



RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY
ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM
P. O. Box 7182 – 20100
NAKURU



Email: principal@rvist.ac.ke

Website: www.rvist.ac.ke

VISION

To be a center of excellence in providing quality technical training research and development for self reliance and industrialization in the region

MISSION

To develop competent, dependable, innovative and creative human resource that suits dynamic technological trends for sustainable development.

VACANT POSITIONS

Rift Valley Institute of Science and Technology (RVIST) is ISO 9001: 2015 certified. The Institution has career opportunities for individuals who possess a passion for excellence, strong work ethic, result oriented and commitment to continual improvement. Successful candidates will be team players with the ability to effectively add value in enabling Service Delivery, Curriculum Instruction, Research and Innovation.

Vacancy No.	Position	No. of Vacancies
RVIST/2022/1	Human Resource Management Officer	1
RVIST.2022/2	Internal Auditor/Risk Officer	1

The details of the posts can be accessed from the website, www.rvist.ac.ke. Interested and qualified persons are required to apply in writing and submit it to the undersigned on or before **7th October, 2022**.

Rift Valley Institute of Science and Technology is an equal opportunity employer. Youth, Women and Persons with Disability (PWD) or from marginalized groups or minority communities are encouraged to apply.

PRINCIPAL/ BOG SECRETARY
RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY
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GENERAL REQUIREMENTS AND PERSONAL ATTRIBUTES

All interested applicants must have the following individual attributes besides the job specific requirements.

- i. Organizational, managerial and administrative skills.
- ii. Positive working attitude and ability to give and take instructions.
- iii. Ability to work with minimum supervision.
- iv. Professionalism and integrity.
- v. Creativity and innovativeness.
- vi. Interpersonal skills including being a team player.
- vii. Problem solving.
- viii. Confidentiality
- ix. Customer focus and Courtesy

JOB SPECIFIC REQUIREMENTS

RVIST/2022/1 Human Resource Management officer (1 post)

Terms of Service Contract (Two year Contract)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i) Overseeing the development and implementation of human resource management and administration strategies, policies, guidelines and programmes/work plans.
- ii) Establishing and managing an efficient and effective, professional and sustainable human resource management system.
- iii) Coordinating training and human resource development activities for the Institution.
- iv) Overseeing and development of training projections and plans;
- v) Organizing the validation and authentication of academic and professional certificates for institution staff in liaison with the relevant institutions.
- vi) Overseeing and managing performance management and incentives systems.
- vii) Analyzing the utilization of human resource in the Institution and advising on proper deployment.
- viii) Coordination, monitoring and evaluating staff training and development programmes; ensuring implementation of computerized human resource management infrastructure.
- ix) Coordinating staff office accommodation.
- x) Managing Industrial relations issues.

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b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's degree in any of the following disciplines:- Business Administration and Management / Human Capital Management/Human Resource Management, Public Administration or its equivalent qualification from a recognized institution.
- ii) Master/s degree in any of the following disciplines:- Human Capital Management/Human Resource Management, Public Administration / Strategic Management or its equivalent qualification from a recognized institution will be an added advantage.
- iii) Passed Part II and above of Professional qualifications of Certified Human Resource Management
- iv) Membership to a professional body such as IHRM.
- v) Proficiency in computer use and application certificate from a recognized examining body.
- vi) Demonstrate professional and competence and administrative capabilities.

RVIST/2022/1 Internal Auditor/Risk Officer (1 post)

Terms of Service Contract (Two year Contract)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i) Carrying out audit inspections of Institute's records.
- ii) Carrying out audit checks and identifying any accounting errors.
- iii) Collecting data on periodical financial returns, estimates and expenditure.
- iv) Participating in developing and updating internal audit manual.
- v) Stocktaking and carrying out risk assessment, corruption risk assessment and anti-corruption awareness activities.
- vi) Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions; auditing of systems and processes.
- vii) Undertaking audit assignments and preparing detailed audit observations and reports.
- viii) Carrying out institutional risk evaluation, and efficiency audit.
- ix) Conducting financial and systems audit.
- x) Selecting, evaluating and implementing risks mitigation strategies.
- xi) Reporting on risks status and mitigation actions.
- xii) Monitoring risk exposure and advice the management.
- xiii) Identifying, analyzing, integrating and assessing areas of risks.

b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i) Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance Option), Finance, Business Administration, Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution.
- ii) Passed Part III of Professional qualifications such as CPA, ACCA, and CRISC from a recognized institution.
- iii) Be a registered member of Institute of Internal Auditors (IIA) (Kenya Chapter) or any other a relevant professional body.
- iv) Demonstrate proficiency in computer use and applications.