

KERICHO TEACHERS' TRAINING COLLEGE

P. O. Box 10 - 20200

KERICHO



Telephone: 0721457785

0522020067

Email: kerichotte@yahoo.com

info@kerichotte.ac.ke

When replying please quote

4th June, 2026.

REF: KTTC/ADM/ADVERTS/6/2026

ADVERTISEMENT FOR VACANT POSITIONS

Background

Kericho Teachers College is a public institution mandated to train teachers. It plays a vital role in supporting Kenya's education sector by preparing competent and professional teachers for pre-primary and primary schools. The college operates under a Board of Management (BoM) appointed by the Cabinet Secretary, Ministry of Education-State Department of Basic Education.

The college invites suitable and qualified persons to apply for the following vacant positions.

1. KTTC 1/06/2026- PROCUREMENT OFFICER

Grade KTTC/9

The Procurement Officer will be responsible for coordinating all procurement activities in compliance with the Public Procurement and Asset Disposal Act (PPADA, 2015), Regulations of 2020 and institutional policies.

Duties and Responsibilities

- Advise management on procurement of goods and services as per the PPADA act and related regulations.
- Develop procurement plans in line with the college's budget.
- Ensure compliance to procurement procedures in preparation of tender documents, quotations and contracts.
- Maintain accurate procurement records and reports of all procurement processes, decisions and contractual agreements for accountability.
- Responsible for the preparation, updating and maintenance of the college Asset register.
- Ensure transparency, accountability and efficiency in all procurement processes.

Minimum requirements

- Minimum academic qualification is a Diploma in purchasing and Supplies Management or related field.
- Be registered with a Professional body.
- Valid practicing licence from a relevant professional body.
- Minimum of 3 years' experience in procurement roles.
- Strong knowledge of Kenyan procurement laws and regulations.
- Adaptability and readiness to embrace emerging procurement trends and technologies
- Experience in an educational institution or in the public sector will be considered an added advantage.

2. KTTC 2/06/2026 -BURSAR

Grade -KTTC/9

Duties and Responsibilities:

- Oversee the financial management functions of the college, including budgeting, accounting, and reporting.
- Ensure compliance with government regulations, college policies, and financial procedures.

- Responsible for preparing and managing student fee statements.
- Prepare accurate financial statements and reports.
- Ensure prudent utilization and accountability of college funds.
- Managing payroll administration and statutory deductions.
- Safeguard college assets and maintain proper financial records.

Minimum Requirements:

- Bachelor's degree in Finance, Accounting or related field.
- A CPA (K) professional qualification.
- Membership to a professional body.
- At least 3 years of relevant experience.
- Proficiency in accounting software and MS Office applications.
- Knowledge of public sector financial regulations in Kenya.
- Experience in an educational or a government institution will be considered an added advantage.

Application procedure

Interested and qualified candidates should submit:

- A cover letter
- A detailed Curriculum Vitae
- Membership of a professional body
- Valid practicing licence
- Certified copies of academic and professional certificates
- Contact details of three referees

Applications should be addressed to the undersigned by **Thursday 25th June, 2026 at 5.00 p.m.**

Only shortlisted candidates will be contacted.

Kericho Teachers Training College is an equal opportunity employer.

The chief principal/secretary BOM
Kericho Teachers Training College
P.O Box 10-20400
KERICHO

