Ministry of Education
State Department for Technical, Vocational Education and Training
SIALA TECHNICAL TRAINING INSTITUTE
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ADVERTISEMENT FOR VACANT POSITIONS

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.

1. **POSITION: - INTERNAL AUDITOR I JOB GROUP K, REF NO.**: STTI/ADVT/AUD/4/2026 **(1 POST) – RE-ADVERTISED**

NOTE: Earlier received applicants are advised not to re-apply

Job type: Permanent

Experience: This is an entry-level position; however, 2 years hands on experience in Internal Audit, Accounting, Finance, or Risk Management is a significant advantage.

MINIMUM QUALIFICATIONS

Candidates for this position should meet the following qualifications;

i. Bachelor's degree in any of the following fields: Commerce, or Business Administration, or Business Management (Accounting/Finance option) from a recognized institution;
ii. Be a Certified Internal Auditor (CIA-K), or a Certified Public Accountants (CPA-K), or equivalent qualification from a recognized and accredited institution;
iii. Must be a registered member of the Institute of Certified Internal Auditors of Kenya (IIA) or The Institute of Certified Public Accountants of Kenya (ICPAK in good standing
iv. Proficiency in computerized Accounting systems and audit related software
v. Demonstrates knowledge of accounting principles, internal audit standards, financial Management, Risk Management and internal control systems
vi. Have good knowledge of applicable Government Financial management, public procurement and public sector accountability requirements
vii. Possesses excellent analytical, report writing and good communication skills
viii. Ability to maintain high standard of ethics, confidentiality and professionalism

DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the following duties and responsibilities:

i. Conduct periodic audits of revenue collections, expenditures, procurement, stores imp rests and other financial transactions

ii. Ensure that the Institute is complying with relevant laws and statutes impacting on its operations;

iii. Reviewing the effectiveness of financial management and accounting systems and recommending appropriate improvements

iv. Assess the Institute's risks management framework and identify the efficacy of its risk management efforts;

v. Develop, document and implement sound audit management systems in accordance with international audit standards

vi. Evaluate internal controls that safeguard the Institute's assets and make recommendations on how to improve;

vii. Undertake annual audit planning and ensure its implementation;

viii. Check on budgetary controls and ensure compliance with the set budget and work plans;

ix. Coordinate responses to management letters from the external auditors;

x. Planning and conducting risk-based audits;

xi. Document the results of audit procedures ;

xii. Communicate the Audit findings, best practices, and recommendations to senior most management;

xiii. In-depth understanding of the Institute Processes and identification of key process risks and related internal controls;

xiv. Perform any other duties and responsibilities as may be assigned from time to time by your Supervisor or Management

2. POSITION: - MECHANICAL TECHNOLOGIST III JOB GROUP H, REF NO.: STTI/ADVT/MECH/5/2026 **(1 POST)**

Job type: Permanent

Experience: This is an entry-level position; however, 2 years of hands-on experience in an industrial machine shop, manufacturing plant, or a similar educational workshop environment is added an advantage.

MINIMUM QUALIFICATIONS

Candidates for this position should meet the following qualifications;

i. Kenya Certificate of Secondary Education (KCSE) with a mean grade of **C- (Minus)** and above

ii. A Diploma in Mechanical Engineering (Plant, Production or Automotive option) from a recognized institution.

iii. Strong working knowledge of conventional machining (turning, milling, grinding), welding (MIG/TIG/Arc), fabrication, and fluid power systems (hydraulics/pneumatics).

iv. Familiarity with modern manufacturing technologies likes CNC programming, 3D printing, or CAD/CAM software is an added advantage.
v. Excellent interpersonal and communication skills to effectively guide and mentor students from diverse backgrounds.
vi. Sharp analytical skills to quickly troubleshoot mechanical failures under tight training schedules
vii. Certification in Occupational Health and Safety (OSH) is highly desirable.

