



# NORTH HORR TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 200-60500, Marsabit

Mobile No: 0741-243-816

Email: [northhorrtvc@gmail.com](mailto:northhorrtvc@gmail.com)

Website: <https://northhorrti.ac.ke/>

North Horr Technical and Vocational College invites applications from suitably qualified persons to be considered for appointment to the following vacant positions;

## 1. NHTVC 01/2022 Accountant ( 1 Post)

### Duties and Responsibilities

- Prepare payment vouchers and committal documents to ensure vouchers are fully supported with relevant and correct documentation and to ensure payments are made in a timely manner for minimal disruptions to college operations.
- Enter financial data of all institutions transactions and routine accounting works such including cashbooks, ledgers and maintenance of imprest system.
- Prepare annual financial budget in consultation with departments
- Ensure safe custody of accounting records and assets.
- Develop maintain and ensure proper filing of all vouchers and receipts in a serial to enhance easy retrieval of the information.
- Prepare bank reconciliation and trial balance
- Prepare and maintain accurate aging analysis of accounts payable and receivables
- Prepare quarterly and annual reports and financial statements in accordance with the international public sector accounting standards (IPSAS) and in compliance with the PFM act 2012
- Preparation and timely submission of statutory deductions NSSF, NHIF, and HELB as applicable.
- Perform any other duty as may be assigned by the Principal.

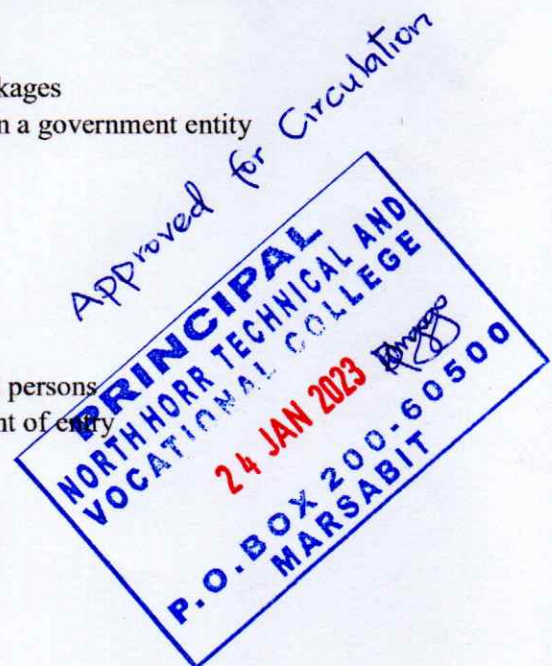
### Qualification and Requirements

- A bachelor degree in commerce/finance/accounting or related field from a recognized institution
- CPA (K) and ICPAK membership
- Be proficient in working with relevant accounting packages
- At least 3 years' experience in accounting preferably in a government entity
- Knowledge of professional standards
- Meet the requirements of chapter six on integrity
- Self- driven and team player

## 2. NHTVC 02/2022 Security Guards ( 2 posts)

### Duties and responsibilities

- Safeguarding and protecting institutional property and persons
- Handling and directing institutional visitors at the point of entry





- c) Carrying out independent investigations and making comprehensive security reports and recommendations to the college administration
- d) Organization and implementation of security issues
- e) Collaboration with government security personnel when required
- f) Ensuring that solar power system is safe and functional at all times and the institution is well lit
- g) Perform any other duty as may be assigned.

**Qualification and competencies**

- a) Excellent communication skills.
- b) Minimum of KCPE certificate, having KCSE certificate will be an added advantage.
- c) Must be a Kenyan citizen with a valid ID and preferably 50 years of age and below.

**3. Maintenance personnel ( 1 post)**

**Duties and responsibilities**

- a) Undertake all minor repairs and construction within the institute
- b) Ensures that all trees/plants within the institute are well maintained
- c) Ensures that the college fence is well kept
- d) Perform any other duty as may be assigned by his/her immediate supervisor

**Qualification and competencies**

- a) Excellent communication skills.
- b) Minimum of KCPE certificate, having KCSE certificate will be an added advantage.
- c) Must be a Kenyan citizen with a valid ID and preferably 50 years of age and below.

**4. Secretary (1 post)**

**Key duties and responsibilities**

- a) Answer incoming calls, provide information, direct calls where necessary and take messages
- b) Welcomes visitors to the college and provide directions around the premise as needed
- c) Handle all correspondence
- d) Set up and maintain filing system for students, staff and other correspondence - both paper and electronic
- e) Provides administrative support to the Principal or other upper level administrators as needed.

**Qualification and competencies**

- a) Demonstrates strong interpersonal skills
- b) Shorthand stage II (50 wpm)
- c) Minimum of KCSE certificate
- d) Maintains professional and friendly demeanor
- e) Demonstrate ability to multi-task effectively
- f) Possesses basic computer skills and knowledge of word processing programs
- g) Previous work experience in an office setting will be an added advantage

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**5. Cleaner/cook (2 posts)**

**Duties and responsibilities**

- a) Shall be responsible for all basic cleaning in and around the institute compound or office building
- b) Shall be required to prepare meals for students and staff
- c) Performs any other related duties as assigned.

**Qualification and competencies**

- a) Basic understanding of or ability to learn sanitation and regulations for workplace safety
- b) Basic understanding of or ability to learn food handling techniques, preparation, and cooking procedures
- c) Must be able to work quickly and efficiently

Interested applicants to submit their applications so as to reach the undersigned on or before Monday, 06<sup>th</sup>/02/2023. This must include application letter, academic certificates and testimonials, curriculum vitae (for accountant), membership of professional body and any other relevant document.

**The Principal/BOG secretary  
North Horr Technical and Vocational College  
PO BOX 200 – 60500  
Marsabit**

Please note that:

- a) North Horr Technical and Vocational College is an equal opportunity employer
- b) Youth, women, and Persons with disabilities who meet the requirements of the advertised Job are encouraged to apply.
- c) Only shortlisted candidates will be contacted
- d) It is a criminal offence punishable in law to provide false information and documents
- e) Canvassing will lead to automatic disqualification

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**PRINCIPAL  
NORTH HARR TECHNICAL AND  
VOCATIONAL COLLEGE  
24 JAN 2023  
P.O. BOX 200-60500  
MARSABIT**