



Rarieda Technical and Vocational College (RARIEDA TVC) is a Technical, Vocational Education & Training (TVET) College under the Ministry of Education, State Department of Vocational and Technical Training. It is registered by the Technical, Vocational Education & Training Authority (TVETA) in line with the TVET Act 2013.

The Board of Governors is seeking to fill the following posts on a three-year (renewable) contract period subject to annual performance-based appraisal

1. ADVERT NO: RTVC/JOB APP/FO/01/06/2025: FINANCE OFFICER – 1 Post

The holder of this position will be required to oversee the financial activities and strategies of the institution through adherence to the policies, procedures and reporting systems.

The Applicants must have the following minimum requirements.

- Be a Kenyan Citizen
- Have a Bachelor's Degree in Finance/Accounting or any related business course from a recognized institution.
- Possession of a CPA and registration with professional Body (ICPAK) is an added advantage.
- Proficiency in Accounting Softwares e.g. quick books, Sage or government financial systems.
- Have knowledge of public finance regulations and budgeting procedures
- Meet the requirement of Chapter six (6) of the constitution of the Republic Kenya

Duties and Responsibilities.

1. Preparation and maintain books of accounts to be used for preparing financial statements;
2. Project financial appraisal and management;
3. Development and implementation of financial controls and procedures;
4. Reviewing outdated processes and procedures;
5. Ensuring timely and proper bank reconciliation;
6. Coordinating preparation of budgets;
7. In addition, the officer will supervise and guide staff under this Institution;
8. Ensure proper interpretation and implementation of financial regulations and procedures,
9. Government circulars, letters and instructional matters to comply with statutory requirement Kenya National Audit office;
10. Advise the institution management on all financial matters i.e. tenders, planning, audit and training to ensure sound and correct decision making;
11. Supervise and advise on training needs of finance staff to ensure they have the right skills to execute their daily duties;
12. Ensure availability of funds for day-to-day activities for efficient and effective running of the Institution.

2. ADVERT NO: RTVC/JOB APP/PO/02/06/2025: PROCUREMENT OFFICER – 1 Post

This holder of this position will be required to have an analytical mind and keep up with the products and service trends. Further he/she will be required to develop positive supplier relations and ensure that, all purchases adhere to Institutional Standards.

The Applicants must have the following minimum requirements.

- Be a Kenyan Citizen
- Have a Bachelor's Degree in Procurement & Supply chain Management from a recognized institution.
- Have registered with a professional body (e.g. KISM)
- Proficiency in Procurement Software.
- Be computer literate with a proficiency in Microsoft Office Suite.
- Meet the requirement of Chapter six (6) of the constitution of the Republic Kenya

Duties and Responsibilities.

1. Overseeing and supervising employees and all activities of the purchasing department;
2. Preparing plans for the purchase of equipment, services and supplies;
3. Following and enforcing the institutions procurement policies and procedures;
4. Reviewing, comparing, analyzing and approving products and services to be purchased;
5. Managing inventories and maintaining accurate purchasing and pricing records;
6. Maintaining and updating supplier information such as qualifications, delivery times, and product ranges etc;
7. Maintaining good supplier relations and negotiating contracts;
8. Researching and evaluating prospective suppliers;
9. Preparing budgets, cost analyses and reports

3. ADVERT NO: RTVC/JOB APP/HRO/03/06/2025: HUMAN RESOURCE OFFICER – 1 Post

The holder of this position will be offering a comprehensive view of the strategic and operational functions essential to driving the institution forward. He/she will play a crucial role in various aspects of the institutions human capital.

The Applicants must have the following minimum requirements.

- Be a Kenyan Citizen
- Have a Bachelor's Degree in Human Resource Management from a recognized institution.
- Registered with a recognized professional body (e.g. IHRM)
- Be computer literate with a proficiency in Microsoft Office Suite.
- Meet the requirement of Chapter six (6) of the constitution of the Republic Kenya

Duties and Responsibilities.

1. Development of policies and procedures to ensure adherence to the relevant laws & regulations
2. Management of payroll processes;
3. Maintaining employee files and records;
4. Overseeing workplace safety, compliance and regulations;
5. Reviewing outdated processes and procedures;
6. Management of the institution recruitment processes;
7. Source for training and development opportunities for employees;

4. ADVERT NO: RTVC/JOB APP/AC/04/06/2025: ACCOUNTS CLERK – 1 Post

The holder of this position will be responsible for keeping track of the institutions finances and transactions. He/she will carry out a range of accounting tasks such as recording, verifying and reconciling financial data.

The Applicants must have the following minimum requirements.

- Be a Kenyan Citizen
- Have a Diploma in Accountancy or any related business course from a recognized institution.
- Proficiency in Microsoft Excel for Financial analysis and reporting.
- Hands on experience with accounting Softwares (e.g. quick books, sage etc)

Duties and Responsibilities.

1. Filing of payment vouchers as per the institutional vote heads;
2. Receipting all the school fees through on-line system;
3. Ledger postings and Balancing of Cash Books;
4. Trial Balance and Payroll management;
5. Processing of Cheques for Banking;
6. Reconciliation of daily impress;
7. Casting of the Cash Book Vote heads;
8. Pay bill reconciliations
9. Filing of Statutory Deduction Returns to meet deadlines;
10. Perform any other duties as assigned by the Finance Officer;

5. ADVERT NO: RTVC/JOB APP/OA/05/06/2025: OFFICE ASSISTANT – 1 Post

The holder of this position will be required to perform administrative and clerical duties for the institution.

The Applicants Must.

- Be a Kenyan Citizen
- Have a Diploma in Secretarial studies or Certificate in Front Office form a recognized institution.
- Proficiency in Microsoft Office and relevant computer applications.
- Have worked in a reputable Public or Private institution as a Front Office Administrator.

Duties and Responsibilities.

1. Answering phone calls and directing them to the appropriate department or person;
2. Preparing and editing documents such as letters, memos, reports and minutes;
3. Maintaining and updating records, files and data bases;
4. Ordering and managing office supplies and equipments;
5. Managing the receipt and dispatch of mails and courier deliveries;
6. Handling confidential and sensitive information with discretion;
7. Supporting other staff members and departments as needed;

Interested and qualified candidates should submit their application letters, CV, and copies of Academic and Professional Certificates through the email variedatvc@gmail.com or hand delivery to the undersigned on or before 18th July 2025, 5:00PM.



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