The Institute wishes to recruit highly competent, committed and motivated individuals in the following positions:

1. **INTERNAL AUDITOR – JOB GROUP K (1)**

**Duties and Responsibilities**

i. Undertaking audit verification assignments.

ii. Preparing and submitting audit findings.

iii. Preparing and maintaining audit working papers for jobs assigned.

iv. Developing and implementing audit management systems.

v. Carrying out a review of accounting, financial and budgetary systems.

vi. Communicating any loopholes within the Institute’s structure and recommending appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures.

vii. Inducting other audit staff on the use of computerized audit techniques and methods for ease in the use of techniques.

viii. Undertaking non-financial audit assignments; setting up systems of internal control and regulation.

ix. Developing and implementing audit plans (Programs).

x. Ensuring the Public Procurement & Disposal Act, 2015, is adhered to in all the procurement processes.

xi. Advising management on policies related to internal controls, financial accounting and reporting on financial administration as per the Government Regulations.

xii. Advising and participating in stock control and stock taking.

xiii. Carrying out other tasks as shall be assigned from time to time.

**Minimum Qualifications**

i. Holder of CPA (K); or its equivalent from an institution recognized in Kenya.

ii. A degree in Accounting or Finance will be an added advantage.

iii. Be a registered member of a relevant professional body.

iv. Have proficiency in Computer Accounting Packages i.e. Quick Books, Excel, Pastel, Sage, etc.

v. Relevant experience of more than one (1) year.

vi. Proven knowledge of auditing standards and procedures, laws, rules and regulations.


2. HUMAN RESOURCE OFFICER – JOB GROUP G (1)

Duties and Responsibilities

i. Preparing documents relating to recruitment, appointment, transfer and Human Resource Management records.
ii. Processing cases for the Institute’s Human Resource Management Advisory Committee, in consultation with senior officers.
iii. Implementing Human Resource Management decisions.
iv. Inducting new employees.
v. Maintaining employee records.
vi. Ensuring health and safety of employees.
vh. Taking care of employees’ welfare.
ix. Assisting in counselling employees.
ix. Strategic plan and Policy development and alignment.
x. Carrying out other tasks as shall be assigned from time to time.

Minimum Qualifications

i. Served as a Human Resource Officer II for a minimum period of three (3) years in a comparable institution or in the Public Service.
ii. Bachelor’s degree in any of the following disciplines: Social Sciences, Human Resource Management, Industrial Relations, Business Administration or Higher National Diploma in Human Resource Management or its equivalent from an Institution recognized in Kenya.
iii. Must be a registered member of the Institute of Human Resource Management (IHRM).
iv. Have proficiency in Computer Application Packages.
v. A valid certificate of Good Conduct.

How to apply

Interested persons to submit their applications, copies of academic and professional certificates, certificate of Good Conduct, National ID and a detailed CV to:

THE SECRETARY
BOARD OF GOVERNORS
MATILI TECHNICAL TRAINING INSTITUTE
P.O. BOX 76 – 50204
KIMILILI

Email: matilitechnicalcollege@yahoo.co.uk

on or before 24th July, 2020, at 5.00 p.m.

Matili T.T.I. is an equal opportunity employer