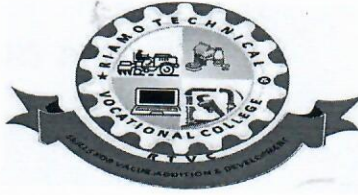


RIAMO TECHNICAL AND VOCATIONAL COLLEGE

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P.O. Box 2656 – 40200
KISII

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RTVC/HR/001/2025/2

Date 7th October, 2025

VACANCY ADVERTISEMENT

Riamo TVC invites applications from qualified and competent candidates to fill the position of **Assistant Human Resource Officer** on BOG terms.

Duties and Responsibilities

- i. To provide assistance in the implementation of the human resource management and administration policies to ensure compliance with government and statutory requirements.
- ii. Coordinate office services in the institution to ensure all operations run smoothly.
- iii. Facilitating recruitment, training and development of staff.
- iv. Administering staff appraisal and compile annual appraisal report.
- v. Respond to staff's queries on basic HR matters.
- vi. Payroll Preparation.
- vii. Preparation of departmental budget.
- viii. Inducting of new employees.
- ix. Administering disciplinary procedures.
- x. Maintaining staff records.
- xi. Maintaining human resource operations.
- xii. Any other duties assigned.

Minimum Qualifications and Requirements

- i. A certificate/ Diploma in Human Resource Management from a recognized institution,
- ii. Computer proficiency.
- iii. Knowledge of the Employment Act and Labour Laws.

Interested and qualified applicants are requested to submit hard copies of their application letter, curriculum vitae, Copies of certificates, ID and other testimonials to the undersigned on or before **28th October, 2025 at 5.00pm**. Only shortlisted candidates will be contacted.

THE PRINCIPAL/SECRETARY BOG,
RIAMO TVC,
PO BOX 2656-40200,
KISII.

RVTC IS AN EQUAL OPPORTUNITY EMPLOYER, YOUTH, WOMEN AND PEOPLE
LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.



Approved for Circulation