



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATION AND TECHNICAL TRAINING
BURETI TECHNICAL TRAINING INSTITUTE
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MOTTO: Technical SKILLS FOR GROWTH

VACANCY ADVERTISEMENT

Bureti Technical Training Institute is a premier public technical training institution under the Ministry of Education, State Department of Technical and Vocational Training located in the South Rift region.

Applications are invited from qualified candidates for the **INTERNAL AUDITOR ASSISTANT** and **DRIVING SCHOOL INSTRUCTOR** one post at the Institute.

Internal Audit Assistant

Duties and responsibilities:

- Manage the internal audit plan and development of audit programs and internal controls manual for the Institution to ensure efficiency in audit execution.
- Prepare audit reports that reflect the institution's audit results for review and presentation to management, and to ensure the whole process is documented
- Prepare a memorandum of audit findings, to ensure adequate documentation exists to support all the completed audits and conclusions
- Assess all the institution's internal control procedures and security for the systems which are under development, and upgrade them to current versions for enhanced efficiency and ease of use
- Carry out risk assessment for the Institution to point out priority for the Institution's consideration.
- Carry out compliance audit for the Institution to ensure compliance with the legal and statutory requirements.
- Proper documentation of audit work papers/tests for evidence and reference when required.
- Participate in management meetings by preparing presentation material, presenting information, and/or providing relevant feedback to attendees.
- Responsible for proper utilization of resources and providing assurance on their optimal use.
- Prepare detailed audit reports and recommendations on ways to improve internal controls.
- Following up on the audit recommendation to ensure all are implemented and generating monthly reports on pending audit findings.
- Analyzing the institution's financial documentation and reports to identify audit issues to be addressed
- Perform any other duty as may be assigned.

Requisite Qualifications

- CPA finalist qualification from KASNEB and a Member of ICPAK
- Bachelor's degree in Commerce, Business Management, Business Administration Accounting option or its equivalent from a recognized Institution is an added advantage
- Computer literate with hands-on experience in the use of an Enterprise Resource Planning tool (ERP);
- An experience of at least 1 year in a similar position.

Driving School Instructor

Duties and Responsibilities

- Maintenance of tools and equipment used in instruction.
- Preparing schemes of work and lesson plans, instructing, assessing, marking theory & practical work for students and design curriculum to ensure all areas of driving course work are covered
- Teaching driving theory, explaining driving techniques, coordinating examinations, offering advice, monitoring student progress, offering advice and assistance as needed to help the students develop their driving skill
- Assess student's class work and driving abilities to provide a basis for recommending driver's license issuance to students who qualify.
- Explain how a car operates, how to perform safety checks, and what to do in case of an emergency.
- Guide learners through the NTSA guideline and curriculum.
- Prepare learners for NTSA Driving exams
- Maintain an accurate record of attendance of the students both in class and field Practical
- Correspond with management concerning the materials/devices/kits required
- Any other duty as may be assigned from time to time.

Key Competencies and Qualifications

- A minimum grade of D+ in KCSE
- Driver's License for class BCE vehicles with endorsement of class A(Motor cycle)
- Valid instructors license from NTSA not attached to any other driving school
- Basic vehicle maintenance skills, good customer service, interpersonal, presentation, communication skills, and Business Development acumen
- Conversant with NTSA Traffic Act and Regulations
- Must be 30-40 years of age.
- Valid Certificate of Good Conduct
- Minimum of 2 years work experience as a driving instructor
- Diploma or Certificate in Automotive Engineering is an added advantage

How to apply:

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit five (5) hard copies of their applications in a plain sealed envelope marked with the specific position applied for and should reach the undersigned by Only shortlisted candidates will be contacted for an interview.
- 3 NB: Emailed applications will not be acceptable.

FOR FURTHER DETAILS VISIT PLEASE VISIT OUR WEB SITE www.buretitechnical.ac.ke

THE PRINCIPAL

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Note: The Institution is an equal-opportunity employer. Qualified women, the marginalized, and PLWDS are encouraged to apply.