



JOB VACANCY

Sikri Technical and Vocational College for the Blind and Deaf (STVCBD) is one of the greatest Institutions in tertiary training for persons with disability and special needs offering creative and innovative courses from Artisan to Diploma Levels.

The organization seeks to recruit qualified, competent, dynamic, proactive, innovative and highly committed staff to fill the following vacant positions

NO.	DESIGNATION	REF. NO.	NO. OF VACANCIES
1	Librarian	STVCBD/2022/001	1
2	Driver	STVCBD/2022/002	2
3	Secretary	STVCBD/2022/003	1
4	Nurse	STVCBD/2022/004	1

The details of each of the advertised positions are available on the College's website www.sikriblinddeaf.ac.ke. Applications including a detailed Curriculum Vitae, copies of academic and professional certificates, testimonials, day time telephone number and should be sent to the undersigned to be received on or before **31st October 2022**.

Principal/BOG Secretary
Sikri Technical & Vocational College for the Blind and Deaf
P.O. Box 194 – 40222
OYUGIS.

STVCBD is an equal opportunity employer; persons with disability, women and minority groups are encouraged to apply. Only shortlisted candidates will be contacted.

Mission

Transfer competence-based skills to persons with special needs in technical & entrepreneurial training areas, carrying out research and focusing on innovation

Vision

A world-class Centre for Technical & Entrepreneurial Training, Research and Innovation for persons with special needs

Core Values

STVCBD upholds the following core values;

Professionalism - the College shall uphold high-quality academic status, ethical and quality Standards in terms of recruitment, admission and services provided to enhance professional competence by providing the highest level of training to all.

Integrity - We are committed to acting with honesty, fairness, accountability and transparency in all our operations.

Teamwork - We promote respect and unity of purpose among staff.

Cohesion- the College will promote coexistence among stakeholders.

LIBRARIAN – REF: STVCBD/2022/001 (1 POST)

Purpose of the job

This position is responsible for the effective management of library resources within the institution to enhance the link between knowledge creators and knowledge users for the provision of learning and development solutions

Responsibilities:

- a) Implement the library policies and procedures that conform to the national library guidelines
 - b) Take custody of institutions publications to ensure proper maintenance and availability when needed for future use
 - c) Allocate tasks and supervise staff in the institution library for optimal resource utilization in accordance to set work plans and schedules
 - d) Ensure Security of Information materials and the office equipment to assist in the management of documents to be charged and discharged to users
 - e) Manage information storage and retrieval systems that conform to library best practices
 - f) Develop procedures of collection, organization, interpretation and classification of information to aide library navigation.
 - g) Participate in development of the budget for the library as a useful source of information for the institution
 - h) Supervise registration of new users and clearance of library users and also compile a list if the fines for defaulters for sign off by the authority to establish security of information material
 - i) Coordinate with the technical team to ensure the library computerized security system is in good working condition to enhance the information material protection
 - j) Routinely supervise the library staff to ensure seamless flow of work and timely achievements of deliverables.
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Minimum Qualification

Bachelors Degree in information studies, Library and Information Science or its equivalent from a recognized university

Must be computer literate and 3 years' experience in similar role

DRIVER – REF: STVCBD/2022/002 (2 POSTS)

Purpose of the job

This position provides transportation services timely and consistent maintenance of vehicle and ensuring the security of the vehicle on and off the road.

Responsibilities:

- a) Transport authorized staff/students to designated locations in a safe and timely manner, to ensure the transport department supports the institution in the performance of work
 - b) Ensure the cleanliness and routine maintenance of the institution's vehicles assigned, to enhance the image of the institution and to make the vehicles user friendly
 - c) Perform minor repairs and make arrangement for major repairs to ensure the vehicle are kept in good condition at all times
 - d) Ensure timely change of oil, checking tyres, brakes and water levels to prevent the vehicle from breakdowns
 - e) Report the accidents and incidents to the officer in charge of transport to ensure appropriate strategies are developed and implemented to minimize the accidents and incidents and on the associated costs
 - f) Record distances travelled and fuel costs incurred for proper record keeping to assist in the management of transport costs
 - g) Inspect the vehicles to ensure they are fully equipped with tools and first aid kit to ensure adherence to the regulation
 - h) Maintain all valid legal documents such as driving license, work tickets, insurance and safety hazards
 - i) Ensure safety of the vehicle on and off the road
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Minimum Qualification

KCSE D (Plain)

Driver's License for class BCE vehicles

Basic Motor Vehicle Mechanics Course

First Aid Skills, Computer Literacy, Conversant with NTSA Act and Regulations and 3 years of relevant driving experience

SECRETARY – REF: STVCBD/2022/003 (1 POST)

Purpose of the job

This position is responsible for the provision of efficient office support and administrative assistance to the Principal

Responsibilities:

- a) Supervise, mentor and monitor their performance junior secretarial staff and clerical officers.
 - b) Maintain the diary and appointments/meetings for the Principal to ensure appointments are well planned and timely
 - c) Organize administration records and correspondence to ensure quick access to required information/ documents
 - d) Ensure the availability of well-managed office services including cleaning and tidying office to ensure a conducive working environment.
 - e) Maintain an efficient, smooth and easily accessible filing system to ensure the security of information and to limit access to unauthorised persons
 - f) Receive telephone calls to ensure calls are transferred to respective office
 - g) Maintain security and confidentiality of office records, documents and equipment
 - h) Manage office protocol and receive incoming calls, and correspondences and act as the link between executive offices, to ensure efficient response time to inquiries
 - i) Record dictation in shorthand and transcribe it into a written comprehensive form
 - j) Receive visitors and clients in a professional and courteous manner and direct them to the Principal/Deputy Principal office
 - k) Undertake correspondence for the principal as requested and as appropriate
 - l) Maintain an inventory of office equipment and supplies for the Principal and Deputy Principal offices
 - m) Prepare for committee meetings such as the Council/BOG meetings
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Minimum Qualification

Kenya National Examination Council exams in Shorthand III, Typewriting III, Business English III, Office Practice II, Commerce II, Secretarial II OR Diploma in Secretarial Studies and 3 years relevant work experience

NURSE - REF: STVCBD/2022/004 (1 POST)

Purpose of the job

This job is responsible for assessing patients and clients through provision of appropriate health care services in the institution.

Responsibilities

- a) Assess, plan, implement nursing interventions and evaluate patient's outcome.
 - b) Prepare and perform several procedures such as dressing wounds and provide first aids to patients in case of emergencies.
 - c) Responsible for completion of data, reports, records related to sickness/illness of patients.
 - d) Ensure a tidy and safe clinical environment to enhance good work environment.
 - e) Administer prescribed medicine to the patient.
 - f) Ensure appropriate referral of patients in cases that require advanced treatment.
 - g) Ensure proper disposal of used tools such as syringes and medicine to mitigate accidents.
 - h) Prepare requisition list of medicines and medical tools for review by the clinical officer.
 - i) Provide health education and counselling to clients/patients on identified health needs
 - j) Refer patients and clients to other hospitals for specialized care as appropriate
 - k) Maintain records on patients/clients health condition and care for future reference and continuity of care
 - l) Maintain a tidy, clean and safe work environment by dump-dusting of working areas and sterilizing the equipment for use
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Minimum qualification

Diploma in Community Health Nursing

Be registered by Nursing Council of Kenya

Knowledge of professional standards, Computer Literacy and 2 years relevant work experience

How to apply

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