



NGONG TECHNICAL AND VOCATIONAL COLL
P. O. BOX 1170-00208, NGONG HILLS
TEL: +254781012977
Email: info@ngongtvc.ac.ke
Website: ngongtvc.ac.ke



VACANCY! VACANCY! VACANCY!

Ngong Technical and Vocational College is a Public TVET Tertiary College under the Ministry of Education, State Department for Technical and Vocational Training. It is located in Ngong town, Kajiado North Sub-county in Kajiado County.

The Board of Governors of Ngong Technical and Vocational College invites applications from qualified, self-motivated, and result-oriented individuals for the position of an Accounts Clerk on a one-year (renewable) contract period subject to annual performance-based appraisal

ADVERT NO: KTVC/ JOB APP /ACC/01/06/026: ACCOUNTANTS CLERK -1 Post

This position is responsible for preparation of petty cash vouchers and imprest to ensure that all the information is accurately captured in the system

1. REQUIREMENTS FOR THE POST

- a) Minimum KCSE Mean Grade D+ (Plus)
- b) **Accounting Technicians Diploma (ATD) or CPA Part I.**
- c) Certificate in computer applications from a recognized institution.
- d) Certificate of good Conduct
- e) Compliance with Chapter 6 of the constitution
- f) Proficiency in computer applications, particularly accounting software and Microsoft Office packages.
- g) Have good communication and interpersonal skills.

2. DUTIES AND RESPONSIBILITIES

- a) Assist in the preparation and maintenance of accounting records and financial reports.
- b) Process payments and receipts.
- c) Maintain accurate cash books, ledgers, and supporting documentation.
- d) Assist in budget preparation.
- e) Reconcile bank statements and other financial records.
- f) Support the finance department in day-to-day accounting operations.
- g) Preparation and verification of vouchers and committal documents in accordance with the laid down rules and regulations;
- h) Data capture
- i) Maintenance of primary records such as cash books, ledgers, vote books, registers
- j) Preparation of simple management reports including imprest and expenditure returns.
- k) responsible for the safe custody of College's records and assets.

ORIGINAL APPLICATION LETTER, DETAILED CV, COPIES OF NATIONAL IDENTITY CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES SHOULD BE SENT TO:

Released for circulation





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The Principal
Ngong Technical and Vocational College
P.O. Box 1170 - 00208
Ngong Hills, Kenya
Or email applications to: info@ngongtvc.ac.ke

APPLICATIONS TO BE SUBMITTED/RECEIVED ON OR BEFORE **FRIDAY 26TH JUNE**
2026

NOTE:

1. Advertisement number should be indicated on the envelope and first page of the application letter.
2. Ngong TVC is an Equal opportunity employer; women, youth and persons with disabilities are encouraged to apply
3. Only qualified candidates shall be acknowledged.
4. Canvassing for the posts is highly prohibited.
5. Only shortlisted candidates will be contacted.

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