



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 centre 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
RE-ADVERT RVIST.2023/1	Internal Auditor/Risk Officer	1
RVIST 2023/2	Procurement and Logistics Officer	1
RVIST 2023/3	Institute Nurse	2
RVIST 2023/4	Bus Driver	3

The details of the posts can be accessed from the website, www.rvist.ac.ke. Interested and qualified persons are required to apply in own handwriting and submit together with copies of the required testimonials to the undersigned on or before **27th January, 2023**.

Due to the large number of applications we may receive, only the shortlisted applicants will be contacted.

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.

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

JOB SPECIFIC REQUIREMENTS

1. Internal Auditor/Risk Officer (1 post) – REF NO: (RE-ADVERT) RVIST/2023/1

Minimum Requirements and Qualifications

- 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) Minimum of 3 years' experience in relevant or similar field.
- v) Demonstrate proficiency in computer use and applications.
- vi) Certificate of Good Conduct

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.

2. Procurement and Logistic Officer (1 post)- Ref No: RVIST/2023/2
Minimum Requirements and Qualifications

- i) Bachelor's degree in Procurement and Logistics or other relevant field.
- ii) Passed Level 6 of Professional qualifications of CIPS; or PART IV of CPSP-K from a recognized institution.
- iii) Be a registered Member and Licensed by KISM or CIPS or any other relevant professional body
- iv) Minimum of 5 years' experience in relevant field.
- v) Demonstrate proficiency in computer use and applications.
- vi) Master holder in the related field will be an added advantage
- vii) Certificate of Good Conduct

Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- i. In- Charge of the department and reports to the Principal
- ii. Responsible for planning and coordination of procurement and supplies
- iii. Responsible for implementation and enforcement of PPADA2015 and Regulation 2020 and procedures
- iv. Responsible for verification and disposal of unserviceable stores
- v. Co-ordinate staff development and training in the department in collaboration with HR department
- vi. Responsible for department budgetary preparation and control
- vii. Responsible for the preparation of RVIST procurement plan
- viii. Secretary to the tender committee
- ix. Advisor to the RVIST management on procurement supplies matter
- x. Any other duties that may be assigned by the principal

3. Institute Nurse (2 Posts)- Ref No: RVIST/ 2023/3

Minimum Requirements and Qualifications

- A 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;
- A registration certificate issued by the Nursing Council of Kenya; and
- A valid practicing license from Nursing Council of Kenya
- Minimum of 3 years' experience in the field of nursing.
- Certificate in Computer Applications
- Certificate of Good Conduct

Duties and Responsibilities

Duties and responsibilities will include:

- Preparing requisition list of medicines and medical tools
- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing health education and Counseling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe Clinical environment; and
- Collecting and compiling data
- Any other duty assigned by the supervisor

4. Bus Drivers (3 Posts)- Ref No: RVIST/ 2023/4

Minimum Requirements and Qualifications

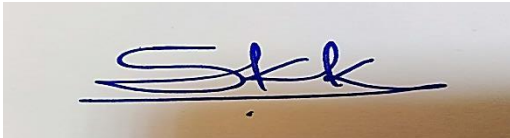
- i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution;
- ii) A Valid driving License for class BCD free from any current endorsement (s) for class (es) of vehicle (s) a candidate is required to drive;
- iii) Must have a First-Aid Certificate Course lasting not less than two years from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- iv) A valid Certificate of Good Conduct from the Kenya Police; and
- v) Minimum of 5 years of relevant working experience
- vi) Certificate of Good Conduct
- vii) Certificate in Automotive Engineering will be an added advantage

- viii) Certificate in Computer Application will be an added advantage
- ix) A Valid PSV

Duties and Responsibilities

- i) Driving a vehicle as authorized;
- ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and braking systems, tyre pressure etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintenance of work ticket(s) for vehicle(s) assigned;
- v) Ensuring security and safety of the vehicle on and off the road;
- vi) Overseeing security and safety of passengers and/or goods therein;
- vii) Maintaining cleanliness of the vehicle
- viii) Any other duties assigned by the supervisor

Prepared By:

A handwritten signature in blue ink, appearing to be 'SKK', is written on a light-colored surface. The signature is stylized and includes a horizontal line underneath the letters.

Human Resource Officer

For: Principal

END