

FRIENDS COLLEGE KAIMOSI

(Kaimosi College of Research and Technology)

TENDER NOTICE



S/N	CATEGORY NO.	CATEGORY DESCRIPTION.
1	FCK/T/1 /H/2019	Construction of a 2 storey hostel. (Full Contract)
2	FCK/T/2 /R/2019	Construction of a ramp on the mechanical workshop.(Full Contract)

Detailed tender documents may be obtained from Procurement Office during normal working hours upon payment of non-refundable fee of **KShs. 1000/=** (Kenya Shillings One Thousand) only, payable at **KCB KAKAMEGA BRANCH Friends College Kaimosi deposit. A/C No. 1101755652** OR downloaded **FREE** of charge from the COLLEGE website: www.fck.ac.ke .

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and Category name bearing no other mark, name or indication of the applicant shall be sent to;

**THE PRINCIPAL
FRIENDS COLLEGE KAIMOSI
P. O. Box 150-50309
TIRIKI**

Or, dropped in the **Tender Box** inside the **Administration block** at Friends College Kaimosi and **not** any other place, box, office or College, so as to reach the College not **later than 11:00am on 3rd October 2019**. Opening of the bid documents will be done immediately in the College Board room in the presence of applicants or their representatives who choose to attend.

NB: Bidders are advised to keep on checking the college web site for changes that may arise.



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DECLARATION OF VACANCIES.

Friends College Kaimosi wishes to invite applicants from qualified candidates
to fill the vacancies listed below:

		POSITION/S	CATEGORY
1	Human Resource Officer (HRO)	1	FCK/HR/01/2019
2	Driver	2	FCK/DR/02/2019
3	TECHNICIAN 1.Electrical & Electronics 2. Mechanical engineering –Production option. 3. Plumbing.	1	FCK/ E& ET/03/2019
		1	FCK/ MET/04/2019
		1	FCK/ PT/05/2019

For more information visit our college website www.fck.ac.ke .

1. HUMAN RESOURCE OFFICER – 1 post – Ref: FCK/HR/01/2019

Qualifications

1. Preferably a holder of Bachelors Degree in Business Management (HR Option)/Social sciences or A Diploma in Human Resource/Higher Diploma in HRM .
2. At least 3 years working experience.
3. A valid Certificate of good conduct.
4. ICT Compliance.
5. Three years working experience in a reputable organization or Institution.
6. Be a registered member of IHRM
7. At least a C- in KCSE and above.

2. DRIVER – 2 post – Ref: FCK/DR/02/2019.

Qualifications:

- KCSE D plain and above.
- A clean driving license for class ABCE.
- First Aid skills(St Johns Ambulance)
- A valid Certificate of Good Conduct.
- At least four (4) years relevant driving experience.
- NTSA budge.
- Refresher and defensive certificate.
- Knowledge of relevant health and safety requirements and reporting processes.
- ICT compliance from a recognized Institution.

TECHNICIANS.

1. Electrical & Electronics ref FCK/ E& ET/03/2019

- Diploma in Electrical and Electronics Engineering(Power Option)
- KCSE C- and above.
- Registered with Institution of Engineering Technologists and Technicians of Kenya or other relevant bodies.
- A valid Certificate of good Conduct.
- Three years working experience in a reputable organization or Institution.
- ICT compliance from a recognized Institution.
- Knowledge of relevant health and safety requirements and reporting processes.

2. Mechanical Engineering-Production Option. Ref FCK/ MET/04/2019.

- Diploma in Mechanical Engineering (production option) from a recognized Institution.
- KCSE C-and above.
- Three years working experience in a reputable organization or Institution.
- Registered with Institution of Engineering Technologists and Technicians of Kenya or other relevant bodies.
- A valid Certificate of good Conduct.
- Knowledge of relevant health and safety requirements and reporting processes.
- ICT compliance from a recognized Institution.

3. Plumbing. Ref FCK/ PT/05/2019.

- Diploma in Plumbing from a recognized Institution or Diploma in water Technology.
- Three years working experience in a reputable organization or Institution.
- Registered with Institution of Engineering Technologists and Technicians of Kenya or other relevant bodies.
- A valid Certificate of good Conduct.
- ICT Compliance.
- Occupational health and safety is a requirement.

Interested and qualified individuals should send their applications letters with detailed CVs, copies of academic and professional certificates and other testimonials together with national identity card so as to reach the undersigned not later than **3rd October 2019.**

Friends College Kaimosi shall negotiate a competitive salary package with the successful candidates.

The Principal
Friends College Kaimosi
P.O.Box -150-50309
TIRIKI.

Friends College Kaimosi is an equal opportunity employer and persons with disability are encouraged to apply