



THE KITONDO SCHOOL

P.O. BOX 13 – 90127 MBUMBUNI Cell phone: 0711 289277

E-Mail secondarykitondo@gmail.com

DATE: 12/2/2025

VACANCY !VACANCY!

The Kitondo School hereby invites applications for qualified persons to fill the following vacancies.

1. SCHOOL DRIVER/MECHANIC

Qualifications

1. Should be registered with NTSA specifically for operating school bus.
2. A valid driving license with 10 years experience.
3. Kenya certificate of secondary education mean grade D plain or its equivalent qualification from a recognized institution.
4. Attended a First –Aid certificate course lasting not less than one (1) week at ST. John Ambulance or Kenya institute of Highway and building Technology (KIHBT) or any other recognized institution.
5. Passed Suitability Test for Driver Grade III.
6. Passed suitability Test from Scania Kenya.
7. Passed practical test for drivers conducted by the respective Department.
8. A valid certificate of Good conduct from the Kenya Police.
9. Must be a Kenyan citizen aged 35 years and above.
10. Knowledge of automobile mechanics will be an added advantage.

2. ACCOUNTS ASSISTANT

Qualifications

1. K.C.S.E. C Plain and above.
2. C.P.A. Part II and evidence of continuation to completion of part III.
3. High ethical standard and professionalism.
4. Familiarity with computer skills and knowledge of variety of software programme related to finance and book keeping.
5. Knowledge on school accounts and reporting on IPSAS.
6. Police clearance certificate.
7. Availability according to the demand of the job.

Interested candidates should send their applications via email secondarykitondo@gmail.com to reach undersigned on or before 7/3/2025.

The Secretary,
Board of Management,
The Kitondo School,
P.O. Box 13 – 90127,
MBUMBUNI.