



**NGONG TECHNICAL AND VOCATIONAL COLLEGE**  
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Ngong Technical and Vocational College is a middle level TVET institution under the Ministry of Education, State Department of Technical and Vocational Training. Ngong Technical and Vocational College is located in Ngong Town within Kajiado North Constituency, about 23 kilometers from Nairobi City Centre. The Board of Governors of the Institute seeks to fill the following positions;

No.	Reference	Description	Vacancies
1.	NTVC/FO/05/2023	Finance Officer	1
2.	NTVC/PO/05/2023	Procurement Officer	1
3.	NTVC/GM/05/2023	Grounds man	1

### 1. Finance Officer

Reporting to the principal, the Finance Officer in the Institution will ensure proper management of all finances of the Institution and ensuring the institute complies with all statutory regulations.

#### Roles and Responsibilities

- Prepare final accounts including, monthly, quarterly and end year financial statements.
- Ensure proper interpretation and implementation of financial regulations and procedures.
- Examine, confirm and sign bank reconciliation statements ensuring proper and timely preparation.
- Examine and confirm financial data of all the institutes transactions and routine accounting work.
- Advise the institution management on all financial matters.
- Preparation of budgets and taking budgetary control measures.
- Ensuring safe custody of Institutes financial records and assets.
- Preparation and filing of statutory payments and other government financial obligations.
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

#### Requirements

- Bachelor's degree in Commerce (Finance Option), Business Administration (Finance Option) or related disciplines from recognized Institutions.



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- Computer literacy and good knowledge in computer applications.
- Minimum of three (3) years of continuous relevant working experience.
- Certified Public Accountant CPA (K) and Member of Institute of Certified Public Accountants of Kenya (ICPAK).
- Computer literacy and good knowledge in computer applications.
- Fulfilled the requirements of Chapter Six of the constitution
- Valid Certificate of Good conduct

## 2. Procurement Officer

Reporting to The Principal, the successful candidate will implement the institution's sourcing, tendering and purchasing activities to ensure efficiency, cost effectiveness and value for money in line with the institution's objectives.

### Roles and Responsibilities

- Provide support and guidance to user departments in the development of specifications
- Planning and coordinating Supply Chain Management activities in areas such as procurement, warehousing, distribution, disposal of stores and assets, procurement plans and inventory control
- Carry out market survey to determine the prevailing market prices and trends.
- Ensure efficient, cost effective, quality and timely sourcing and delivery of materials, services and/or equipment to user departments
- Develop and implement sourcing strategies for spend management, supplier development and management, category buying, contracts, vendor managed inventory and rating processes amongst others.
- Initiate supplier sourcing through pre-qualification, selection and development processes, quotation and tender processes in a timely and transparent manner
- Contribute to lead-time reduction and demand management initiatives so as to optimize inventory levels.
- Manage development and preparation of contracts and ensure all contracts renewals reviews are done on time
- Ensuring the correct interpretation and implementation of the Public Procurement and Asset Disposal Act, 2015, the regulations 2020, procedures and other statutes that impact on Supply Chain Management.
- Prepare appropriate financial, inventory and other reports; and
- Preparing and submitting procurement reports on a regular basis
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

### Requirements

- Holder of a Bachelor's degree in Procurement and Supply Chain Management or its equivalent from a recognized institution
- Registered with KISM with Registration No. 1111111111



- iii) Computer literacy and good working knowledge in computer applications.
- iv) Must be a Kenyan citizen
- v) Fulfilled the requirements of Chapter Six of the constitution

### 3. Grounds Man

#### Roles

To ensure the Institute grounds are maintained to the highest standards. This includes:

- Maintaining the school lawns for a clean and tidy appearance.
- Keep the trainee's playground, car parks and walkways clean and tidy.
- Check the fire alarm points weekly and when requested to do so, including the fire exit and door retaining devices, and fire emergency lights.
- Ensure all extraction vents and lighting are kept clean; replacing any defective light bulbs.
- Maintain gutter clearance to ensure rainwater flows without blockage
- Keeping the college grounds clear from litter.
- Where relevant, attending to grounds maintenance contractors working on site.
- Understand and ensure the implementation of the H&S policy, emergency and fire procedures.
- Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Supervisor.
- Ensure the security of the School is maintained at all times.

#### Requirements

- Fluency in English and Kiswahili.
- K.C.P.E or K.C.S.E certificate.
- Valid Certificate of Good conduct

**HARDCOPY** applications should be submitted with copies of a CV, national ID, relevant certificates, transcripts and testimonials addressed to **The BOG Secretary/Principal, not later than 2<sup>nd</sup> June 2023 by 4pm.** The advert reference number should be quoted on the envelope and the cover letter. Applications can also be send via email [careers@ngongtvc.ac.ke](mailto:careers@ngongtvc.ac.ke) quoting advert number as the subject.

- Ngong TVC is an equal opportunity employer.
- Persons living with disability, women and youth are encouraged to apply.
- Only shortlisted candidates will be contacted/invited for the interview.



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