ADVERT FCK INTERNS 2024

FRIENDS COLLEGE OF RESEARCH AND TECHNOLOGY, KAIMOSI

P.O. BOX 150 – 50309 TIRIKI, KENYA/ CELL: +254 704686363/ 735 818311
principal@fck.ac.ke

VISION

A leading Institution of Skills Training in Science and Technology

MISSION

To provide quality Technical Training and Research in Science and Technology to meet changing International Needs

INTERNSHIP POSITIONS

Friends College Kaimosi of Research and Technology is a public institution established in accordance with the TVET ACT 29 of 2013 in the Ministry of Education State Department for Technical and Vocational Education and Training in the Republic of Kenya. The college is situated in Vihiga County along Kisumu Chavakali Kapsabet Eldoret Road. has career opportunities for individuals who possess a passion for excellence, strong work ethic, result oriented and commitment to continual improvement. Successful candidates will be team players with the ability to effectively add value in enabling Service Delivery, Curriculum Instruction, Research and Innovation

Vacancy No	Internship Position	No. of Vacancies
FCK/2024/3	Supply Chain Management	1
FCK/2024/4	Administration/Records Management	2
FCK/2024/5	Internal Audit	1

The details of the posts and applications procedures can be accessed from the website, www.fck.ac.ke. Interested qualified persons are requested to download the fillable PDF application forms, fill and submit via email to recruitfck2024@fck.ac.ke and also copy to fckrecruit2024@gmail.com so as to reach the undersigned on or before **20th March, 2024 2pm.** **No hard copies of the applications will be processed**.

Friends College Kaimosi of Research and Technology is an equal opportunity employer. Youth, Women and Persons Living with Disability (PWD) or from marginalized groups or minority communities are encouraged to apply.

CHIEF PRINCIPAL/ SECRETARY, BOARD OF GOVERNORS
FRIENDS COLLEGE OF RESEARCH AND TECHNOLOGY, KAIMOSI
P.O. BOX 150 – 50309 TIRIKI, KENYA

GENERAL REQUIREMENTS AND PERSONAL ATTRIBUTES

Besides the job specific requirements, All interested applicants must have the following individual qualities:

i. Organizational, managerial and administrative skills;
ii. Positive working attitude and ability to give and take instructions;
iii. Ability to work with minimum supervision;
iv. Creativity and innovativeness;
v. Professionalism and integrity;
vi. Interpersonal skills including being a team player;
vii. Effective communication skills;
viii. Effective Oral/Written Communication skills;
ix. Target setting; Administration skills; Team leadership; and
x. Problem solving.

JOB SPECIFIC REQUIREMENTS

I. Internship Position (Supply Chain Management)

FCK/2024/3	**Supply Chain Management**
Terms of Service	Applicable Rates for Interns by Public Service Commission
Salary Scale (Stipend)	KShs 25,000
House Allowance	*As applicable in Vihiga County*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

i. Carrying out market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
ii. Ensure safe storage and distribution management of stores;
iii. Recommend disposal of idle stores and equipment;
iv. Custody of the Institute's mobile property;
v. Guarding of wastage and misuse of stores;
vi. Detection and prevention of losses;
vii. Coordination of receiving and issuing of stores;
viii. Supervising stock taking;
ix. Reconciliation, preparation and maintenance of records;
x. Planning for departmental meetings; and
xi. Assessing departmental training needs.

b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

Bachelor's degree in any of the following disciplines: - Commerce/Business Administration, (Supplies Management Option), Procurement and Supplies Management or its equivalent from a recognized institution;

II. Internship Position (Administration/Records Management)

FCK/2024/4	**Administration/ Records Management**
Terms of Service	Applicable Rates for Interns by Public Service Commission
Salary Scale (Stipend)	KShs 25,000
House Allowance	*As applicable in Vihiga County*

a) Duties and Responsibilities

Duties and responsibilities (Administration) at this level will entail: -

i. Implementing human resource policies and procedures;
ii. Maintaining the Human Resource Information System;
iii. Keeping/maintaining records of all Institute's vehicles/workshop equipment;
iv. Controlling movement of vehicles;
v. Coordinating preparation of reports on motor vehicles;
vi. Ensuring efficient provision of office, telephone and registry services including office equipment and supplies;
vii. Ensuring that office furniture and equipment are well arranged and maintained;
viii. Processing and follow-up of payments of all bills for common services; and overseeing cleaning within the College.

OR

Duties and responsibilities (Records Management) at this level will entail: -

i. Reconciliation, preparation and maintenance of records;
ii. Planning for departmental meetings; and
iii. Assessing departmental training needs.
iv. Ensuring security of information, documents and files;
v. Ensuring that file covers are well maintained and that documents are handled carefully;
vi. Overseeing bring-ups of pending correspondences and mails to action officers;
vii. Ensuring that mails are received, sorted, and dispatched;
viii. Ensuring proper maintenance of mail/file registers; and
ix. Initiating appraisal and disposal of files/ documents in liaison with National Archives and Documentation Services.

b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Bachelor's degree in any of the following disciplines: - Records Management /Information Science, Human Resource Management, Industrial Relations, Business Administration, Personnel Management, International Relations, Public Administration or any relevant Social Science discipline from a recognized institution; or equivalent qualification from a recognized institution;

III. Internship Position (Internal Audit)

FCK/2024/5	**Records Management**
Terms of Service	Applicable Rates for Interns by Public Service Commission
Salary Scale (Stipend)	KShs 25,000
House Allowance	*As applicable in Vihiga County*

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

i. Carrying out regular audit on systems, processes, and procedures;
ii. Identifying payment;
iii. Undertaking specific audit assignments;
iv. Auditing financial statements to ensure compliance with international standards;
v. Reviewing internal control systems in operation and reporting on any weakness;
vi. Identifying risk areas of the Institute's management structures, processes and systems and recommending appropriate interventions to mitigate the risks;
vii. Reviewing budgetary controls; and
viii. Updating and maintaining audit records.

c) Requirements for Appointment

For appointment to this grade, a candidate must have: -

Bachelor of Commerce degree (Accounting/Finance option), Auditing, Accounting, Business Administration (Account of Finance Option) or any equivalent qualification from a recognized institution;