



MINISTRY OF EDUCATION
State Department for Technical & Vocational Education & Training
**SIKRI TECHNICAL & VOCATIONAL COLLEGE
FOR THE BLIND AND DEAF**



P.O. Box 194 – 40222, OYUGIS

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JOB ADVERTISEMENT

Sikri Technical and Vocational College for the Blind and Deaf is a public TVET institution operating under the mandate and regulatory framework of the Technical and Vocational Education and Training Act, No. 29 of 2013.

The college is seeking to recruit highly competent, proactive and self-driven individuals to fill the following vacant positions: -

S/No.	Designation	Posts	Ref.
1.	Laboratory Technician	1	STVCBD/2026/001
2.	Agricultural Engineering Technician	1	STVCBD/2026/002
3.	Kenyan Sign Language Interpreter	1	STVCBD/2026/003
4.	Administrative Clerk	2	STVCBD/2026/004
5.	Accountant	1	STVCBD/2026/005
6.	Assistant Supply Chain/Procurement Officer	2	STVCBD/2026/006
7.	Human Resource Officer	1	STVCBD/2026/007
8.	Production Unit Coordinator	1	STVCBD/2026/008

Interested applicants are requested to visit the website:

<https://www.sikriblinddeaf.ac.ke/index.php?q=careers> for more information about the vacancies.

Application procedures:

- All applications must be submitted with an application letter and a detailed CV indicating academic qualifications, professional qualification, experience, membership in professional membership/licenses or bodies where applicable, valid email addresses, telephone contacts, copies of certificates, national ID, and other testimonials.
- Sikri Technical and Vocational College for the Blind and Deaf is an equal opportunity employer; therefore, applicants of either gender, youth, persons living with disabilities, and those from marginalized areas are encouraged to apply.
Interested applicants should ensure that their applications are received on or before **5:00 pm on Friday 15th May 2026**
- All applications MUST be addressed to:

*Approved for
Chairman*

**The Principal/Board of Governors' Secretary
Sikri Technical and Vocational College for the Blind and Deaf
P.O.Box 194 – 40222, OYUGIS**

NOTE:

- Only shortlisted candidates will be contacted

1. POSITION SUMMARY

Department	Applied Sciences
Reports To	Head of Department
Employment Terms	3 Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

- a) Supervise Laboratory Assistants/Attendants to ensure smooth laboratory training operations, and conduct their periodic performance appraisals to measure and improve the effectiveness of staff under this position.
- b) Oversee trainees during practical sessions to ensure strict adherence to laboratory rules and regulations, enforcing a safe and disciplined learning environment that mitigates the risk of accidents.
- c) Set up and dismantle apparatus as directed by teaching staff, conduct prior trials of experiments, demonstrate techniques, and provide technical support to trainees during practicals to ensure sessions run smoothly.
- d) Maintain a comprehensive laboratory inventory to ensure all required equipment and chemicals are available, and requisition consumables in a timely manner to sustain uninterrupted laboratory operations.
- e) Ensure safe storage of chemicals and equipment to prevent accidents, segregate and dispose of non-functional items per safety disposal guidelines, and ensure laboratory waste is disposed of in compliance with Occupational Safety and Health (OSH) standards.
- f) Prepare and implement an equipment maintenance schedule approved by the section head, promptly report breakdowns for repair or replacement decisions, and supervise regular cleaning of the laboratory and equipment to ensure efficient operations.
- g) Observe, enforce, and promote health and safety procedures within the laboratory, ensuring all accidents and safety concerns are promptly reported to the section head and a proactive safety culture is maintained.
- h) Maintain accurate and up-to-date records on the use, maintenance, and inventory of laboratory equipment and chemicals to ensure full accountability, traceability, and reliable future reference.

