ST. JOHN'S TEACHERS' TRAINING COLLEGE, KILIMAMBOGO
'PER ASPERA AD ASTRA'

P.O. BOX 8-01000, THIKA

Mobile: 0703129273

Email: *college@kilimambogottc.ac.ke*

REF: KGO/ADV/2/2026 **23rd November, 2026**

VACANCY ADVERTISEMENT

The Board of Management (BOM) invites applications for the following three (3) positions:

1. ACCOUNTS CLERK

ENTRY JOB GROUP "F" – (1 POST)

- **Key Responsibilities:**
  - i. Receive, verify, and receipt student fee payments, and maintain accurate student fee registers and balances.
  - ii. Prepare and verify payment vouchers, supplier invoices, and petty cash records.
  - iii. Maintain the cashbook, extract the trial balance, and prepare bank reconciliations.
  - iv. Prepare payroll and submit it to the Finance Officer for verification.
  - v. Ensure timely filing and remittance of monthly statutory deductions, including PAYE, SHA, NSSF, and the Housing Levy.
  - vi. Maintain organized physical and digital financial records and assist during internal and external audits
- **Minimum Requirements:**
  - ✓ CPA Part II.
  - ✓ Computer literate with demonstrated proficiency in ERP systems (specifically Ultimate ERP).
  - ✓ Clearances: Valid Police Clearance Certificate (issued within the last 6 months).
  - ✓ At least two (2) years' working experience in an educational set-up.
  - ✓ Recommendation letter from the last place of work.

2. SECURITY OFFICER – (RE-ADVERTISEMENT)

ENTRY JOB GROUP "G" – (1 POST)

- **Job Purpose & Key Responsibilities:**
  - i. Asset Protection: Protect college property, infrastructure, and equipment from theft or damage.
  - ii. Safety Assurance: Guarantee a secure, peaceful environment for students, faculty, and guests.
  - iii. Team Leadership: Supervise, schedule, and coordinate the private security guard force.
  - iv. Risk Mitigation: Identify safety hazards, security breaches, or college vulnerabilities.
  - v. Incident Response: Lead emergency responses and coordinate with local law enforcement.
  - vi. Access Control: Enforce entry and exit protocols for vehicles, pedestrians, and materials.
  - vii. CCTV Surveillance & Monitoring: Oversee the continuous operation of the college closed-circuit television network.

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- **Minimum Requirements:**
  - ✓ Education: KCSE Certificate.
  - ✓ Background: Military, Police or any other disciplined forces with a valid discharge certificate.
  - ✓ Experience: Minimum 3 years of supervisory experience in private security.
  - ✓ Clearances: Valid Police Clearance Certificate (issued within the last 6 months).
  - ✓ Identification: Valid National Identity Card.
  - ✓ Fitness: Physically and mentally fit with good hearing and eyesight.
  - ✓ References: Recommendation letters from past employers and an introduction letter from a local Chief or religious leader.
  - ✓ Advantage: A Certificate in Criminology is an added advantage.

3. MAINTENANCE OFFICER – (RE-ADVERTISEMENT)

ENTRY JOB GROUP "G" – (1 POST)

- **Key Responsibilities:**
  - i. Carry out routine maintenance and repairs of school buildings, classrooms, and facilities.
  - ii. Perform basic electrical repairs, including replacing light fittings, repairing sockets, switches, and troubleshooting minor electrical faults.
  - iii. Undertake welding and metal fabrication works, including repairing desks, chairs, gates, window frames, fences, and playground equipment.
  - iv. Conduct minor plumbing repairs, carpentry, painting, and general handyman duties.
  - v. Inspect school grounds and facilities regularly, identify maintenance needs, and promptly address safety hazards.
  - vi. Maintain tools, equipment, and maintenance records in good order.
  - vii. Support emergency repairs and ensure compliance with health and safety standards.

- **Minimum Requirements:**
  - ✓ Qualifications: Minimum Diploma in Electrical Installation, or demonstrable practical experience in Electrical Installation, Welding and Fabrication, Building Maintenance, or a related technical field.
  - ✓ Proven experience in electrical repairs, welding, and general building maintenance.
  - ✓ Ability to diagnose problems and carry out repairs independently.
  - ✓ Knowledge of occupational health and safety practices.
  - ✓ Honest, dependable, self-motivated, and able to work with minimal supervision.
  - ✓ Good communication and interpersonal skills.
  - ✓ Previous experience in a school, institution, or large estate will be an added advantage.

Application Guidelines

- Application Mode: Email or Hard copies to be addressed to:

  THE PRINCIPAL
  ST. JOHN'S TEACHERS TRAINING COLLEGE KILIMAMBOGO
  P.O. BOX 8 - 01000, THIKA
- Deadline: On or before 14TH December, 2026.
- Subject Line: Must clearly state the specific POSITION applied for.
- Email Addresses: Send your application to st.johnsttc.kilimambogo@gmail.com OR college@kilimambogottc.ac.ke.
- Required Attachments: Comprehensive CV, copies of academic/professional certificates, and relevant testimonials.
- Note: Only shortlisted candidates will be contacted.

St. John's Teachers' Training College, Kilimambogo is an equal opportunity employer. Women, persons with disabilities, and qualified candidates from marginalized communities are strongly encouraged to apply.

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