

KERICHO TEACHERS' COLLEGE

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KERICHO.



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STAFF JOB DESCRIPTIONS AND RESPONSIBILITIES

FOR VARIOUS DESIGNATIONS

ICT OFFICER JOB GROUP KDTTC9 (ksh.24,662x1,233- ksh.25,895x1,285
-ksh.27,180x1,340 – ksh.28,520x1,398 –ksh.29,918 pm

Job Summary

Requirements and skills for appointment.

For appointment to this grade, a candidate must have: -

- Diploma in Computer Science; Information Communication Technology or its equivalent and relevant qualification from a recognized institution;
- Have experience in computer operations and relevant skills;
- Certificate in CISCO;
- A certificate in networking will be an added advantage;
- A candidate with work experience shall be an added advantage;
- Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Responsibilities

- Installing and configuring computer hardware operating systems and applications;
- Trouble shooting system and network problems and solving the faults;
- Repairing and replacing basic IT accessories;
- Offering user supports in both hardware and software;
- Support LANs, WANs, network segments, Internet, and intranet systems;
- Maintain network hardware and software;
- Monitor networks to ensure security and availability to specific users;
- Maintain integrity of the network, server deployment, and security;
- Assign routing protocols and routing table configuration;
- Assign configuration of authentication and authorization of directory services;
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network servers such as file servers, VPN gateways, intrusion detection systems;
- Administer servers, and related systems

**SECRETARY JOB GROUP KDTTC8 (ksh.19,323x966- ksh.20,289x1,015 –
ksh.21,304x1,065 – ksh.22,369x1,120 –ksh.23,489x1,173-24,662 pm**

Qualification

- Diploma in Secretarial Studies
- At least two (2) years working experience
- Knowledge of Microsoft Office
- Experience in data processing and bookkeeping
- Ability to work independently
- Organized with a professional demeanor.
- Satisfies the requirements of Chapter Six of the Constitution of Kenya

Duties and Responsibilities

- Handle both internal and external correspondences.
- Maintain Institute schedule including meetings and conferences
- Organize documents and files.
- Strong verbal and written communication skills.
- Handle Institute clients and guests. Maintain diaries and arrange appointments.
- Produce meeting agenda and minutes
- Order and maintain office supplies
- Type, prepare and collect reports.
- Filing of documents.
- Manage institute database.
- Prioritize workload.

**CATERESS JOB GROUP KDTTC8 (ksh.19,323x966- ksh.20,289x1,015 –
ksh.21,304x1,065 – ksh.22,369x1,120 –ksh.23,489x1,173-24,662 pm**

Duties and Responsibilities

- The successful candidate will be in charge of;
Planning of menus and overseeing food preparation from apportioning of inputs to final presentation and serving
Providing high quality meals for students and staff as per school menu
Providing High quality meals with various menus for buffet meals and cocktails during occasions and events

- Scheduling and delegating duties to kitchen staff
- Ensuring proper handling and continuous maintenance of equipment and utensils
- Introduction of cost cutting measures through good controls to reduce wastage and pilferages
- Maintaining high standards of cleanliness and hygiene in the kitchen and dining area
- Maintaining good working relations with staff, students and suppliers among other duties.

Requirements & Qualifications:

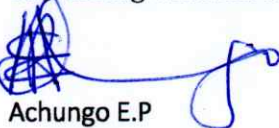
- Must be between 30-50 years of age.
- Must have a Diploma in F & B or Institutional management or Equivalent from Utalii / NYS or other reputable institution
- Must be Computer Literate
- At least 3 years working experience preferably in a Boarding school will be an added advantage

NB:

1. ALL EMPLOYEES ARE STRICTLY EXPECTED TO ADHERE TO THE EXISTING STAFF CODE OF CONDUCT AND ETHICS AS PART OF THEIR DUTIES AND RESPONSIBILITIES
2. ALL EMPLOYEES ARE SUBJECT TO BE ASSIGNED OTHER DUTIES BY THE EMPLOYER OR HIS/HER AUTHORIZED REPRESENTATIVES

Interested candidates are requested to visit Kericho Teachers College website www.kerichottc.ac.ke. All applications must reach the Chief Principal on or before 29th March 2024 by 1600hrs

Please note that only shortlisted candidates shall be contacted. Any form of canvassing will lead to automatic disqualification.


Achungo E.P

The secretary

Board of Management

