

COAST INSTITUTE OF TECHNOLOGY VOI CAMPUS

P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: voicampuscit@yahoo.com/principal@cit.ac.ke
www.cit.ac.ke

ISO 9001:2015 Certified

Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology

Our Ref: CIT/A/5/VOL.5/ (50)

DATE: JANUARY 8, 2024

Your Ref:

The Coast Institute of Technology wishes to recruit a dynamic, result oriented, and self-motivated professional for the vacant position below:

PRODUCTION UNIT ACCOUNTS CLERK: JOB GROUP: CIT 8

PERMANENT AND PENSIONABLE

REQUIREMENTS FOR APPOINTMENT

1. Be a Kenya citizen.
2. Be in possession of a minimum grade of KCSE or equivalent with CPA II or CPA I or KATC final.
3. Minimum 3 years relevant experience.
4. Excellent knowledge of MS Office Suites and Accounting Packages.

DUTIES AND RESPONSIBILITY

1. Keeping up to date records of bakery and farm products deliveries and sales.
2. Analyzing monthly sales of bakery and farm sales.
3. Keeping accounting records for production units.
4. Reconciliation of payee in the kitchen.
5. Any other duty that may be assigned by the management.

How To Apply

- (a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.

Persons with disabilities, youth, women, the marginalized and the minorities are encouraged to apply. Candidates found canvassing will automatically be disqualified.

Coast Institute of technology is an equal opportunity employer. Please note that only shortlisted candidates shall be contacted.

All applications should be addressed to:

**THE PRINCIPAL/SECRETARY-BOG
COAST INSTITUTE OF TECHNOLOGY
PO BOX 34-80300**

Approved

PRINCIPAL
COAST INSTITUTE OF TECHNOLOGY - VOI CAMPUS
P. O. Box 34 - 80300, VOI
TEL: 020 2169229 / 041 2011393

Applications should reach the Principal on or before 24th January 2024 by close of business.