- i) Advise the section head on laboratory budgetary requirements by proposing necessary chemicals, consumables, and equipment, ensuring all resource needs are adequately factored into the budget to support smooth training programmes.
- j) Keep abreast of relevant scientific and technical developments to enhance laboratory efficiency, reliability, and safety, and apply current best practices to continuously improve the quality of training and laboratory operations.
- k) Perform any other duties as may be assigned by the authority from time to time

3. ACADEMIC QUALIFICATIONS

- a) Applicants must hold a Diploma in any of the following fields; Applied Biology, Analytical Chemistry, Medical Laboratory Technology, Pharmaceutical Technology, Biochemistry Technology, Microbiology and Biotechnology, Food Science and Technology, Nutritional Sciences (Laboratory Option), Chemical Engineering Technology or an equivalent from a recognized institution,
- b) Computer literacy with proficiency in MS Office applications and basic laboratory data management software
- c) Proficiency in handling, operating, and troubleshooting scientific laboratory equipment
- d) Knowledge of Occupational Safety and Health Act including waste management regulations and environmental compliance
- e) A minimum of two (2) years of relevant work experience in a laboratory setting, practical training support, or a closely related field, preferably in a TVET institution

1. POSITION SUMMARY

Department	Agricultural Engineering and Environmental Studies
Reports To	Head of Department
Employment Terms	3 Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

This position is responsible in the provision of technical support to the lecturer in charge of the section, contributing to trainees' learning experience by assisting with the preparation of equipment and machinery for practical work to promote understanding of course work and innovation. Specific duties and responsibilities include:

- a) Supervise Assistant Technicians/Attendants to ensure smooth workshop operations, and conduct periodic performance appraisals to track implementation of individual work plans and improve the effectiveness of staff under this position.
- b) Provide hands-on technical support to trainers and trainees in solving practical and technical problems during agricultural engineering training sessions, ensuring practicals are conducted efficiently and learning objectives are achieved.
- c) Maintain overall charge of all tools, equipment, and machinery in the agricultural engineering workshop; manage inventory by receiving, issuing, and tracking tools and materials; and ensure sufficient stock is available and well-organized for easy traceability at all times.
- d) Requisition consumables in a timely manner to prevent shortages, and organize them systematically to ensure they are easily traced and readily accessible to support uninterrupted agricultural engineering workshop operations.
- e) Prepare and implement a maintenance schedule for all workshop equipment and machinery for approval by the section head, and maintain accurate and up-to-date servicing records to ensure the schedule is strictly adhered to and all equipment remains in optimal working condition.
- f) Promptly report any breakdown of agricultural engineering equipment and machinery to the section head to inform replacement decisions, and provide accurate technical procurement specifications for equipment to be purchased to guarantee acquisition of the correct and suitable items.
- g) Observe, enforce, and promote health and safety procedures in the workshop; ensure all accidents are promptly reported to the section head; and segregate non-functional equipment and machinery to eliminate potential hazards and maintain a safe training environment.

- h) Supervise regular cleaning of the agricultural engineering workshop and all equipment therein to maintain general cleanliness, ensure proper care of tools and machinery, and provide a safe and conducive environment for training and practical sessions.
- i) Advise the section head on the budgetary requirements of the workshop and actively provide input in the budgeting process by proposing the equipment, machinery, and materials required, ensuring all workshop needs are adequately captured and funded in the institutional budget.
- j) Ensure all workshop operations, tool usage, equipment handling, and safety practices comply with relevant occupational safety and health regulations as well as institutional and TVET authority standards, fostering a culture of accountability, safety, and operational excellence.
- k) Perform any other duties as may be assigned by the authority from time to time

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Applicants must hold a Diploma in any of the following fields; Agricultural Engineering, Farm Machinery & Power Technology, Irrigation and Drainage Engineering, Agricultural Mechanization, Mechatronics Engineering (with bias in agricultural applications), Mechanical Engineering (Plant Option), General Agriculture (Engineering Option), Land and Water Management, Environmental and Natural Resources Management, Renewable Energy Technology (with bias in agricultural applications) or an equivalent from a recognized institution,
- b) Computer literacy with proficiency in MS Office applications and basic engineering software
- c) Knowledge of the Occupational Safety and Health Act including Knowledge of environmental regulations governing agricultural engineering practices in Kenya
- d) A minimum of two (2) years of relevant work experience in agricultural engineering, farm mechanization, workshop operations, or a closely related field, preferably in a TVET institution or agricultural machinery environment

1. POSITION SUMMARY

Department	Administration
Reports To	Administrative Officer
Employment Terms	3 Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

