



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

ADVERTISEMENT OF VACANT POSTS

Applications are invited from qualified candidates for the following positions:

S/No	Designation	No. of Posts	Vacancy No.
1.	Systems Administrator	1	RIAT/01/2021
2.	Clinical Officer	1	RIAT/02/2021
3.	Janitor	1	RIAT/03/2021
4.	Groundsmen/Women	3	RIAT/04/2021
5	BOG Trainers	5	RIAT05/2021

1. Systems Administrator (1 post) Vacancy No. RIAT/01/2021

(a) Duties and Responsibilities

- i. Installation and maintenance of computer systems;
- ii. Configuration of Local Area Network and Wide Area Network;
- iii. Developing and updating application systems;
- iv. Carrying out systems analysis, design and program specifications in liaison with users
- v. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vi. Drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information Communication Technology equipment;
- vii. Overseeing the process of configuration of new Information Communication Technology equipment.
- viii. Maintain and administer computer networks and related computing components such as computer hardware, systems software, applications software and all configurations to ensure system dependent institution operations function as per the SLAs

- ix. Ensure that virus protection software is installed on all computers and are updated regularly.
- x. Perform regular diagnosis, trouble shooting and resolve hardware and software problems that may slow or fail operations of the institution.
- xi. Analyze information to determine, recommend and plan installation of a new system or modification of an existing system.
- xii. Monitor and minimize software deviation through test routine systems backups and restores to ensure optimum system.
- xiii. Conduct regular network and security audits to continuously manage systems security to avoid data loss.
- xiv. Asses, gather, analyze user needs and requirements and provide solutions on a daily basis
- xv. Any other duties assigned.

(b) Requirements for Appointment

1. For appointment to this grade, a candidate must have a Diploma in any of the following fields: Computer Science/ Information Communication Technology with knowledge in electronics from a recognized institution.
2. Must have a professional qualification with MCP or Oracle or Certified Information System Analyst (CISA)

OR

1. Served in the grade of Information Communication Technology Officer or its equivalent position for a minimum period of three (3) years.
2. Must be of age thirty (30) years and above.
3. Have thorough knowledge of System Administration and Networking in TVET institutions in Kenya.

2. Clinical Officer (1 Post) Vacancy No. RIAT/02/2021

(a) Duties and Responsibilities.

- i. Diagnosis and treatment of disease and injury.
- ii. Ordering and interpreting medical tests.
- iii. Performing routine medical and surgical procedures.
- iv. Referring patients to other practitioners and managing health departments.
- v. Any other duties assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- i. Diploma in Clinical Medical Sciences.
- ii. Minimum 3 years working experience.
- iii. practicing licence from the Health Professions Council of Kenya.

3. House-Keeper (1 Post) Vacancy No RIAT/03/2021

The successful applicant will be required to supervise housekeeping and ensure that the welfare of trainees in the hostels are well maintained according to the Institute's standards.

(a) Duties and Responsibilities.

- i. Monitor hostels security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances use to ensure that hazards are not created.
- ii. Notify managers concerning the need for major repairs or additions to building operating systems.
- iii. Requisition supplies and equipment needed for cleaning and maintenance duties.
- iv. Maintenance of inventory of fixtures & fittings and reporting the needs for repair and replacement.
- v. Ensure rooms are well maintained and report any incidence of damages and breakages.
- vi. Allocating rooms for students and ensure clearance process done as per the college rules.
- vii. Ensure hostel is kept clean all the time and is fumigated.
- viii. Keeping students' records and ensuring they are up to date.
- ix. Report any emergency medical issues that may arise to trainees.
- x. Any other duties assigned.

(b) Requirement for Appointment.

- i). For appointment to this grade, a candidate must have a Certificate in any of the following fields: Housekeeping, Catering and Accommodation or any related course from a recognized institution.
- ii). Computer applications knowledge will be an added advantage.

