



17<sup>th</sup> August 2026

## **VACANCY RE-ADVERTISEMENT**

The Board of Governors of Manyatta Technical and Vocational College is inviting applications to fill the following vacant positions:

### **1. FINANCE OFFICER (1 POST)**

Ref No: MTVC/FO/08/2026/01

#### **Key Responsibilities:**

- Preparation of Annual budgets and financial forecasts
- Maintaining proper books of accounts in compliance with Public Finance regulations.
- Preparation of Monthly, Quarterly and Annual financial reports.
- Managing accounts payable and receivables.
- Processing payments and payroll.
- Ensuring compliance with government financial regulations and internal control systems
- Supporting internal and external audits.
- Advising management on financial planning and risk management.
- Ensure statutory deductions are remitted on time.
- Any other duty assigned by the management.

#### **Qualifications and Requirements:**

1. A Bachelor's Degree in Commerce (Finance/Accounting Option) or related qualification from a recognized university.
2. At least 3 years relevant work experience (preferably in a public institution).
3. Experience in maintaining financial and accounting systems, compliance reviews, audits, financial control reporting and risk management.
4. Proficiency in financial software and Microsoft Excel, strong analytical and problem-solving skills, excellent attention to detail, and information management abilities.
5. Certified Public Accountants (CPA) Part III or its equivalent from a recognized institution;
6. Registered with Institute of Certified Public Accountants of Kenya (ICPAK).

## **2. HUMAN RESOURCE MANAGER INTERN (1 POST)**

**Ref No: MTVC/HRM/08/2026/02**

### **Key Responsibilities:**

- Assisting in the recruitment and selection process, including shortlisting and scheduling interviews.
- Maintaining and updating accurate employee records and personnel files.
- Assisting in the preparation of the monthly payroll and ensuring statutory compliance.
- Coordinating staff training and development programs.
- Drafting internal memos, letters and HR-related correspondence.
- Ensuring compliance with labor laws and internal human resource policies.
- Supporting the management of staff leave, attendance, and performance appraisals.
- Assisting in the implementation of health and safety regulations within the workplace.
- Any other duty assigned by the management.

### **Qualifications and Requirements:**

- A Bachelor's Degree in Human Resource Management or a related field from a recognized university.
- Must be a recent graduate seeking professional internship experience.
- Basic knowledge of the Employment Act and other relevant labor laws.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strong interpersonal and communication skills.
- High level of integrity and ability to maintain confidentiality.
- Membership in the Institute of Human Resource Management (IHRM) will be an added advantage

Interested applicants should drop their application letters to reach the undersigned on or before 8<sup>th</sup> September 2026 not later than 5:00pm with position being applied for as subject line.

**The Principal**

**Manyatta Technical and Vocational College**

**P.O Box 2824- 60100**

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Manyatta Technical and Vocational College is an equal employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification.

Women, youth and persons abled differently are encouraged to apply. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce originals of their certificates, ID, Professional certificates and Transcripts during interview.



*Approved for circulation*

Mary N. Ngoci  
PRINCIPAL / BOG SECRETARY