The Kenyan Sign Language Interpreter is responsible for providing accurate, professional, and timely sign language interpretation services at the reception of the institution, facilitating seamless and dignified communication between deaf and hard-of-hearing persons and the hearing staff, trainees, and visitors. Specific duties and responsibilities include:

- a) Provide accurate and professional Kenyan Sign Language (KSL) interpretation services at the reception area for deaf and hard-of-hearing visitors, trainees, and staff
- b) Welcome and guide guests, visitors, and trainees at the reception, ensuring they are directed to the appropriate offices or personnel
- c) Facilitate effective communication between hearing and deaf/hard-of-hearing individuals during inquiries, meetings, and institutional engagements at the front office
- d) Assist deaf and hard-of-hearing trainees in navigating institutional processes, including registration, fee payment, and general administrative procedures
- e) Support the institution in promoting a disability-inclusive environment in compliance with the Persons with Disabilities Act (Cap 133) of the Laws of Kenya
- f) Maintain confidentiality and professional ethics in all interpretation engagements
- g) Liaise with relevant departments to ensure the needs of deaf and hard-of-hearing persons are adequately addressed
- h) Perform any other duties as may be assigned by the authority from time to time

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Applicants must hold a Certificate in Kenyan Sign Language, Kenyan Sign Language Interpretation, Kenyan Sign Language Communication or an equivalent from a recognized institution,
- b) Knowledge of deaf culture and disability inclusion practices in Kenya
- c) Good interpersonal, communication, and customer service skills
- d) Computer literacy and proficiency in basic MS Office applications
- e) At least one (1) year of relevant experience in sign language interpretation, special needs support, or a related front office or customer-facing role will be an added advantage

1. POSITION SUMMARY

Department	Registry
Reports To	Registrar
Employment Terms	3 Year Contract
Number of Posts	Two (2)

2. DUTIES AND RESPONSIBILITIES

The clerk serves as the administrative backbone of the department, providing essential clerical, secretarial, and records management support to ensure the smooth and efficient delivery of academic programmes and services within the institution. Specific duties and responsibilities include:

- a) Provide general administrative and clerical support to ensure smooth day-to-day institutional operations
- b) Manage, maintain, and update academic records including student registration, examination records, transcripts, and certificates in accordance with institutional and regulatory requirements
- c) Receive, sort, register, and dispatch incoming and outgoing mail, correspondence, and documents
- d) Maintain proper filing systems — both physical and electronic — to ensure documents are systematically organized and easily retrievable
- e) Assist in the preparation, formatting, and production of official institutional documents, reports, letters, notices, and circulars
- f) Support the scheduling and coordination of meetings, including preparation of agendas, minutes, and follow-up action points
- g) Respond to enquiries from students, staff, and the public at the front office or registry in a courteous and professional manner
- h) Assist in maintaining the confidentiality and security of institutional records and sensitive documents in compliance with data protection requirements
- i) Support the academic registry in processing student admissions, deferrals, transfers, and other academic transactions
- j) Maintain stationery and office supplies inventory and requisition replenishments as required
- k) Assist in coordinating examinations logistics including distribution of examination materials and maintenance of examination records

- l) Perform any other clerical and administrative duties as may be assigned by the authority from time to time

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Applicants must hold a Diploma in Office Administration, Records and Archives Management, Business Management, Information Science, Business Administration (Office or Records Management Option), Diploma in Information Communication Technology, Office Administration & Management or an equivalent from a recognized institution
- b) Proficiency in computer applications including MS Word, MS Excel, email communication etc.
- c) A minimum of two (2) years of relevant work experience in a clerical, administrative, records management, or registry role, preferably in an academic setting will be an added advantage

1. POSITION SUMMARY

Department	Finance and Accounts
Reports To	Finance Officer
Employment Terms	3 Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

The accountant will be responsible for maintaining accurate financial records, ensuring compliance with statutory obligations, and supporting sound financial management within the Institute. Specific duties and responsibilities include:

- a) Maintaining accurate books of accounts in accordance with the Public Finance Management Act, 2012 and International Public Sector Accounting Standards (IPSAS).
- b) Processing payments, receipts, and journal entries and ensuring proper coding of all transactions in the accounting system.
- c) Overseeing reconciliation of bank statements, ledger accounts, control accounts, and cash books on a monthly basis.
- d) Supporting internal and external audits by availing relevant financial documents, schedules, and explanations.
- e) Administering the Institute's imprest, petty cash, and student fee accounts, ensuring proper accountability and documentation.
- f) Participating in budget preparation, monitoring, and variance analysis in liaison with departmental heads.
- g) Advising management on financial matters and ensuring adherence to the Institute's financial regulations and Treasury circulars.
- h) Maintaining an updated fixed assets register and ensuring proper depreciation is computed and recorded.
- i) Any other duties as may be assigned by authority from time to time.

