

JOB QUALIFICATIONS/REQUIREMENTS

1. Accounts Clerk (1 post) –Job Group “G”.

Basic Salary	-	Kshs. 16,692 – Kshs. 21,304p.m.
House Allowance	-	Kshs. 3,200
Commuter Allowance	-	Kshs. 4,000
Employer N.S.S.F.	-	Kshs. 1,080
Medical Allowance	-	Kshs. 750

Job Qualifications and Requirements.

1. Must be a Kenyan Citizen.
2. KCSE mean grade C (Minus) and above.
3. Holder of either KATC II or ATD III or CPA I.
4. Proficiency in Computer and book keeping skills.
5. Minimum of atleast one (1) year experience in a recognized Institution.
6. Valid Police Clearance Certificate.

Duties and Responsibilities.

1. Collecting and receipting of College revenue and preparation of payment vouchers.
2. Custody and maintenance of books of accounts and accountable documents.
3. Ensure proper fees records are kept at all times.
4. Prepare budget forecasts.
5. Handle monthly, quarterly and annual closings.
6. Reconcile accounts and prepare trial balance.
7. Compile statutory payments and prepare returns.
8. Comply with financial policies and regulations.
9. Generate regular financial reports for review by Management from time to time.
10. Working with auditors in ensuring accountability.

2. Registered Clinical Officer III (1 post) –Job Group “H”.

Basic Salary	-	Kshs. 19,323 – Kshs. 24,662p.m
House Allowance	-	Kshs. 3,200
Commuter Allowance	-	Kshs. 4,000
Employer N.S.S.F.	-	Kshs. 1,080
Medical Allowance	-	Kshs. 990

Job Qualifications and Requirements.

1. Must be a Kenyan Citizen.
2. A holder of KCSE C (Plain) and above.
3. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized Institution.
4. Certificate of Registration by Clinical Officers’ Council.
5. Be in possession of a valid practicing license.
6. Certificate in Computer application skills.
7. Valid Police Clearance Certificate.

Duties and Responsibilities.

1. Taking history, examining, diagnosing and treating patients’ common ailment at the College health facility.
2. Implementing Community Health Care activities.
3. Guiding and Counseling patients, clients and staff on health issues.
4. Sensitizing patients and clients on preventive and promotive health.
5. Collecting and compiling clinical data.
6. Referring patients and clients to appropriate health facilities.

3. Cleaner –Job Group “B”.

Basic Salary	-	Kshs. 9,420 – Kshs. 9,960p.m.
House Allowance	-	Kshs. 2,250
Commuter Allowance	-	Kshs. 3,000
Employer N.S.S.F.	-	Kshs. 903
Medical Allowance	-	Kshs. 375

Job Qualifications and Requirements.

1. Must be a Kenyan Citizen.
2. CPE/KCPE Certificate.
3. Proven experience in the relevant field.
4. Valid Police Clearance Certificate.

Duties and Responsibilities.

1. Maintain cleanliness in hostels, offices and sanitary facilities.
2. Wet mop floors and Damp dust furniture.
3. Undertake any relevant non-routine cleaning as instructed by Head of Section.
4. Sweeping, Collecting litter, emptying and cleaning bins.
5. Using cleaning materials as appropriate.
6. Comply with the requirements of the health and safety at work regulations.
7. To report any damages to school property to the Supervisor.



MACHAKOS TEACHERS COLLEGE

P.O.BOX 124, MACHAKOS, Mobile: +254 700 393 590

Email: machakosteacherscollege@rocketmail.com

Website: www.mateco.ac.ke

ISO 9001:2015 CERTIFIED (KEBS)

JOB APPLICATION FORM (NON-TEACHING POSITIONS)

(TO BE FILLED IN AND SUBMITTED WITH THE APPLICATION LETTER.)

1. PERSONAL DETAILS					
Title:	Surname:	First Name:	Middle Name:		
Date of Birth:	Gender:	I.D. No. : :	Person Living With Disability: Yes/No		
Marital Status:	County:	Nationality:	Ethnicity:		
2. APPLICATION DETAILS					
Position Applied for:					
3. SECONDARY SCHOOL EDUCATION					
Level	School	Mean Grade/Division	From	To	Certificate Awarded
'O'					
'A'					
Others					
4. POST SECONDARY SCHOOL EDUCATION					
Qualification	Institution	Area of Specialization and Degree Classification	From (Year)	To (Year)	Year of Graduation
Diploma					
Certificate					
Others					
5. EMPLOYMENT HISTORY (CURRENT AND LAST THREE)					
Institution	Position	Grade	From (Month/Year)	To (Month/Year)	
1.					
2.					
3.					
4.					

I _____ ID No. _____ do hereby certify that the information provided herein is true and accurate to the best of my knowledge and I understand that any false information detected will lead to me being disqualified.

Signed: _____

Date: _____



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ADVERTISEMENT VACANT POSITIONS IN THE COLLEGE

Applications are invited from qualified persons for the positions shown below:-

- 1. Accounts Clerk (1 Post)**
- 2. Registered Clinical Officer III (1 Post)**
- 3. Cleaner (1 Post)**

The details of the requirements of each of the posts can be obtained from the College Website – www.mateco.ac.ke.

Application with detailed C.V., including phone number(s), copies of academic and professional certificates, other testimonials and the College Job application form should be addressed to:

The Secretary Board of Management
Machakos Teachers College
P.O. Box 124 – 90100
MACHAKOS

Please Note:-

1. Candidates should provide all the details requested for in the advertisement.
2. Only shortlisted and successful candidates will be contacted.
3. Canvassing in any form will lead to automatic disqualification.
4. The College is an equal opportunity employer. Women, members of all ethnic groups and persons with disabilities are encouraged to apply.

5. Shortlisted candidates shall be required to provide originals of their National Identity Cards, Academic and Professional Certificates during interviews.
6. It is a criminal offence to present fake certificates/documents.

Applications should reach the Secretary Board of Management on or before **13th October, 2021** latest **5.00p.m.**