



# RAMOGI INSTITUTE OF ADVANCED TECHNOLOGY

## RIAT HILL

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02 September, 2019

## VACANT POSITIONS

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

*The Institute invites qualified applicants for the following positions.*

### 1. INTERNAL AUDITOR

#### Job Summary

To plan, develop and monitor the implementation of internal audit strategies and annual audit plans for the Institute. Perform duties in planning, managing and conducting operational and complications audits. Develop comprehensive reports of findings and recommendations; provide professional recommendations in formulating policies and procedures to ensure sound systems of internal control and compliance. Develop and implement risk management policies and guidelines and fraud detection, prevention and elimination policies and strategies.

#### Job Specifications

- a. Bachelors degree in Commerce (*Accounting/Finance option*), Auditing, Accounting, Finance, Business Administration (*Accounting/Finance option*) or equivalent qualification from a recognized institution.
- b. Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body
- c. Knowledge in Computer literacy, budgeting, relevant legislation and professional standards.
- d. At least four (4) years' experience in the grade of internal Auditor or in a comparable and relevant position preferably in a training Institution.
- e. Demonstrate merit and show ability as reflected in work performance and results
- f. Should not be more than 45 years old.

## **2. FINANCE OFFICER**

### **Job Specifications**

- a) Bachelors Degree in Commerce (*Accounting/ Finance Option*) or equivalent from a recognize intuition. 8
- b) CPA (K) holder or equivalent.
- c) Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body
- d) Knowledge in relevant computer accounting packages, Public Finance Act 2012 and other relevant financial regulations.
- e) At least five (5) years work experience in the position of Finance Officer or in a comparable or relevant position preferably in a training Institution.
- f) Should be between 30-45 years old.

## **3. ASSISTANT ACCOUNTANT**

### **Job Specifications**

- a) Holder of minimum of CPA II or its equivalent
- b) Relevant computer accounting packages
- c) At least four (4) years work experience in a similar or comparable position preferably in a training Institution.

### **HOW TO APPLY**

In compliance to article six (6) of the constitution of Kenya the applicant should provide:-

- a. Valid Certificate of good conduct
- b. Tax Compliance Certificate
- c. HELB Clearance
- d. EACC Compliance Certificate

Interested candidates should submit their applications with detailed CV, copies of academic and professional certificate and testimonials so as to reach the undersigned on or before **17<sup>th</sup> September, 2019.**

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