



MINISTRY OF EDUCATION
State Department of Vocational & Technical Training
**SIKRI TECHNICAL & VOCATIONAL COLLEGE
FOR THE BLIND AND DEAF**
P.O. Box 194 - 40222, OYUGIS
Website: www.sikriblinddeaf.ac.ke
Email: sikriblinddeaf@yahoo.com/sikriblinddeaf@gmail.com
Office Cell Phone: 0745323274



INTERNSHIP OPPORTUNITY

Sikri Technical and Vocational College for the Blind and Deaf (STVCBD) is a public TVET institution admitting trainees with disabilities and special needs for creative and innovative courses from Artisan to Diploma Levels.

STVCBD seeks to recruit qualified, competent, dynamic, proactive, innovative and highly committed **interns** to fill the following vacancies;

No.	Designation	Ref. No.	No. Of Vacancies
1	Secretary	STVCBD/2023/001	1
2	Assistant Accountant	STVCBD/2023/002	1

The details of each of the positions are available on the College's website www.sikriblinddeaf.ac.ke. Applications for internship to include copies of academic and professional certificates, testimonials, day time telephone number and should be sent in **hard-copy** to the undersigned to be received on or before **8th September 2023**.

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.

SECRETARY – REF: STVCBD/2023/001 (1 POST)

Requirement for Appointment

For appointment to an internship position, a candidate must:

- a) Have a Diploma in Secretarial Studies or equivalent from a recognized institution.
- b) Have graduated not earlier than the year **2019**, and
- c) Be proficient in computer skills.

Intern Duties and Responsibilities:

Duties include but not limited to;

- a) Organize administration records and correspondence to ensure quick access to required information/ documents
- b) Ensure the availability of well-managed office services including cleaning and tidying office to ensure a conducive working environment.
- c) Maintain an efficient, smooth and easily accessible filing system to ensure the security of information and to limit access to unauthorised persons
- d) Receive telephone calls to ensure calls are transferred to respective office
- e) Maintain security and confidentiality of office records, documents and equipment
- f) Record dictation in shorthand and transcribe it into a written comprehensive form
- g) Receive visitors and clients in a professional and courteous manner and direct them appropriately.
- h) Maintain an inventory of office equipment and supplies

Duration of Internship

Twelve (12) months – Non renewable

Stipend

The intern will be paid a stipend at a rate as determined by the Board.

ASSISTANT ACCOUNTANT – REF: STVCBD/2023/001 (1 POST)

Requirement for Appointment

For appointment to an internship position, a candidate must:

- a) Have a diploma in Accounting or equivalent/related field from a recognized institution.
- b) Have CPA II
- c) Have graduated not earlier than the year **2019**, and
- d) Be proficient in computer skills.

Duties and Responsibilities:

Duties include but not limited to;

- a) Invoicing and receipting customers
- b) Imprest management
- c) Complete bank and cash account reconciliations;
- d) Prepare petty cash to ensure seamless business operations
- e) Update registers to ensure accuracy, complete and updated information
- f) Maintain Petty cash to ensure proper utilization of funds

Duration of Internship

Twelve (12) months – Non renewable

Stipend

The intern will be paid a stipend at a rate as determined by the Board.

Applications for internship to include copies of academic and professional certificates, testimonials, day time telephone number and should be sent in **hard-copy** to the undersigned to be received on or before **8th September 2023**.

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