

**MINISTRY OF EDUCATION**  
**STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING**  
**SOTIK TECHNICAL TRAINING INSTITUTE**



P.O BOX 895-20406, SOTIK. TEL: 0792 518 945

Email Address: [technicalсотik@gmail.com](mailto:technicalсотik@gmail.com)

Website: [www.sotiktti.ac.ke](http://www.sotiktti.ac.ke)



28/09/2021

**JOB OPPORTUNITIES**

Sotik Technical Training Institute invites applications from suitably qualified candidates for the following positions:

**1. INTERNAL AUDITOR (1 POST)**

**Qualifications and Experience**

- I. Bachelor of Commerce/Business Management (Accounting/Economics/Finance/Audit options) or related discipline from a recognized institution
- II. CPA (K) or ACCA qualifications
- III. Certified Information Systems Auditor (CISA) is an added advantage
- IV. Ability to perform Principles and Practices of Accounting and Auditing including General Ledger Debit, Credit, Journal Entries and Audit Procedures.
- V. At least 2 years working experience in a similar role.
- VI. Working knowledge of the Audit Cycle
- VII. Computer literate with proficiency in MS Office applications
- VIII. Working knowledge of auditing commercial ERPs
- IX. Member of ICPAK

**2. NURSE (1 POST)**

**Qualifications and Experience**

- I. Enrolled Community Health Nursing
- II. Registration Certificate issued by the Nursing Council of Kenya
- III. 1 year of working experience
- IV. Computer Literate

[www.sotiktti.ac.ke](http://www.sotiktti.ac.ke)



**3. ICT TECHNICIAN (1 POST)**

**Qualifications and Experience**

- I. Diploma in Computer Science /Information Technology or its equivalent from a recognized institution.
- II. Cisco or A+ Certification will be an added advantage
- III. One (1) year working experience in a relevant field

**4. SECRETARY (1 POST)**

**Qualifications and Experience**

- I. Diploma in Secretarial Studies or Office Management or related Field
- II. Excellent computer skills, proficient in Microsoft Office and other software tools
- III. Attentive to detail
- IV. Excellent listening and communication skills
- V. Fluency in English and Kiswahili required

**5. BUILDING TECHNICIAN (1 POST)**

**Qualifications and Experience**

- I. Certificate in the field of Building and Construction (Building Technology)
- II. Hands on experience working as a foreman/mason
- III. Working computer skills
- IV. Have a good working knowledge of good environmental management, health and safety safe working practices
- V. Diploma in Building Technology or Relevant Field is an added advantage

**6. SECURITY ASSISTANT (2 POSTS- ONE MALE AND ONE FEMALE)**

**Qualifications and Experience**

- I. KCSE, mean grade D (Plain) and above
- II. Security Training for a Minimum of Three (3) Months or NYS Graduate **OR**
- III. Served in Discipline Forces with Good Discharge Certificate
- IV. Age 35 and Below

## **7. LIBRARY ASSISTANT (1 POST)**

### **Qualifications and Experience**

- I. Certificate in Information Science or any other relevant field.
- II. One (1) year work experience in a library set up in an institution of learning.
- III. Be self-motivated team player with good inter-personal and communication skills.
- IV. Strong IT skills and familiarity with use of databases and the internet
- V. Diploma in Information Science is added advantage.

## **8. DRIVER (1 POST)**

### **Qualifications and Experience**

- I. KCSE, mean grade D+ (Plus) and above
- II. A clean valid driving license class A/B/C/E with PSV endorsement.
- III. Certificate of Good Conduct.
- IV. Basic First Aid Training
- V. Occupational trade test III or equivalent.
- VI. Minimum 2 years' experience
- VII. Age 35 and Below
- VIII. Motor Vehicle Mechanics Trade Test III will be an added advantage.

### **Method of Application**

Applicants should attach their Application Letters and Curriculum Vitae together with copies of relevant certificates, testimonials/references and any valid Professional Licence.

In addition, the following documents will be required.

1. Certificate of Good conduct
2. Tax Compliance Certificate

All applications should be emailed to **technicalsotik@gmail.com** on or before close of business on **Tuesday 19<sup>th</sup> October, 2021** indicating position applied as 'subject' and addressed to the:

**The Principal /BOG Secretary,  
Sotik Technical Training Institute,  
P.O Box 895-20406,  
Sotik.**

*Sotik Technical Training Institute is an Equal Opportunity Employer – Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.*