4. Groundsmen and Women/Cleaners (3 Posts) Vacancy No. RIAT/04/2021.

(a) Duties and Responsibilities

- i. Cleaning tasks such as dusting, mopping, sweeping, waxing floors and vacuuming.
- ii. Refilling supplies, such as toilet paper and paper towels.
- iii. Cleaning spills, broken glass and other messes up as quickly as possible.
- iv. Coordinating duties with other cleaners.
- v. Slashing and weeding of flowers.

- vi. Wash windows and launder drapes.
- vii. Clean and disinfect toilets and replenishes supplies such as toilet paper, soap, and paper towels.
- viii. Service, clean, and supply restrooms.
- ix. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- x. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- xi. Clean and keep up various surfaces and material within a building or space.
- xii. Sweep and mop floors.
- xiii. Vacuum and steam clean carpets.
- xiv. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- xv. Spray insecticides and fumigants to prevent insect and rodent infestation.
- xvi. Clean and polish furniture and fixtures. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- xvii. Any other duties assigned.

(b) Requirement for Appointment.

- (i) For appointment to this grade, a candidate must have Kenya Certificate of Secondary Education or it's equivalent.
- (ii) Computer applications knowledge will be an added advantage.

5. Trainers (5 Posts) Vacancy No. RIAT/05/2021

(a) General Duties and Responsibilities.

- (i) Undertaking **training** in areas of specialization in accordance with the curriculum.
- (ii) Preparing training materials and schemes of work.
- (iii) Setting and marking examination/assignment.
- (iv) Carrying out research work under the guidance and supervision of a senior **trainer**.
- (v) Supervising trainees' projects and practical work.
- (vi) Any other duties assigned.

(1) Technical Trainer - Land Survey

(b) Requirements for appointment.

- (i) Bachelor's Degree or a Higher National Diploma in any of the following;
 - Land Surveying, Engineering, Cartography, Remote Sensing, photogrammetry, Urban and rural planning or its equivalent qualification from a recognized Institution in Kenya.
- (ii) Be registered by relevant Professional body.
- (iii) Proficiency in computer applications.
- (iv) Meet requirement of chapter six of Kenyan Constitution.
- (v) Must have at least three (3) years' experience.

(2) Technical Trainer - Welding and Fabrication.

(a) Requirements for appointment.

- (i) Bachelor's Degree or a Higher National Diploma in Mechanical Engineering.
- (ii) Be registered by relevant Professional body.

- (iii) Proficiency in computer applications.
- (iv) Meet requirement of chapter six of Kenyan Constitution.
- (v) Must have at least three (3) years' experience.

(3) Technical Trainer - Refrigeration and Air Conditioning.

(a) Requirements for appointment.

- (i) Bachelor's Degree or a Higher National Diploma in any of the following;
Refrigeration and Air Conditioning, Electrical/Refrigeration Engineering or equivalent qualification from a recognized Institution in Kenya.
- (ii) Be registered by relevant Professional body.
- (iii) Proficiency in computer applications.
- (iv) Meet requirement of chapter six of Kenyan Constitution.
- (v) Must have at least two (2) years' experience.

(4) Trainer - Kiswahili.

(a) Requirements for appointment.

- (i) Bachelor's Degree in Arts/Education or Diploma in Education with specialization in Kiswahili.
- (ii) Proficiency in computer applications.
- (iii) Meet requirement of Chapter six of Kenyan Constitution.
- (iv) Must have at least three (3) years' experience.

(5) Technical Trainer - Information Communication Technology

(a) Requirements for appointment.

- (i) Bachelor's Degree in Education Arts or a Higher National Diploma in any of the following;
Computer Science, Information Communication Technology or equivalent qualification from a recognized Institution in Kenya.
- (ii) Proficiency in computer applications.
- (iii) Meet requirement of chapter six of Kenyan Constitution.
- (iv) Must have at least three (3) years' experience.

Interested candidates should submit their applications with detailed CV, Copies of Academic and Professional Certificates and Testimonials so as to reach the undersigned by 23rd February 2021.

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