



OKAME TECHNICAL AND VOCATIONAL COLLEGE

P. O. BOX 116-50400 BUSIA

WEBSITE: WWW.OKAMETVC.AC.KE

TEL 0757006681 - Email: okametechnical@gmail.com

All Correspondence Must be addressed to The Principal



14th June 2022

VACANCY ADVERTISEMENT

The Board of Governors Okame Technical and Vocational College is looking for qualified candidates to fill the following positions:

1. FINANCE OFFICER (1 POST) - OTVC/BOG/01/06/2022

Qualifications

1. CPA (K) with /or B.COM Finance or Accounting option.
2. Must be a current member of ICPAK.
3. At least three years relevant experience and one year of which should have been in a similar institution
4. Computer literate
5. Have skills in operating office equipment
6. Aged between 25 and 45 years of age
7. Have competency in Accounting packages .
8. Have valid Certificate of good conduct

Salary Scale: Consolidated Salary of Kshs. 30,000/- per month.

2. HUMAN RESOURCE MANAGEMENT OFFICER (1 POST) – OTVC/BOG/02/06/2022

Qualifications:

1. A Degree/Higher Diploma in Human Resource Management/ Development or equivalent qualification from a University recognized in Kenya.
2. Must be a current Registered member with Institute of Human Resource Management
3. Experience in a similar institution will be an added advantage
4. Applicant MUST be computer literate.
5. Aged between 25 and 45 years of age
6. Have valid Certificate of good conduct

Salary Scale: Consolidated Salary of Kshs. 29,000 per Month

3. INTERNAL AUDITOR (1 POST) - OTVC/BOG/03/06/2022

Qualifications

1. Bachelor of Commerce or Bachelor of Economics
2. CPA (K) or Certified Internal Auditor (CIA)
3. Must be a current member of ICPAK or IIA (Institute of Internal Audit)
4. At least three years' experience in Public Procurement or Public Finance
5. At least three years' experience in internal and external audits
6. Computer literate
7. Aged between 25 and 45 years of age
8. Have valid Certificate of good conduct.

Salary Scale: Consolidated Salary of Kshs. 29,000 per Month

4. CLERICAL OFFICER (1 POST) - OTVC/BOG/04/06/2022

Qualifications:

1. Diploma Certificate in Information Communication Technology.
2. At least 2 Years in service provision
3. Valid certificate of Good Conduct

Salary Scale: Consolidated Salary of Kshs. 25,000 per Month

5. COLLEGE COOK (1 POST) - OTVC/BOG/05/06/2022

Qualifications:

1. Certificate in Food and Beverage
2. At least 2 Years in service provision
3. Valid food handlers certificate from a Public Health Institution.
4. Computer Literate
5. Valid certificate of Good Conduct

Salary Scale: Consolidated Salary of Kshs. 13,500 per Month

Terms of Service: Contract period of three (3) years subject to annual performance- based appraisal and a three months' probation period.

NOTE: Okame Technical and Vocational College is an equal opportunity employer. Youth, Women and Persons with Disability are encouraged to apply.

HOW TO APPLY:

Interested and suitably Qualified individuals who meet the criteria should forward their applications enclosing copies of their National ID card, Academic and Professional Certificates, Testimonials and detailed CV indicating work experience and day time mobile/telephone contact, to reach the undersigned not later than 4P.M on 28th June 2022. You can send the applications via College email: okametechnical@gmail.com.



THE PRINCIPAL / SECRETARY BOG
OKAME TECHNICAL AND VOCATIONAL COLLEGE
P.O. Box 116- 50400, BUSIA (K)