



VACANCIES ANNOUNCEMENT

20TH NOVEMBER, 2025

DAWAMU TVC /ADMIN/NOV/2025-2026 JOB ADVERT



DR. Daniel Wako Murende Technical and Vocational College (DAWAMU) is a public Technical and Vocational Education and Training (TVET) INSTITUTION established in accordance with THE TVET Act No.29 of 2013, vide legal order No.92 of 2016. DAWAMU is a fast growing TVET institute located in Matayos Constituency, Busia County.

The College invites applications from qualified Candidates to fill the following positions as specified below under BOG terms

SUPPORT STAFF VACANCY POSITIONS

VACANCY NO	POSITION	VACANT POSITION
1	FINANCE OFFICER Academic and Professional Qualification - Bachelor's Degree in Accounting, Finance, Commerce, or a related field from a recognized institution. - Professional qualification such as CPA (K) / ACCA or equivalent will be an added advantage. - At least 3 years of relevant work experience in finance or accounting. - Proficiency in accounting software (e.g., QuickBooks, Sage, or ERP systems). - Strong analytical, communication, and interpersonal skills. - High level of integrity, accuracy, and attention to detail. Duties and Responsibilities - Prepare and maintain accurate financial records and reports. - Process payments, manage petty cash, and reconcile bank statements.	1 POSITION

	• Prepare monthly, quarterly, and annual financial statements. • Assist in budget preparation, monitoring, and control of expenditures. • Ensure compliance with accounting standards, policies, and statutory requirements. • Support in internal and external audits by providing necessary documentation. • Maintain an up-to-date asset register and ensure proper financial documentation. • Provide financial analysis and advice to support management decisions. • Ensure timely remittance of statutory deductions such as PAYE, NHIF, NSSF, and taxes. • Perform any other related duties as assigned by the supervisor.	
2	INTERNAL AUDITOR Academic and Professional Qualification • Bachelor's degree in Commerce (Accounting, Finance, or auditing option) or equivalent qualification from a recognized institution. • CPA (K) or ACCA qualification. • Membership in ICPAK or any relevant professional body. • At least three (3) years' relevant experience in internal or external auditing. • Proficiency in accounting and audit software. Duties and Responsibilities • Develop and implement annual internal audit plans. • Evaluate internal controls, risk management, and governance processes. • Review financial records, systems, and operations for compliance. • Prepare audit reports with recommendations for management action. • Follow up on audit recommendations to ensure implementation. • Conduct special investigations when required. • Report to the Principal and the Board Audit Committee.	1 POSITION
3	PROCUREMENT OFFICER	1 POSITION

	Academic and Professional Qualification • Bachelor's degree in Procurement, Supply Chain Management, or related field. • Member of the Kenya Institute of Supplies Management (KISM). • At least three (3) years' experience in public procurement. • Knowledge of the Public Procurement and Asset Disposal Act (2015). • Computer literacy and understanding of IFMIS. Duties and Responsibilities • Prepare and implement annual procurement plans. • Conduct tendering and quotation processes. • Maintain supplier records and procurement documentation. • Ensure compliance with procurement laws and regulations. • Prepare procurement reports and advise management.	
4	HUMAN RESOURCE OFFICER	1 POSITION
	Academic and Professional Qualification • Bachelor's degree in Human Resource Management, Business Administration, or related field. • Member of the Institute of Human Resource Management (IHRM). • At least three (3) years of HR experience, preferably in a public institution. • Knowledge of Labour Laws, PSC Regulations, and Employment Act. • Computer literacy in HRMIS and Office applications. Duties and Responsibilities • Implement HR policies, procedures, and service regulations. • Manage staff recruitment, selection, and onboarding. • Maintain personnel files and HR records. • Process leave, payroll data, and benefits administration. • Handle disciplinary and grievance cases. • Coordinate performance appraisal and training. • Prepare HR statistical and compliance reports.	

5	ACCOUNTANT	1 POSITION
	Academic and Professional Qualification • Bachelor's degree in Accounting, Finance, or Business Administration. • CPA (K) qualification and membership in ICPAK (added advantage). • At least three (3) years' relevant accounting experience. • Proficiency in IFMIS and other accounting systems. Duties and Responsibilities • Prepare financial statements and management reports. • Maintain accounting records and ledgers. • Process payments, receipts, and reconciliations. • Ensure compliance with financial regulations. • Prepare budgets and monitor expenditures. • Liaise with auditors and other government agencies.	
6	ACCOUNTS CLERK	1 POSITION
	Academic and Professional Qualification • Diploma in Accounting, Finance, or Business Administration. • CPA Part II or equivalent. • At least two (2) years of relevant accounting experience. • Computer literacy in MS Excel and accounting software. Duties and Responsibilities • Assist in posting and balancing accounts. • Process payment vouchers and receipts. • Maintain petty cash records. • Prepare simple financial statements. • Reconcile bank and supplier statements. • Support the Accountant in day-to-day financial operations.	

