

**STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING**



**MUKURWEINI TECHNICAL TRAINING INSTITUTE**



**P O. BOX 23 – 10103 MUKURWE-INI**

**Email: mukurweinitti@gmail.com**

**WEBSITE: www.mukurweinitechnical.ac.ke**

**VACANT POSITIONS IN THE INSTITUTE**

Applications are invited from qualified persons for the positions listed below:

1. Registered Nurse / Clinical Officer MKT 6 (1 Post)
2. Farm Manager, MKT 9 (1 Post)
3. Support Staff (Catering), MKT 7 (1 Post)
4. Support Staff (Ground man/woman), MKT 10 (2 Posts)

Qualified interested candidates should submit their applications to the address below quoting the job title on both the envelope and the cover letter.

**The Principal,  
Mukurwe-ini Technical Training Institute,  
P.O. Box 23 – 10103  
MUKURWE-INI**

Enclose detailed up-to-date curriculum vitae, indicating current remuneration, Home County, e-mail address and reliable daytime telephone contacts, together with copies of certificates, testimonials and national identity card. Interested candidates should also provide the names of two referees who must be familiar with their previous work/academic experience indicating their telephone, postal and email addresses.

**Please Note:**

- i) It is a criminal offence to provide false information and documents in the job application.
- ii) Canvassing in any form will lead to automatic disqualification.
- iii) The Institute is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to members of all ethnic groups and persons with disabilities.
- iv) Only shortlisted and successful candidates will be contacted.
- v) **Shortlisted candidates** shall be required to produce **Originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- vi) Mukurwe-ini Technical Training Institute **does not charge** for any of the recruitment exercises, including shortlisting and appointment.

Applications should reach the Institute **on or before 01<sup>st</sup> September, 2020** latest **5.00 p.m.**

Below are the detailed job descriptions, requirements for appointment and remuneration:

**1. REGISTERED NURSE /CLINICAL OFFICER MKT 6 (1 POST)**

The holder will report to the Principal.

**(a) Duties and Responsibilities**

- i) Assessing the health needs of the whole school community, developing a health plan, including Health and Safety Policies
- ii) Administering trainees medicine where and when necessary
- iii) Referring medical matters to the hospitals.
- iv) Developing procedures and providing emergency nursing management for injuries/illnesses.
- v) Monitoring health situation of trainees by developing adequate records
- vi) Escorting trainees, as required, to hospitals
- vii) Ensuring that medication, equipment and dressing in medical room and all first aid boxes are in date and restocked
- viii) Providing confidential health advice for individual trainees.
- ix) Supporting, advising, counseling and referring trainees experiencing mental health problems, such as depression.

- x) Supporting vulnerable trainees by working alongside trainers and other professionals.
- xi) Providing advice for parents, careers and school staff on trainee's illnesses and the management and control of infectious diseases.
- xii) Developing and implementing a trainee's health plan.
- xiii) Interpreting the health status of trainees to parents and school personnel.
- xiv) Utilizing existing health resources to provide appropriate care of trainees.
- xv) Maintaining, evaluating and interpreting cumulative health data to accommodate individual needs of trainees.
- xvi) Providing health education and anticipatory guidance.
- xvii) Improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health. Ensure proper hygiene is fostered around the middle school section especially around the lavatories.
- xviii) Any other duty as may be assigned by the supervisor.

**(b) Requirements for Appointment**

- (i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

**OR**

A Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;

- (ii) Two (2) years' experience in relevant field.
- (iii) Registration Certificate and valid practicing license from Nursing Council of Kenya (Nurse Applicants) or a Certificate of Registration and valid license from the Clinical Officers' Council (Clinical Officer applicants).
- (iv) Certificate in computer application skills from a recognized institution.

**Remuneration (Monthly)**

**Basic Pay (Kes)**- 17,470\*1,100-18,570\*1,300-19,870\*1,550-21,420\*1,850-23,270\*2,200-25,470\*2,600-28,070\*3,050-31,120

**House Allowance (Kes)** - 1,747.00

**Commuter Allowance (Kes)** - 873.50

**Health Allowances (Kes) - 13,500.00**

**Terms of Employment- Permanent**

**2. SUPPORT STAFF III (CATERING), MKT 7 (1 Post)**

Holder will report to the Administration Officer.

**Duties and responsibilities**

- (i) Ensuring efficient and proper organization and management of catering services;
- (ii) Assist in menu planning;
- (iii) Directing the daily activities of food preparation and cooking;
- (iv) Ensuring proper apportioning of the daily provisions;
- (v) Evaluating food preparation and effecting changes to improve operations;
- (vi) Laundry management;
- (vii) Maintenance of furniture and linen;
- (viii) Stock control and inventory;
- (ix) Supervision of catering and housekeeping services in the kitchen, restaurant and the hostels; and
- (x) Keeping proper records of sundry, linen stores inventory; and looking into the general welfare of trainees.

**Requirements for appointment**

- i) Certificate in food & beverage.
- ii) Certificate of good conduct.
- iii) Medical Certificate from a Government Hospital.

**Remuneration (Monthly)**

**Basic Pay (Kes)** 14,570\*800-15,370\*950-16,320\*1,150-17,470\*1,400-18,870\*1,700-20,570\*2,050-22,620\*2,450-25,070\*2,900-27,970

**House Allowance (Kes)- 1,457.00**

**Commuter Allowance (Kes)- 728.50**

**Terms of Employment- Permanent**

### **3. FARM MANAGER, MKT 9 (1 POST)**

Holder will report to the Principal.

#### **Duties and responsibilities**

- i) Directing and coordinating worker activities on the farm such as such as planting, irrigation, chemical application, harvesting, grading, payroll, and recordkeeping.
- ii) Directing and coordinating livestock management activities.
- iii) Recording information, such as livestock and farm production, farm management practices, and parent stock, and preparing financial and operational reports.
- iv) Undertaking agronomy work to ensure that pest and disease control is well managed and all pests and diseases are kept below threshold at all times.
- v) Undertake research on plant/crop and livestock management to enhance production
- vi) Supervise all the people engaged on the farm.
- vii) Performing any other duty that may be assigned by the supervisor.

#### **Requirements for appointments**

- (i) Must be a Kenyan Citizen
- (ii) Minimum KCSE D (plain)
- (iii) Experience in farm management
- (iv) Certificate in Agriculture /Agri-business will be an added advantage.

#### **Remuneration (Monthly)**

**Basic Pay (Kes) - 11,460\*500-11,960\*600-12,560\*700-13,260\*800-14,060\*900-14,960\*1,000-15,960**

**House Allowance (Kes) - 1,306.00**

**Commuter Allowance (Kes) - 573.00**

**Terms of Employment- Permanent**

### **4. SUPPORT STAFF III (GROUND MAN/WOMAN), MKT 10 (2 Posts)**

Holder will report to the Farm Manager

#### **Duties and responsibilities**

Holder will perform general and routine work in the farm as well as other duties that may be assigned by the supervisor.

**Requirements for appointment**

- i) KCPE Certificate with relevant experience.
- ii) Certificate of good conduct.

**Remuneration (Monthly)**

**Basic Pay (Kes)** 10,510\*250-10,760\*300-11,060\*400-11,460\*500-11,960\*600-12,560\*13,260

**House Allowance (Kes)-** 1,051.00

**Commuter Allowance (Kes)-** 525.50

**Terms of Employment-** Permanent

**All correspondences to;**

**The Principal  
Mukurwe-ini Technical Training Institute  
Po Box 23 – 10103  
MUKURWE-INI**