



LARI TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 10-00222 UPLANDS, KENYA

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REF:LTVC/ADMIN/ADVERT/VOL1/2026

4th August, 2026

JOB VACANCIES!

Lari Technical and Vocational College BOG Invites applications from suitably qualified and competent individuals to fill the following positions:

i. ADMINISTRATIVE SECRETARY – 1 POSITION

Duties and responsibilities

- Provide general administrative and secretarial support
- Handle office correspondence, filing, and record keeping
- Receive and direct visitors, phone calls, and emails
- Assist in preparing letters, reports, and meeting minutes
- Support day-to-day office operations as assigned

Requirements for the position

- Diploma in Secretarial Studies, Office Administration, Business Administration, or related field.
- Proficiency in MS Word, Excel, and basic office applications
- Good communication and interpersonal skills
- High level of integrity, confidentiality, and professionalism
- Ability to work independently and as part of a team

ii. FINANCE OFFICER – 1 POSITION

Duties and Responsibilities

- Prepare, manage, and monitor budgets to ensure efficient use of organizational funds.
- Maintain accurate financial records, including income, expenditures, assets, and liabilities.
- Prepare periodic financial reports and statements for management and stakeholders.
- Monitor spending, control costs, and ensure expenditures align with approved budgets.
- Manage cash flow, banking transactions, and ensure timely payment of obligations.

- Ensure compliance with financial policies, regulations, and auditing requirements.
- Oversee salary payments, allowances, deductions, and statutory contributions.

Requirements for the position

- A minimum of a Diploma in Finance, Accounting, Business Administration, or a related field.
- A Bachelor's Degree in Finance, Accounting, Business Administration, or a related field will be an added advantage.
- Possession of professional qualifications such as CPA, ACCA, CIMA, or Membership with ICPAK
- At least 2–5 years of relevant experience in financial management, accounting, or auditing.
- Strong knowledge of accounting principles, budgeting, financial reporting, and financial analysis.
- Proficiency in accounting software and Microsoft Excel or other financial management systems
- Understanding of financial laws, tax regulations, and auditing standards applicable to the organization.
- High level of honesty, accountability, and confidentiality in handling financial information.
- Ability to analyze financial data and provide sound financial advice
- Good written and verbal communication skills for preparing reports and working with management.

iii. PROCUREMENT OFFICER – 1 POSITION

Duties and Responsibilities

- Prepare and implement procurement plans in line with organizational needs and budgets.
- Identify, evaluate, and select reliable suppliers through quotations, tenders, or competitive bidding.
- Process purchase orders and ensure timely acquisition of quality goods and services at competitive prices.
- Prepare, manage, and monitor procurement contracts to ensure compliance with agreed terms

- Negotiate prices and terms to achieve value for money while maintaining quality standards.
- Ensure procurement activities comply with organizational policies, ethical standards, and relevant procurement laws.
- Maintain effective relationships with suppliers and address performance or delivery issues.
- Maintain accurate procurement records, including tenders, contracts, and purchase documentation.
- Work closely with finance, stores, and user departments to ensure smooth procurement processes.
- Prepare procurement reports and provide updates to management on procurement activities.

Requirements for the position

- A Diploma in Procurement, Supply Chain Management, Business Administration, or a related field.
- A Bachelor's Degree in Procurement, Supply Chain Management, Business Administration, or a related field will be an added advantage.
- Professional qualifications such as CIPS, CPSP, or equivalent are an added advantage.
- At least 1–5 years of relevant experience in procurement or supply chain management.
- Strong understanding of procurement processes, tendering, contract management, and supplier evaluation.
- Familiarity with procurement laws, regulations, and ethical standards.
- Strong negotiation and contract management skills to achieve value for money.
- Proficiency in procurement systems, Microsoft Office, and record-keeping software
- Good written and verbal communication skills for dealing with suppliers and internal departments.

NB:

Interested candidates who meet the above qualifications should send their applications letters addressed to the undersigned accompanied by detailed Curriculum Vitae with at least two referees, certified copies of Academic and Professional Certificates and other testimonials via the E-mail address lari1tvc@gmail.com to reach the Institution on or before **Friday 21st August, 2026** or deliver in person to the Institution during working hours.

NOTE:

1. Only shortlisted candidates will be contacted for Interviews.
2. Lari Technical and Vocational College is an equal employer therefore minority, marginalized groups and PWDs are encouraged to apply.
3. Any form of canvassing will lead to automatic disqualification.

**The Principal/BOG Secretary
Lari technical and Vocational College
P.O Box 10-00222
Uplands.**