



Rift Valley Institute of Science and Technology

NAKURU /NJORO ROAD P.O. BOX 7182-20100, Cell phone 0720 668 238, Nakuru, Kenya

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Founder 1979: H.E. Hon. D.T. Arap Moi, C.G.H. The Second President of the Republic of Kenya
Principal: Sammy K. Chemoiwa, PGDE, Mount Kenya University, BSC (Agriculture Engineering), University of Nairobi.

RVIST/QMS/ADM/308/VOL.I

4TH SEPTEMBER 2024

ADVERTISEMENT FOR VACANT POSITIONS

Rift Valley National Polytechnic is an ISO 9001: 2015 certified institution located 15 km from Nakuru City, along Nakuru-Njoro Road. The Institution is looking for a dedicated and professional individual to join our growing team.

V.NO: RVIST/BOG/DRSCH/01/2024: DRIVING INSTRUCTOR (3 positions)

This position is responsible for teaching students the rules of the road and the safe way to handle an automobile by developing their skills needed to pass the driving theory and practical examinations.

Responsibilities:

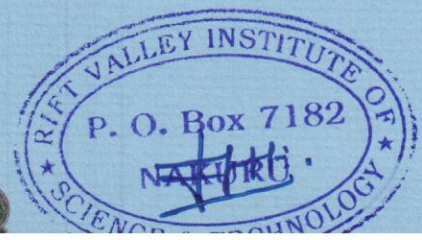
- a) Develop lesson plans and design curriculum to ensure all areas of driving course work are covered
- b) Teach students motor vehicle operation, road rules and safe driving practices to impart driving skills
- c) Provide practical driving lessons on the road to ensure lesson learnt in class are put into practice
- d) Monitor student's driving, offering advice and assistance as needed to help the students develop their driving skills.
- e) Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenance
- f) Assess student's class work and driving abilities to provide a basis of recommending issuance of driver's license to students who qualify

Requirements:

1. Valid driving instructor License.
2. Minimum of 5 years' experience as an instructor and 5 years of driving
3. Excellent communication and interpersonal skills.
4. Patience and the ability to remain calm under pressure.
5. Strong knowledge of road safety laws and regulations.
6. Ability to adapt teaching methods to suit different learning styles.
7. Reliable and punctual with strong organizational skills.
8. Knowledge in auto-mechanic will be an added advantage



ISO 9001: 2015 CERTIFIED INSTITUTION



V.NO: RVIST/BOG/LIB/01/2024: COLLEGE LIBRARIAN

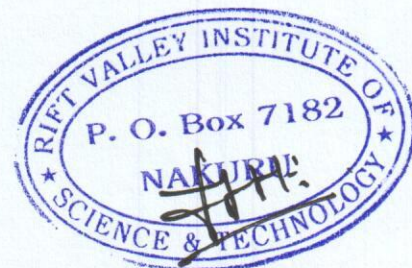
This position is responsible for providing leadership and strategic direction to the institution's library and development of policies and procedures that conform to national library guidelines.

Responsibilities:

- a) Develop and establishes library policies and guidelines to facilitate conformance to the National Library guidelines.
- b) Oversee implementation of the library policy framework to comply with the regulations and meet standard publishing requirements in line with industry norms.
- c) Act as the liaison officer within the institution and external agencies such as research agencies to enhance the link between the knowledge creators and knowledge users.
- d) Develop the budget for the library in line with the strategic plan and annual priorities and submit it to the budgetary committee.
- e) Supervise performance management and staff appraisal in the department for optimal resource utilization and achievement of the departmental objectives.
- f) Develop work plans and schedules for departmental staff to facilitate timely achievement of deliverables and optimal resource utilization.
- g) Oversee the management of library resources in line with policies and best practices to facilitate continuous availability of the materials for future use.
- h) Approve the registration of library users in a timely to ensure compliance with policy and procedures and also good user experience.
- i) Review relevant reports and provide feedback to the overall management to inform possible changes on policies and procedures on library operations
- j) Ensure security of library resources to provide protection and availability when required by overseeing the discharge of documents to users and also check the security management system to ensure it is working

Requirements:

1. Bachelor's Degree in Information Sciences or Library Sciences or its equivalent from a recognized university.
2. Minimum of 5 years relevant experience in related field
3. Knowledge of emerging technologies and standards in digital libraries
4. Member of Kenya Library Association
5. Master's degree in Information Science or related field.



