



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

P.O. BOX 239 – 60103, RUNYENJES

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Website: www.runyenjesttechnical.ac.ke



RTVC/ADM/HRM/01/09/2023

6TH September, 2023

VACANCY! VACANCY! ADVERTISEMENT

Runyenjes Technical and Vocational College is an accredited TVET Institution located at Kawai village, Runyenjes Constituency Embu East sub-county in Embu County. The college is seeking to recruit competent self-driven and qualified Board of Governors staff to fill the following positions contract (renewable subject to satisfactory performance), in the areas below under Board of Governors ratification.

1. RTVC/AC/1/9/2023: ACCOUNT CLERK (1 post-Intern)

Minimum requirements:

- CPA part 2 or CPA Intermediate Level/Diploma in Accountancy.
- Certificate in computer applications.
- Valid certificate of good conduct-mandatory
- At least one-year experience in accounting preferable in a TVET institution
- Should be 25 years and above
- The applicant should demonstrate merit and ability as reflected in work performance.

2. RTVC/A/2/9/2023: ACCOUNTANT (1 post)

Minimum requirements.

- Certified public accountant (CPA-K) or equivalent qualification.
- Registered with professional body.
- Proficiency in computer applications.
- Be proficient in working with relevant accounting packages.
- Degree is an added advantage.
- Should be 25 years and above
- At least two years' experience in accounting preferable in a TVET institution.
- Valid certificate of good conduct-mandatory.

3. RTVC/IA/3/9/2023: INTERNAL AUDITOR (1 POST-INTERN)

Minimum requirements

- Certified public Accountant CPA2/Intermediate level.
- Diploma in accountancy.
- Proficiency in computer applications
- Solid knowledge of the international Public Sector Accounting standards(IPSAS)
- Prior experience in auditing in a TVET institution is an added advantage
- Should be 25 years and above
- Valid certificate of good conduct-mandatory

Interested persons who meet the above qualifications should **quote desired monthly salary** in the application letter, submit their hard copy applications accompanied by a copy of National identification card, detailed CV, copies of academic and professional certificates and other testimonials to the undersigned on or before **19th September 2023** at 4.00pm or deliver them in person to the College during working hours.

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

- ❖ **Only shortlisted candidates will be contacted.**
- ❖ **Runyenjes Technical is an equal opportunity employer. Youth, persons living with disability and women are encouraged to apply.**

