IKUU GIRLS' HIGH SCHOOL

P.O BOX 84-60400, CHUKA
TEL. 0114062745
E-mail:ikuugirlshighschool@gmail.com
SCHOOL MOTTO: EXCELLING IN STYLE

6th October 2022

JOB ADVERTISEMENT

Ikuu Girls' High School invites applications for the following posts to be recruited by the School's Board of Management; All positions require individual with excellent P.R., high level of confidentiality, honesty, integrity, meets deadlines, ready to work under minimal supervision.

ICT Technician

Responsibilities

- Perform day-to-day IT tasks including staff support, IT systems setup and installation, systems management, and maintenance.
- Keep an up-to-date inventory of the school's National Education Information Management Systems (NEMIS), Teacher Information Management System (TMIS), Teacher Professional Development system (TPAD) as well as all the other online educational platforms as required by the Ministry of Education.
- Manage the School's electronic communication systems including Email and Internet and when necessary, liaise with internet service providers to resolve internet connectivity issues.
- Maintain an up-to-date Inventory of the School's IT Equipment and recommend equipment replacements where necessary based on the policies and need.
- Provides technical advice on new technologies that are appropriate in enhancing the school's service delivery.
- Ensure that high standards of integrity, availability and confidentiality of all School data and information are maintained.
- Perform any other duties assigned as seen fit by the Employer.

Qualifications

1. At least a Diploma in Information Technology from a recognized Institution.
2. Highly familiar with school education systems i.e., NEMIS, TIMS, TPAD et al.
3. Good organizational and communication Skills.
4. Integrity.

School Secretary

Responsibilities

The successful candidate will be;

- In charge of front office operations and P.A. to the Principal.
- Oversee all parents & school correspondences through letters, Newsletters, corporate SMS system, Emails, Website, telephone calls
- Responsible for implementing and maintaining all office and school record-keeping systems.
- Responsible for creating and maintaining student files.
- Responsible for preparing reports from confidential records.
- Interacting with and assist students when necessary.
- Maintaining confidentiality of records.

Qualifications

1. At least a Diploma/Degree in Business Administration or a Diploma in Secretarial studies.
2. Experience working in a busy office preferably a large organization.
3. Secretarial skills.
4. Proficiency in basic computer software.
5. Confidentiality.

Procurement officer

Responsibilities

- Carrying out sourcing activities as may be required.
- Ensuring right specifications for materials/items needed are captured correctly.
- Timely processing of approved requisitions.
- ensure correct and timely delivery of goods and services ordered.
- Record management of all supply documents including Requisitions, Quotations, LPOs, Invoices and Delivery notes.
- Conducting price survey and update the school price list.
- Perform any other duties that may be assigned by the employer from time to time.

Qualifications

1. At least diploma in Purchasing and Supplies or a related area.
2. Previous experience in a similar role.
3. Detail oriented.
4. Excellent negotiation and communication skills.
5. Inventory record keeping experience will be an added advantage.

School Driver

Qualifications

1. Clean class ABCE driving license.
2. PSV license.
3. Certificate of suitability test grade 2 or 3.
4. Current certificate of good conduct.
5. Must have at least a form 4 certificate.
6. Basic first aid training.
7. At least 5 years' experience driving an institution vehicle.
8. Ability to communicate in Kiswahili or English.

School Cook

Qualifications

1. Must have at least a form 4 certificate
2. Knowledge of various cooking procedures and methods
3. Pass Medical Examination
4. Good standards of hygiene
5. Experience working in a similar or related role will be an added advantage.

Interested and qualified candidates should submit their applications indicating the position they are applying for on top of the envelope, and enclose a detailed Curriculum Vitae, daytime telephone contacts, names and contact of three referees, copies of relevant professional and academic certificates, and testimonials to:

The Secretary B.O.M
Ikuu Girls' High School
P.O Box 84 – 60400 Chuka.
Email: ikuugirlshighschool@gmail.com

NB: Application closes on 17th October 2022 at 4.00 P.M