DUTIES AND RESPOSIBILITIES

The successful candidate will be responsible for the following duties and responsibilities

i. Ensuring cleanliness, organization, and safety of the workshop
ii. Prepare workshops, tools, and materials required for daily student practical lessons and examinations.
iii. Demonstrate the safe operation of mechanical machinery, hand tools, and power tools to students under the guidance of the instructor.
iv. Issue and track tools, equipment, and materials to students, maintaining an accurate inventory log.
v. Assist students in fabricating prototypes, machining parts, or troubleshooting mechanical systems during project work.
vi. Perform routine preventive maintenance on mechanical equipment (e.g., lathes, milling machines, drill presses, CNC machines, welding equipment, and pneumatic systems).
vii. Diagnose, troubleshoot, and repair faulty machinery and mechanical systems to minimize workshop downtime.
viii. Calibrate testing and measuring instruments (e.g., micrometers, vernier calipers, gauges) to ensure precision.
ix. Enforce safety regulations within the mechanical workshops, including the mandatory use of Personal Protective Equipment (PPE).
x. Maintain safety infrastructure, ensuring fire extinguishers, first aid kits, emergency stops, and eye-wash stations are functional and accessible.
xi. Safely dispose of hazardous waste materials, such as waste oils, chemical coolants, and metal scraps, according to environmental regulations.
xii. Maintain comprehensive records of machine service histories, maintenance logs, and breakdown reports.
xiii. Monitor consumable stock levels (e.g., raw metals, welding rods, and cutting fluids) and initiate procurement requests before shortages occur.
xiv. Evaluate incoming technical supplies and equipment to ensure they meet specified institutional and engineering standards.
xv. Perform any other duties and responsibilities as may be assigned from time to time by your Supervisor or Management

3. POSITION: - ICT TECHNOLOGIST III JOB GROUP H, REF NO.: STTI/ADVT/MECH/6/2026 **(1 POST)**

Job type: Permanent
Experience: This is an entry-level position; however, 2 years of hands-on experience in a technical or academic institution's Technologist role is a significant advantage

MINIMUM QUALIFICATIONS
Candidates for this position should meet the following qualifications;

i. Kenya Certificate of Secondary Education (KCSE) with a mean grade of **C- (Minus)** and above
ii. A Diploma in Information Communication Technology (ICT), Computer Science, Business Information Technology (BBIT) from a recognized institution
iii. Ability to assemble, maintains, and repair computer systems.
iv. Basic knowledge of networking and operating systems.
v. Good interpersonal and instructional support skills for working with trainers and trainees.

DUTIES AND RESPONSIBILITIES
The successful candidate will be responsible for the following duties and responsibilities

i. Install, configure, test, and repair computer hardware, laptops, printers, UPS systems, and peripherals.
ii. Assist trainers and trainees during practical ICT lessons, help set up computer labs, and support trainees' project work
iii. Set up, configure, and troubleshoot Local Area Networks (LAN), Wi-Fi, and internet connectivity across the institution
iv. Perform daily data backups, install and update antivirus software, and implement basic cybersecurity measures
v. Maintain an accurate register of all ICT equipment, software licenses, and consumables (e.g., cables, keyboards, mice)
vi. Troubleshoot software and hardware faults reported by administrative staff and trainees
vii. Ensure physical security and safety standards are maintained within computer labs and workshops
viii. Perform any other duties and responsibilities as may be assigned from time to time by your Supervisor or Management

4. POSITION: - REGISTERED NURSE III JOB GROUP H, REF NO.: STTI/ADVT/DOT/7/2026 **(1 POST)**

Job type: Permanent

Experience: This is an entry-level position; however, 2 year of relevant clinical work experience in a busy health facility or institutional clinic is added advantage

MINIMUM QUALIFICATIONS

Candidates for this position should meet the following qualifications;

i. Kenya Certificate of Secondary Education (KCSE) with a mean grade of **C- (Minus)** and above
ii. A Diploma in Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN), or Nursing from a recognized or accredited training institution
iii. Must have a Registration Certificate from the Nursing Council of Kenya (NCK).
iv. Must have a valid practicing license from the Nursing Council of Kenya (NCK).
v. Proficiency in computer applications.
vi. Basic bookkeeping or inventory management skills.
vii. Strong communication, interpersonal, and crisis-management skills

DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the following duties and responsibilities

i. Assess trainees and staff to establish healthcare needs.
ii. Treat minor ailments, injuries, and common illnesses in the Institute
iii. Administer prescribed medications, injections, and first aid
iv. Plan and implement individual care interventions based on specific health needs.
v. Handle emergency stabilization and coordinate appropriate referrals to higher-level health facilities when necessary.
vi. Provide health education, lifestyle advice, and confidential counseling on physical, mental, and socio-economic/reproductive health issues to trainees
vii. Prepare work plans, budgets, and periodic reports for the institutional clinic.
viii. Make requisitions for drugs, pharmaceuticals, and medical supplies, and maintain an updated inventory.
ix. Maintain daily statistical data and accurate medical records of all cases attended to
x. Ensure a clean, safe, and hygienic clinical environment in compliance with infection control standards.
xi. Perform any other duties and responsibilities as may be assigned from time to time by your Supervisor or Management

5. **NOTE: POSITION: - ACCOUNTS ASSISTANT III (PAYABLES) JOB GROUP H, REF NO.:** STTI/ADVT/FIN/8/2026 **(1 POST)**

Job type: Permanent

Experience: This is an entry-level position; however, 2 year of experience in finance or accounting role within a school, college, or public sector setting is a significant advantage.

MINIMUM QUALIFICATIONS

Candidates for this position should meet the following qualifications

i. Kenya Certificate of Secondary Education (KCSE) with a mean grade of **C- (Minus)** and above
ii. A Diploma in Accountancy or an equivalent field from a recognized tertiary institution.
iii. Minimum of **CPA Part II** (Section 2 & 3) or Accounting Technicians Diploma (ATD) from KASNEB.
iv. Proven knowledge and hands-on experience using accounting packages (e.g., QuickBooks, Sage, or an institutional ERP system) and advanced Microsoft Excel.

DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the following duties and responsibilities

i. Verify supplier invoices, delivery notes, work completion certificates, and purchase orders for accurate billing;
ii. Inspect and confirm that all supporting documentation complies with public procurement and financial procedures;
iii. Check for calculation correctness, pricing errors, or duplicate billing before processing payments;
iv. Prepare payment vouchers, departmental requisitions, and committal documents in accordance with institutional regulations;
v. Ensure all expenses are assigned correct accounting codes (General Ledger codes) and cost centers;
vi. Enter accounts payable transactions and vendor invoices into the institution's ERP or accounting system;
vii. Reconcile creditor ledgers and supplier statements on a monthly basis to resolve discrepancies or missing invoices;
viii. Address and resolve vendor payment inquiries politely and efficiently;
ix. Maintain an updated and clean schedule of accounts payables and outstanding debts;
x. Assist in calculating and withholding statutory deductions such as **Withholding Tax** from payments;
xi. Post day-to-day payment transactions into the automated cash book;
xii. Assist in processing utility bills, recurrent institutional expenses, and departmental petty cash vouchers;
xiii. Maintain systematic filing and archiving **of** physical and digital payment vouchers for easy retrieval;
xiv. Ensure safe custody of key financial records, checkbooks, and receipt books;

xv. Supply reconciled creditor statements and requested source documents to internal and external auditors;

xvi. File accurate financial returns on portals like the Kenya Revenue Authority (KRA) iTax System before due deadlines;

xvii. Perform any other duties and responsibilities as may be assigned from time to time by your Supervisor or Management.

Application requirements:

Applicants must satisfy the requirements of Chapter six **(6)** of the Constitution of Kenya by submitting valid and current copies of the following:

i. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
ii. Tax Compliance certificate from the Kenya Revenue Authority (KRA)
iii. Clearance Certificate from the Higher Education Loans Board (HELB)
iv. Clearance Certificate from the Ethics and Anti-corruption Commission (EACC)
v. Report from and approved Credit Reference Bureau (CRB)

How to Apply:

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)** of the Constitution of Kenya 2010.

Applications should be **posted** or **hand delivered** to the Institute on or *before* ***26th November, 2026*** *latest* ***5.00 pm (East African Time) clearly*** *indicating the position on the envelope to:*

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

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PRINCIPAL
04 NOV 2026
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Only shortlisted and successful candidates will be contacted.

NOTE: 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.