7	STORE KEEPER	1 POSITION
	Academic and professional qualification • Diploma or Certificate in Storekeeping, Procurement, or Supply Chain Management, logistics or related field • Knowledge of stock control, inventory management, and store record-keeping is essential. • Proficiency in computer applications (e.g., Excel, inventory management software like SAP, QuickBooks, etc.) • Knowledge of procurement procedures and supply chain principles • Good organizational and communication skills Roles and Responsibilities • Ensure that all materials and supplies received in the store are checked for quantity and quality, and that they match the purchase orders. • Safely store goods in appropriate conditions, ensuring that they are well-organized, accessible, and labeled for easy retrieval. • Keep accurate records of stock levels, monitor the movement of supplies, and maintain stock levels to prevent shortages or overstocking. • Conduct periodic stock checks (physical counts) and reconcile them with recorded inventory levels.	
8	SECRETARY	1 POSITION
	Academic and Professional Qualification • Diploma in Secretarial Studies, Office Management, or related field. • Proficiency in computer applications (MS Word, Excel, PowerPoint). • Shorthand and typing speed of at least 60 w.p.m. • At least three (3) years' experience in office administration. Duties and Responsibilities • Manage correspondence and filing systems. • Type reports, memos, and minutes. • Maintain appointment schedules and diaries. • Receive visitors and handle telephone calls. • Ensure confidentiality of official documents. • Provide administrative support to the Principal and departments.	

9	RECEPTIONIST	1 POSITION
	Academic and professional qualification • A Diploma or certificate in office administration , Public Relations, Marketing and Sales or any other related field in customer holding • Kenya Certificate of Secondary Examination (KCSE) mean grade C- OR RECOGNISED EQUIVALENT QUALIFICATION with at least a C in either English or Kiswahili • Occupational Health and Safety knowledge • Possess at least 2years of experience in a similar field, preferably in a college • Ability to work with minimum supervision , high level of courtesy, possess good interpersonal skills • Possess great patience to handle clients • Computer literacy and good working knowledge in computer application DUTIES AND RESPONSIBILITIES • ASSISTING WITH ADMINISTRATION DUTIES • Answering calls, taking messages and handling correspondence • Handling inquiries on courses offered and application procedures • Explaining to clients the availability financing models to enable them fund their training • Assist in the admission process • Handle existing students and their parents /guardian/ sponsor • Filling • Liaising with relevant institution and clients • Maintaining diaries and arranging appointments • Typing, preparing an collating reports • Managing and preparing reports on customer feedback • Implementing new procedures and administrative systems • MAINTAINING CLEANLINESS AT THE RECEPTION AREA • Perform any other related duties assigned by the administration	
10	SECURITY OFFICER	2 POSITIONS
	Academic and professional qualification • Kenya Certificate of Secondary Examination (KCSE) OR RECOGNISED EQUIVALENT QUALIFICATION • Occupational Health and Safety knowledge • Possess at least 1year of experience in a security services, preferably in a college • Ability to work with minimum supervision, high level of integrity, possess good interpersonal skills and communication skills • Possess a certificate of good conduct	

	• Computer literacy and good working knowledge in computer application Duties and Responsibilities • Inspect and patrol premises regularly • Approaching suspicious persons • Report emergency cases • Responding to incidents or alarms • Screening of visitors • Submitting reports of daily surveillance activities • Enforcing safety measures • KEEPING COLLEGE KEYS INCASE A STAFF IS IN COLLEGE OVERTIME
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HOW TO APPLY

Interested and qualified candidates should submit their application letter, detailed CV, and copies of relevant certificates to:

1. Application letter addressed to the Principal/Secretary Board of Governors, detailed CV, Copies of academic and professional certificates and other testimonials together with national Identity Card.
2. Application can be done through hand delivery, emails and mail via Posta
3. All applications to reach the undersigned not later than *4th December 2025, 4:00p.m*

DAWAMU TVC is an equal opportunity employer and encourages all qualified persons including PWDs and persons from minority groups to apply. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted for interviews.



Principal /Secretary Board of Governors

Dr. Daniel Wako Murende Technical & Vocational College

P.O Box 149-50400.

Busia (K)

*Approved for
Circulation*