



Ministry of Education
State Department for Technical Vocational Education & Training
SIALA TECHNICAL TRAINING INSTITUTE
P. O. Box 164-40404, RONGO
Mobile: +254 (0)706633334
Email: sialainstitute@gmail.com/info@sialatech.ac.ke
Website: www.sialatech.ac.ke



JOB VACANCY ADVERTISEMENT

Siala Technical Training Institute (STTI) is a public TVET accredited Institution operating under the mandate and regulatory framework of the **technical and Vocational Education and Training act, No. 29 of 2013**. The Institute is seeking to recruit a highly competent, self driven and proactive person to fill the following position.

S/NO.	Advert Number	Position	Job Scale	Number of Vacancies	Years of Experience required	Status
1	STTI/ADVT/FIN/1/2026	Internal Auditor	K	1	3 Years	Re-advertised
3	STTI/ADVT/TRANSP/2/2026	Driver 1	G	1	7 Years	New

Application requirements:

Applicants must satisfy the requirements of Chapter six (6) of the Constitution of Kenya and Section 31 and 105A of the Kenyan Traffic act by submitting valid and current copies of the following:

- Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- Tax Compliance certificate from the Kenya Revenue Authority (KRA)
- Clearance Certificate from the Higher Education Loans Board (HELB)(**Except drivers**)
- Clearance Certificate from the Ethics and Anti-corruption Commission (EACC)
- Report from and approved Credit Reference Bureau (CRB)
- Comprehensive medical report on physical fitness from a registered medical Practitioner (**Drivers Only**)

How to Apply:

To access full advertisement including detailed job description and persons specifications, kindly visit our website: www.sialatech.ac.ke

Candidates are requested to submit their applications to the Institute including attaching curriculum vitae, application letter, National Identification card, academic and professional Certificates, testimonials, valid registration membership and copies of chapter six (6) requirements above.

Should be posted or **hand delivered** to the Institute on *or before 26th June, 2026 latest 5.00 pm (East African Time)* to:

The Principal
Siala Technical Training Institute
P.O BOX 164 – 40404
RONGO.

Only shortlisted and successful candidates will be contacted.
Any form of canvassing will lead to automatic disqualification.

MARGINALIZED AND MINORITIES, WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

SIALA TECHNICAL TRAINING INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER.

Quality Policy Statement: Committed to Providing Quality Technical, Industrial, Vocational and Entrepreneurship Training.

Approved for
Graduation
9th June 2026



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1. POSITION: - INTERNAL AUDITOR JOB GROUP K, REF NO.: STTI/ADVT/FIN/1/2026 (1 POST) – Re-advertised

Job type: Permanent

Experience: 3 years

Qualifications:

- i. Bachelor's degree in any of the following fields: Commerce, Business Administration, Business Management (Accounting/Finance option) from a recognized institution;
- ii. Must be a Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP) or Certified Risk Management Assurance Professional (CRMAPP)
- iii. Registered member of the Institute of Internal Auditors in good standing
- iv. Proficiency in computerized/audit software
- v. Ability to maintain high standard of ethics, confidentiality and professionalism

DUTIES AND RESPONSIBILITIES:

- i. Ensure that the Institute is complying with relevant laws and statutes impacting on its operations;
- ii. Assess the Institute's risks and the efficacy of its risk management efforts;
- iii. Develop, document and implement sound audit management systems in accordance with international audit standards
- iv. Evaluate internal controls that safeguard the Institute's assets and make recommendations on how to improve;
- v. Undertake annual audit planning and ensure its implementation;
- vi. Check on budgetary controls and ensure compliance with the set budget and work plans;
- vii. Coordinate responses to management letters from the external auditors;

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- viii. Planning and conducting risk-based audits;
- ix. Document the results of audit procedures ;
- x. Communicate the Audit findings, best practices, and recommendations to senior management;
- xi. In-depth understanding of the Institute Processes and identification of key process risks and related internal controls;

2. POSITION: –Driver I JOB GROUP G, REF NO.: STTI/ADVT/ TRANSP/2/2026 (1 POST)

Job type: Permanent

Experience: 7 years

Qualifications:

- i. Has served in the grade of Driver II in a comparable and relevant position for a minimum period of Seven (7) years
- ii. Kenya Certificate of Secondary Education Mean Grade D (Plain)and above
- iii. Must have a valid driving license of **class D3** endorsement (for large buses).
- iv. Must Possess a certificate for Scania driving
- v. Have passed suitability test for drivers Grade I from Ministry of Roads and Public works.
- vi. A valid first aid certificate (lasting at least 1 week) from recognized institutions like the St. John Ambulance Kenya or Kenya Institute of Highways and Building Technology (KIHBT)
- vii. Possess a valid Public Service Vehicle (PSV) badge
- viii. Must be 35 and above years of age

DUTIES AND RESPONSIBILITIES

- i. Safely and punctually transport students, staff, or authorized visitors while strictly adhering to the National Transport and Safety Authority (NTSA) and Kenya traffic regulations.
- ii. Performing daily inspections of oil levels, water, brake functions, battery, and tyres' pressure before hitting the road.
- iii. Detecting mechanical faults, scheduling maintenance, and reporting any defects to management promptly.
- iv. Ensuring the vehicle's interior and exterior are clean and hygienic at all times.
- v. Ensuring the vehicle is securely locked and parked in safe locations on and off institute premises.
- vi. Driving staff, management, or students to official meetings, field trips, and events as authorized.
- vii. Guaranteeing the safety of all passengers and goods, which often requires maintaining a valid First Aid Certificate.
- viii. Providing courteous, professional customer service to all individuals riding in the institute vehicle
- ix. Maintaining accurate, up-to-date work tickets detailing every trip, mileage, and fuel consumption.

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xii. Compiling routine reports on fuel usage, mileage, and travel logs for management

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- v. Report from and approved Credit Reference Bureau (CRB)
- vi. Comprehensive medical report on physical fitness from a registered medical Practitioner
(Drivers Only)

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SIALA TTI IS



ISO 9001:2015 Certified