



RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY
RIAT HILL
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Ramogi Institute of Advanced Technology (RIAT) is a public institution under the Ministry of Education, State Department for TVET.

ADVERTISEMENT FOR INTERN POSITIONS

Applications are invited from qualified candidates for the following positions:

S/NO	DESIGNATION	NO. OF POSTS	VACANCY NO
1	Front Office Receptionist	1	RIAT/01/2023
2	Librarian	1	RIAT/02/2023
3	Dairy Farm Attendant	1	RIAT/03/2023
4	Cashier	1	RIAT/04/2023
5	ICT Technician	2	RIAT/05/2023

1. Front Office Receptionist (1 Post) Vacancy Ref. RIAT/01/2023.

(a) Duties and Responsibilities

- a) Diary management and management of meeting rooms.
- b) Handling event coordination both internally and externally.
- c) Handling queries and complaints via phone, email and general correspondence.
- d) Transferring calls as necessary.
- e) Greet and welcome guests as soon as they arrive at the office
- f) Direct visitors to the appropriate person and office
- g) Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms and brochures)
- h) Provide basic and accurate information in-person and via phone/email
- i) Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- j) Order front office supplies.
- k) Any other duties that may be assigned from time to time.

(b) Requirements for Appointment

- i. Minimum of a degree in public relations/front office operations or in a related field.
- ii. Good communication skills on English and Kiswahili in both written and Verbal.
- iii. Competency in Microsoft applications including Word, Excel, and Outlook

2. Librarian (1 Post) Vacancy Ref. RIAT/02/2023.

(a) Duties and Responsibilities.

- a) Competence in Selecting, developing, cataloguing and classifying library resources.
- b) Ability to positively handle readers' enquiries.

- c) Cataloguing and recording of new publications in accordance with the established library system or procedures.
- d) Keeping records of all incoming new books, pamphlets and periodicals.
- e) Checking and filing of typed catalogues cards
- f) Indexing and abstracting
- g) Estimate of library expenditure and vote control.
- h) Preparation of books binding.
- i) Liaising with finance office on issues concerning lost books of trainees. On clearance.
- j) Responsible for carrying out miscellaneous tasks.
- k) Clearance of students
- l) Any other duties that may be assigned from time to time.

(b) Requirement for Appointment.

- i. Minimum of Diploma in Information studies, Library Science or its equivalent
- ii. Knowledge in computer applications.

3. Dairy Farm Attendant (1 Post) Vacancy Ref. RIAT/03/2023.

(a) Duties and Responsibilities

- a) Feeding and looking after livestock.
- b) Treating animals and crops to prevent disease.
- c) Operating milking machinery on dairy farms.
- d) Keeping and maintaining records on dairy produce.
- e) Ploughing fields, sowing seeds and harvesting fodder crops.
- f) Operating and repairing farm machinery like tractors ploughs and combine harvesters.
- g) Maintaining dairy unit and equipment.
- h) Any other duties that may be assigned from time to time

(b) Requirement for Appointment.

- i. Kenya certificate of Secondary Education (KCSE).
- ii. A course in livestock and crops management
- iii. Computer literacy will be an added advantage.

4. Cashier (1 Post) Vacancy Ref. RIAT/04/2023.

(a) Duties and Responsibilities

- a) Receiving payments
- b) Keeping track of all transactions.
- c) Managing cash registers
- d) Issue receipts, refunds, change or tickets
- e) Resolve customer complaints, guide them and provide relevant information.
- f) Track transactions on balance sheets and report any discrepancies
- g) Any other duties that may be assigned from time to time.

(b) Requirement for Appointment.

- i. CPA II or its equivalent
- ii. Relevant Computer Accounting skills.

5. ICT Technicians (2 Posts – 1 Degree and 1 Diploma) Vacancy Ref. RIAT/04/2023.


(a) Duties and Responsibilities

- (a) ICT laboratory management
- (b) Support trainers and trainees on ICT and ODEL.
- (c) Inspect laboratory, equipment, and systems to identify any issues.
- (d) Repair faulty equipment units and damaged structures.
- (e) Develop and implement preventative maintenance procedures.
- (f) Plan and schedule repairs. Issuing training equipment and materials for practical lessons.
- (g) Ensuring the laboratories are tidy, clean and safe for learning.
- (h) Keeping of records of materials and supplies required and used.
- (i) Setting the laboratory for practical sessions
- (j) Provide needed tools to trainees.
- (k) Ensure safety by giving guidance to trainees on safety measures.
- (l) Maintaining general cleanliness in the laboratories.

(b) Requirement for Appointment.

- i. Minimum of Degree in ICT or in a related field
or
- ii. Minimum of Diploma in ICT or in a related field
- iii. Good communication skills on English and Kiswahili in both written and Verbal.
- iv. Competency in Networking.

Interested candidates should send their applications with a one-page CV, Copies of academic and professional certificates and testimonials by e-mail to principal@ramogiinstitute.ac.ke by 22nd September 2023. RIAT is an equal opportunity employer and does not discriminate; any form of canvassing will lead to automatic disqualification.


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