V.NO: RVIST/BOG/IA/01/2024: DEPUTY INTERNAL AUDITOR

This position is responsible for conducting routine audits and assist in investigations as per the approved internal audit work plan in order to evaluate the effectiveness of Internal Controls in various departments/ sections in the institution.

Responsibilities:

- a) Analyze the institution's financial documentation and reports to identify audit issues to be addressed;
- b) Monitor management implementation of audit recommendations to ensure gaps in implementation are identified and appropriate interventions developed;
- c) Communicate any loopholes within the institution's structure, and recommend appropriate solutions, to ensure minimal disruptions to business operations from an unsupportive structure;
- d) Assess and research the institution's risk management process' suitability and record the results to make recommendations on possible enhancements to the process;
- e) Prepare audit reports that reflect institution's audit results for review and presentation to management, and to ensure the whole process is documented
- f) Prepare a memorandum of audit finding, to ensure adequate documentation exists to support all the completed audits and conclusions
- g) Conduct a review of information control for the organization's system operating procedures, backup and disaster recovery, communication control, security systems and system maintenance, to avoid system breakdowns
- h) Assess all the institution's internal control procedures and security for the systems which are under development, and upgrade them to current versions for enhanced efficiency and ease in use
- i) Train other audit staff on the use of computerized audit techniques and methods for ease in the use of the techniques

Requirements:

1. A Bachelor Degree in Commerce/Finance/Accounting or related field from a recognized institution
2. Must possess relevant professional qualification: CPA (K)/ACCA, CIA or CISA.
3. Minimum of 3 years' experience in auditing preferably in a busy internal audit department or audit firm.
4. Knowledge of the International Professional Practices Framework for Internal Auditing (IPPF), Public Finance Management Act, 2012 and PFM regulations of 2015, Public Procurement and Asset Disposal Act, 2015 and regulations of 2020, Mwongozo Code of Governance
5. Membership to ICPAK, IIA or ISACA in good standing.



V.NO: RVIST/BOG/HR/01/2024: DEPUTY HUMAN RESOURCE OFFICER

This position will provide assistance in supervision of staff in the various administrative support service areas and promoting staff welfare

Responsibilities:

- a) Provide assistance in the implementation of the human resource management and administration policies to ensure compliance with government legal and statutory requirements
- b) Coordinate office services in the institution to ensure all operations run smoothly
- c) Draft letters of appointment, probation and promotion for review, approval and validation by Human Resource Officer
- d) Administer staff appraisal and compile annual appraisal report for review by the human resource officer
- e) Respond to staffs' queries on basic HR matters to provide clarity on issues not well understood
- f) Record data for each employee, which include information as addresses, absences, supervisory reports on performance, and dates of and reasons for terminations to ensure accurate data is maintained
- g) Gather and compile all information relating to training needs from all the departments to facilitate proper planning of training programmes for review by the human resource officer
- h) Create and maintain master HR files; ensure paperwork is complete and compliant with regulatory requirements and institute needs
- i) Complete periodic reconciliation of benefits and payroll records and rectify issues in a timely manner approval and validation by Human Resource Officer

Requirements:

1. Bachelor's degree in Human Resource Management/ Business Administration (Management H.R Option)/Social Sciences or Higher Diploma in Human Resource Management
2. Three years of relevant working experience in a reputable organization
3. A pass in Part I and II in Certified Human Resource Practitioners Examination (CHRP)
4. Registered member of Institute of Human Resource Management (IHRM)
5. Knowledgeable in Labour Laws
6. Excellent knowledge and use of Microsoft office; Excel, PowerPoint and other reporting software

Applications to reach the undersigned on or before **17th September, 2024 not later than 5.00pm** with position being applied for as subject line.

**The Principal
Rift Valley National Polytechnic
P. O. Box 7182 – 20100
NAKURU**

Rift Valley National Polytechnic is an equal opportunity employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification. Women, Youth and Person with Disabilities are encouraged to apply. Only qualified candidates will be contacted. Shortlisted candidates will be required to produce originals of their ID, Certified Academic and Professional Certificates and Transcripts during the Interview.

