



RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY
P.O. BOX 1738 – 40100, KISUMU

VACANT POSITIONS

Ramogi Institute of Advanced Technology (RIAT) is a public institution under the Ministry of Education, State Department of Vocational and Technical Training

The Institute invites qualified applicants for the following positions:

1. SENIOR FARM ASSISTANT

(a) Requirements

- i. A minimum KCSE - Mean grade of C- (minus) and above
- ii. A minimum Diploma in General Agriculture/Crop Science /Horticulture
- iii. Minimum five (5) years working experience in a similar area
- iv. Minimum thirty (30) years and above

(b) Duties and responsibilities

- i. Managing the entire farming activities of RIAT KIBOS FARM
- ii. Working closely with the HOD Agriculture in initiating and running the production units of the farm
- iii. Supervising the casual workers in the farm
- iv. Planning and budgeting for farm activities in consultations with the HOD - Agriculture
- v. Supervising and monitoring of harvest and post harvest activities
- vi. Advising the management on best farm practices
- vii. Preparing, maintaining and submitting quarterly reports
- viii. Any other duties assigned

2. DRIVER

(a) Requirements

- i. A minimum period of ten (10) years' relevant work experience;
- ii. Minimum thirty (30) years of age
- iii. A minimum KCSE mean Grade D (plain) or its equivalent from a recognized institution;
- iv. Valid driving license free from any current endorsements(s) for Class BCE
- v. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)

- vii. Valid PSV license
- viii. Willingness to work beyond official working hours and during weekends

Added advantage:

- i. A Certificate of Suitability test for drivers from Ministry of Roads and Public Works
- ii. A Defensive Driving Certificate from Automobile Association of Kenya
- iii. Proven knowledge of motor vehicle mechanics
- iv. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution

(b) Duties and responsibilities

- i. Maintaining cleanliness of the assigned vehicle
- ii. Keeping up to date work tickets for vehicles
- iii. Submitting regular reports on motor vehicle assigned
- iv. Reporting any mechanical/accident problems
- v. Maintaining proper mechanical working condition of the vehicle
- vi. Ensuring safety of vehicle on and off the road
- vii. Monitoring and reporting expiry of insurance policies for motor vehicles
- viii. Ensuring safety of passenger and/or good therein
- x. Any other duties assigned

3. REGISTRY CLERK

(a) Requirements

- i. Minimum KCSE mean grade D (plain)
- ii. Certificate in Information Studies, or Archives and Record Management from a recognized institution
- iii. Demonstrate competence in Microsoft Office suite and proven competency in Excel application
- iv. Knowledge in filing
- v. Minimum age of thirty (30) years
- vi. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)

(b) Duties and responsibility

- i. Compiling of statistical records to support documents and information retrieval
- ii. Receiving , sorting filing and dispatching letters for the registry for the registry

- iii. Preparation and maintenance of trainees records in both hard and soft copies
- iv. Ensuring safe custody of documents, records and equipment
- v. Any other duties assigned

4. HUMAN RESOURCE OFFICER

a) Qualification and Experience

- i. Holder of a Diploma in Human Resource Management or equivalent qualification from a recognised institution.
- ii. Served as a Human Resource Officer for a minimum period of five (5) years in a comparable institution or in the Public Service.
- iii. Must be a registered member of the Institute of Human Resource Management (IHRM).
- iv. Have proficiency in computer application.
- v. Meet the requirements of chapter six of the Constitution of Kenya 2010.

b) Duties and responsibilities

- i. Preparing and maintaining human resource management records.
- ii. Supervising of employees.
- iii. Preparing reports/cases for presentation to the Institute Human Resource and Training Committee.
- iv. Advising management on HR matters in the institution in line with relevant policies
- v. Planning and arranging for induction of new employees
- vi. Ensuring health and safety of employees
- vii. Taking care of employees welfare
- viii. Assisting in counseling employees.
- ix. Any other duty assigned

5. COMPUTER TECHNICIAN

(a) Qualification and Experience

- i. Diploma in Computer Studies or Information Communication Technology from a recognized institution
- ii. Served as a Technician in a comparable position in the Public Service or Private Sector for a minimum period of two (2) years
- iii. Minimum of thirty (30) years of age
- iv. Knowledge of current windows and mobile operating systems.
- v. Knowledge of core desktop and cloud business applications.

- vi. Good oral, electronic and written communication skills.
- vii. Ability to document processes, procedures and results.
- viii. Shown merit, integrity and ability as reflected in work performance and results
- ix. Meet the requirements of chapter six (6) of the Constitution of Kenya 2020.

(b) *Duties and responsibilities*

- i. Installing and maintaining technical equipment used in training services and office work.
- ii. Offering technical support in ICT workshops.
- iii. Determining equipment specifications for ICT laboratories.
- iv. Diagnosing and solving hardware and software faults.
- v. Maintaining and monitoring existing systems.
- vi. Installing and configuring IT hardware and software.
- vii. Keeping an inventory of computer equipment in the computer laboratory.
- viii. Working closely with ICT HOD to grow the Technology Infrastructure of the Institute
- ix. Any other duties assigned

Interested candidates should submit their applications with detailed CV, copies of academic and professional certificates and testimonials so as to reach the undersigned by **3rd September 2020.**

**The Principal,
Ramogi Institute of Advanced Technology,
P.O. Box 1738-40100,
KISUMU.**