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Candidates must hold a Bachelor's Degree in any of the following fields: B. Com (Accounting), B. Com (Finance), B. Com (Business Administration – Accounting Option), BSc. Accounting and Finance, BSc. Finance, BA. Economics and Finance, BSc. Accounting & Information Systems or an equivalent from a recognized institution
- b) Certified Public Accountant - CPA Part II
- c) A minimum of three (3) years of relevant post-qualification work experience in accounting, finance, or a related field; experience in a TVET/educational institution will be an added advantage.
- d) Demonstrated competence Proficiency in ICT and working knowledge in the use of computerized accounting systems is mandatory.

1. POSITION SUMMARY

Department	Procurement & Supply Chain Management
Reports To	Procurement Officer
Employment Terms	2 Year Contract
Number of Posts	Two (2)

2. DUTIES AND RESPONSIBILITIES

This position is responsible for procuring goods, works and services to ensure the institution requirements are met in accordance with the Public Procurement and Asset Disposal Act. Specific duties and responsibilities include:

- a) Coordinate day to day activities in the supply chain department to ensure smooth running department's operations
- b) Update of the supplier master file (ERP system) with the qualified suppliers are to enhance ease in the procurement of goods, works and services
- c) Receiving, verifying, and processing purchase requisitions from all departments and ensuring they are properly authorised before initiating procurement.
- d) Assisting in the preparation and issuance of Local Purchase Orders (LPOs), Local Service Orders (LSOs), and other procurement documents in accordance with approved procurement plans.
- e) Maintaining an accurate and up-to-date register of all procurement transactions, contracts, and supplier records as required under the Public Procurement and Asset Disposal Act, 2015.
- f) Assisting in the sourcing of quotations from prequalified suppliers and preparing comparative statements for evaluation by the Supply Chain Officer.
- g) Coordinating with the stores/warehouse section to ensure timely delivery, receipt, inspection, and recording of goods and materials ordered.
- h) Supporting the preparation and submission of procurement reports, returns, and statutory documents to the Public Procurement Regulatory Authority (PPRA) and other relevant bodies.
- i) Monitoring stock levels of office supplies and stationery and initiating timely replenishment requests to avoid operational disruptions.
- j) Preparing and circulating internal correspondence, memos, and notifications related to supply chain operations.

- k) Supporting the conduct of periodic stock-taking, asset verification, and inventory audits within the institution.
- l) Any other duties as may be assigned by authority from time to time.

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Candidates must hold a Diploma in any of the following fields of study; Procurement and Supply Chain Management, Purchasing and Supplies Management, Stores and Materials Management, Business Administration (Procurement Option), Business Management (Supply Chain Option) Commerce (Procurement / Supply Chain Option) or an equivalent from a recognized institution
- b) A minimum of two (2) years of relevant work experience in supply chain, procurement, purchasing, stores management, or a closely related field.
- c) Demonstrated competence Proficiency in ICT including practical experience in the use of procurement systems, stock management tools, or inventory management software
- d) Membership or student affiliation with the Kenya Institute of Supplies Management (KISM) is an added advantage.

