



**RUNYENJES TECHNICAL & VOCATIONAL COLLEGE**  
**EMPOWERING YOUNG PEOPLE THROUGH SKILLS AND**  
**TECHNOLOGY**

P.O. BOX 239 – 60103, RUNYENJES

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**VACANCY ADVERTISEMENT**

**RTVC/ADM/HR/01/SEPT/2020**

The Board of Governors Runyenjes Technical & Vocational College is looking for suitable and qualified persons to fill the following posts.

**1. FINANCE OFFICER (1 post) – RTVC/FO/01/09/2020**

**Requirement**

- i. Bachelor's degree in any of the following; Commerce, Finance and Accounting from a recognized institution
- ii. Holder of a Certified Public Accountant CPA (K)
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- iv. At least two years (2) work experience in a busy office/ similar position
- v. Proficiency in Computer Accounting packages
- vi. Knowledge of Financial reporting guidelines in Public sector
- vii. Compliance with chapter six of the constitution of Kenya
- viii. Testimony of the employer if any

**2. INTERN PROCUREMENT OFFICER (1 post)– RTVC/PO/02/09/2020**

**Requirement**

- i. Holder of a degree in supply chain management or Procurement management from a recognized institution
- ii. Registered by Kenya Institute of Supply Management (KISM)
- iii. Testimony of employer if any
- iv. Age twenty five 25 years and above
- v. Compliance with chapter six of the constitution
- v. Previous experience in a busy office will be an added advantage

Qualified and interested candidates should submit their applications, enclosing an up to date CV, copies of academic and professional certificates, stating previous and expected salary to reach the undersigned hand delivery or through address below on or before 30<sup>th</sup> September, 2020 at 5.00 pm.

**THE SECRETARY**  
**BOARD OF GOVERNORS**  
**RUNYENJES TECHNICAL & VOCATIONAL COLLEGE**  
**P.O BOX 239-60103**  
**RUNYENJES**

- **Runyenjes technical is an equal opportunity employer. Youth, Persons living with disability and Women are encouraged to apply.**
- **Only shortlisted candidates will be invited for the interview.**

