



**MINISTRY OF EDUCATION**  
STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING  
**BURETI TECHNICAL TRAINING INSTITUTE**

P O BOX 444-20406, SOTIK-KENYA. Tel: +254704453337

website: [www.buretitechnical.ac.ke](http://www.buretitechnical.ac.ke) ,Email: [buretitechnical@gmail.com](mailto:buretitechnical@gmail.com)



**MOTTO: SKILLS FOR GROWTH**

## CAREER OPPORTUNITIES

Bureti Technical Training Institute invites qualified applicants for the following positions.

1. Finance Officer (1 post)
2. Systems Administrator (1 post)

### **1 FINANCE OFFICER QUALIFICATION**

- Be a holder of a Degree in Accounting or Finance from a recognized University and a master's degree will be an added advantage.
- Be a holder of Professional qualification in CPA(K), ACCA, and or ACA
- Be registered with ICPAK or an equivalent Accounting body
- Have at least five (5) years of relevant work experience and must have served for at least three (3) years the in Public sector with knowledge of accrual accounting
- Must have practical knowledge in ICT and a good understanding of ERP and other MIS
- Have an entrepreneurial and innovative approach to business and business solutions
- Have highly developed interpersonal and communication skills
- Demonstrated merit and ability as reflected in work performance and results
- Has shown unquestionable integrity
- Meet requirements of Chapter six of the Constitution.

### **Duties and Responsibilities**

- Responsible for review, planning, coordination, design, and implementation of accounting services and systems of the Institute.

- Responsible for effective coordination and implementation of all financial policies
  - Responsible for the compliance and adherence to International Financial Reporting Standards(IFRS)
  - Advise Institute Management/Board of governors on all financial matters
  - Responsible for preparation and submission of end of year financial statements and accounts to the Board of Governors and Kenya National Audit
  - Ensure the maintenance of effective accounting systems in the Institute in line with the Generally Acceptable Accounting Principles (GAAP)
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- Responsible for submission of the annual budget to the Board of Governors and Government
  - Responsible for the development and implementation of the Institute’s Performance Contract and the Strategic Plan
  - Supervision and development of staff in the department and ensure compliance with all relevant laws of financial matters
  - Timely and accurately prepare annual reports, financial statements, and quarterly management reports in compliance with International Public Sector Accounting Standards, Public Finance Management Act 2012, Public Finance Management Regulations 2015, other relevant circulars, and generally accepted Accounting Principles.
  - Advise ways of raising additional internal and external revenue for the Institute and ensure such revenue is timely recognized in the books of accounts.
  - Co-ordinate both internal and external audit exercises by ensuring timely and correct availability of audit schedules and materials.
  - Drive strict implementation of students’ fees payment policy so as to ensure that all fees due are collected and correctly captured in a timely manner.
  - Ensure integration of bank accounts with the ERP system.
  - Ensure tax compliance and all statutory deductions and other payroll deductions are remitted in a timely manner to minimize exposure of the Institute.
  - Check the Institute payroll especially staff in payroll against headcount, earnings in line with specific grades, allowances paid having been duly authorized, deductions to be properly supported and in compliance with applicable laws, circulars and regulations.
  - sign a performance contract and perform any other duties as may be assigned by the Principal.

- Bachelor's Degree in Information Technology, Computer Science, or a related discipline of its equivalent.
- Microsoft certified solution associate (MCSA) will be an added advantage.
- Proven experience as a System Administrator, Network Administrator, or similar role.
- Experience with databases, networks (LAN, WAN), and patch management.
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery.
- Performing light programming.
- Ability to work well with teams.
- Strong management, negotiation skills, interpersonal skills, communication skills, ability to work under pressure and tight deadlines, and ICT skills.
- Vast knowledge of management systems, Excellent troubleshooting skills, and server management. IPs, ERP systems, etc. are mandatory
- Ability, to manage virtual/online systems, databases, and virtual networks.
- Good knowledge of Internet security and data privacy principles,
- Ability to verify the integrity and effectiveness of hardware, server resources, backup, and storage systems.
- Registered members of a relevant professional body and in good standing
- Minimum three (3) years experience in installation and configuration of O1 systems.
- Knowledge and experience in Firewall Management & Network Automation
- Sign performance contract and Perform any other duty as may be assigned by the Principal

In compliance to article six (6) of the Constitution of Kenya, the applicants should provide:

- Valid certificate of good conduct
- Valid Tax compliance certificate
- HELB Clearance/ Status Certificate
- Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)
- Clearance Certificate from a recognized Credit Reference Bureau (CRB).

How to apply:

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.

2. Applicants should submit five (5) hard copies of their applications which should clearly be marked "Application for the position.
3. Applications must be submitted on or before Friday 1st JULY 2022 and addressed to :

THE PRINCIPAL

BURETI TECHNICAL TRAINING INSTITUTE,

P.O.BOX 444-20406 SOTIK

Note: The Institution is an equal opportunity employer. The women, the marginalized, and persons living with disability are encouraged to apply.

FOR FURTHER DETAILS VISIT OUR WEB SITE [www.buretitechnical.ac.ke](http://www.buretitechnical.ac.ke)