1. POSITION SUMMARY

Department	Human Resource Management
Reports To	Deputy Principal Administration
Employment Terms	3-Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

Purpose of the job is to coordinate and implement human resource management functions, ensuring effective staffing, staff welfare, and compliance with labour laws and institutional HR policies in support of the College's strategic mandate. Specific duties and responsibilities include:

- a) Advise the council/BOG on matters relating to Human Resource policies so as to make informed decisions
- b) Act as the link between the management and the union through negotiations formulation of agreements such as collective bargaining agreements to ensure smooth Labour relations in the institution
- c) Oversee the human resource trainings and development through liaison with other departments to establish human resource needs
- d) Oversee the administration of the staff appraisal process and review the staff annual appraisals reports to monitor staff performance in the institution
- e) Oversee recruitment, appointment and promotions of staff to ensure the institution has the right staffing
- f) Manage and update the payroll to ensure compliance with the payroll process and government regulations
- a) Handle the staff discipline and grievances issues to ensure that best practice in the management of discipline is instilled in the institution.
- b) Review employment and working conditions to ensure legal compliance requirements
- c) Provide counselling and guidance services to the staff to promote staff welfare and wellness
- d) Monitor the working environment of the staff to ensure health and safety measures are observed
- e) Analyse the requirement of the institution to identify gaps and ensure consistent provision of requisite manpower in the institution.
- f) Monitor the implementation of the training programmes to ensure timeliness, cost efficiency and high-quality standards

- g) Maintain the Human Resource Information system and ensure confidentiality of staffs' personal information
- h) Any other duties as may be assigned by authority from time to time.

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Bachelor's degree in Business Administration (Human Resource Management Option), Social Sciences with a Diploma in Human Resource Management, Higher Diploma in Human Resource Management or an equivalent from a recognized institution
- b) Membership with IHRM (Institute of Human Resource Management, Kenya)
- c) A minimum of three (3) years of relevant post-qualification work experience in a human resource management role, preferably in a public institution, educational establishment, or a comparable organisation
- d) Proficiency in computer applications including MS Office Suite, ERP software etc

1. POSITION SUMMARY

Department	Production Unit
Reports To	Deputy Principal Administration
Employment Terms	2-Year Contract
Number of Posts	One (1)

2. DUTIES AND RESPONSIBILITIES

The Production Unit Coordinator is responsible for the planning, coordination, supervision, and management of all production units and income-generating activities within the institution. The role bridges practical training and commercial production, ensuring that workshops, farms, service units, and other enterprise activities generate revenue while providing learners with hands-on, industry-relevant experience. Specific duties and responsibilities include:

- a) Develop and implement annual production plans, targets, and schedules for all institutional production units and IGAs.
- b) Coordinate day-to-day operations of all production units including workshops
- c) Monitor production processes to ensure efficiency, quality standards, and timely delivery of goods and services.
- d) Identify, develop, and implement new income-generating opportunities and commercialisation strategies.
- e) Prepare production unit budgets and revenue projections and monitor income against set targets.
- f) Maintain accurate financial records for all production and commercial activities and submit periodic revenue reports.
- g) Ensure all products and services meet required quality standards, specifications, and industry benchmarks.
- h) Integrate production unit activities with CBET training programs to ensure learners gain practical, industry-relevant competencies.
- i) Market the institution's production capabilities, products, and services to attract tenders, contracts, and sales.
- j) Perform any other duties as may be assigned by designated authority from time to time.

3. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- a) Candidates must hold a minimum of a Bachelor's Degree in Business Administration, Bachelor of Commerce, Bachelor of Science in Entrepreneurship, Bachelor of Project Planning and Management, Bachelor of Science in Agribusiness Management or an equivalent from a recognized institution
- b) A minimum of three (3) years of demonstrated experience in managing income-generating activities, commercial production, workshop operations, or technical projects or a closely related field.
- c) Proficiency in computer applications including MS Office Suite, accounting/ERP software, and project management tools.

HOW TO APPLY

- a) All applications must be submitted with an application letter and a detailed curriculum vitae (CV) indicating academic qualifications, professional qualification, experience, membership in professional membership/licenses or bodies where applicable, valid email addresses, telephone contacts, 2 referees,
- b) Attach copies of certificates, national ID, evidence of professional body membership (where applicable) and other testimonials.
- c) Sikri Technical and Vocational College for the Blind and Deaf is an equal opportunity employer; therefore, applicants of gender, youth, persons living with disabilities, and those from marginalized areas are encouraged to apply.

Interested applicants should ensure that their applications are received on or before **5:00 pm on 15th may 2026**

- d) All applications should be addressed to:

**The principal/Board of Governors' Secretary
Sikri Technical and Vocational College for the Blind and Deaf
P.O.Box 194 – 40222, OYUGIS**

NOTE:

- Only shortlisted candidates will be contacted