily manual tasks
- b) Knowledge of hygiene standards

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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 as assigned by the Cateress/Chief Principal.

ADVERT NO. KAG.TTC/HR/ PSYCH COUNSELOR /01/2022-2023- (ONE) POST

Key qualifications

- i. Professional Training in Counseling- Diploma in Counseling Psychology
- ii. Registered with a counselor's professional body in Kenya
- iii. 3-5 years of experience in institutional counseling, preferably in learning institution.
- iv. Certificate in Mental/ Psychiatry Nursing
- v. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations.

Personal Attributes

- a) Passionate about student welfare and want to help them tackle life's different challenges
- b) Great communicator: You are able to provide a clear and persuasive pitch to anyone and have excellent written and verbal communication skills.
- c) Results driven, goal oriented, move fast, and take ownership of work.
- d) Exceptional ability to think strategically and yet you sweat the small stuff—people see you as unusually detail-oriented and conscientious
- e) Ability to exercise discretion in handling sensitive matters
- f) Flexible and adaptable approach to work
- g) Proactive and have an enthusiastic approach to work
- h) Excited about our organizational culture—and in particular, you are fired up to challenge yourself by embracing mutual vulnerability and feedback

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Duties and responsibilities

1. Model, live and lead the KTTC Culture
2. Collaboratively develop a Comprehensive College Counseling Policy with the Principal
3. Deliver a Comprehensive College Counseling Program
4. Develop and maintain a written plan for effective delivery of the college counseling program based on best practice approaches and in line with the college's ethos.
5. Communicate the goals of the comprehensive college counseling policy to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).
6. Maintain current and appropriate resources for education stakeholders.
7. Provide direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability
8. Use data to develop comprehensive programs that meet student needs.
9. Provide leadership and collaborate with other educators in the college-wide integration of best practice in counseling.
10. Implement appropriate and prevention-oriented group activities to meet student needs and college goals.
11. Plug-into the life skills programme as guided by the office of the Director of Academics and/ or the Principal to support with execution
12. Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
13. Make use of data to devise interventions, in consultation with the Principal.
14. Provide individual and group counseling to students with identified concerns and needs.
15. Implement an effective referral and follow-up process as needed.
16. Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services. Consult the Principal if there is the need to invite an external service provider for the whole college, or for students, or for members of staff.
17. Provide appropriate information to college personnel related to the comprehensive college counseling program.
18. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
19. Participate in professional development activities to improve knowledge and skills.
20. Adhere to laws, policies, procedures, and ethical standards of the college counseling profession.
21. Collaborate with parents/guardians and educators to assist students with educational, career, and life planning.

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22. Conduct a yearly audit to review the counseling needs and trends in the college, and the extent to which the Counseling programme in the college is effective in its implementation, based on the data collected and analyzed.
23. Prepare the results of such analysis in a manner that makes it possible to share the information with different stakeholders: students, teachers, network, parents and guardians.
24. Collaborate with Learning Design team to incorporate therapy content in lesson
25. Ability to collaborate with the college nurse and other health professionals in case of referrals.
26. Any other as assigned by the Chief Principal.

ADVERT NO. KAG.TTC/HR/ PSYCH COUNSELOR ASS /01/2022-2023- (ONE) POST

Key qualifications

- i. A Certificate in Counseling Psychology from a reputable institution
- ii. A minimum of 1 year of experience in institutional counseling
- iii. Membership in a professional organization
- iv. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations.

Personal Attributes

- a. Good interpersonal relationship
- b. Maintain concise, timely and accurate confidential records of patient
- c. Able to prioritize patients according to their needs
- d. Good time management skills
- e. Ability to solve problems

Duties and responsibilities

1. Provides counseling/psychotherapy services to students, staff and families as appropriate to the position;
2. Collects data about patients through interview, case history, psychological tests, and/or observational techniques
3. Prepares and implements treatment plans, and follow-up care programs for all clients at the Wellness Center
4. Provides therapeutic crisis intervention and emergency services as and when required.
5. Follows up/evaluates the reliability and validity of treatment plans/approaches and makes recommendations to enhance the same.
6. Partners/Consults with other therapists and related professional, as appropriate in the performance of therapeutic and/or casework;

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7. Evaluates client's data and prepares individualized cases/clients for referral, admission, placement, and/or discharge as required.
8. Participates in the identification, review and development of clinical issues, program policies and procedures.
9. Liaises with appropriate teams including Mentoring and Spiritual Guidance teams to identify and meet the broader mental health needs at the College
10. Any other duties assigned to him/ her by the Counselor psychologist/ Chief Principal

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.



Dr .Eustace Muthui (PhD)
CHIEF PRINCIPAL

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