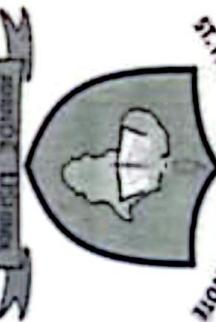


**ST. PAUL'S HIGH SCHOOL – KEVOTE**  
**P.O.BOX 219-60100 EMBU. 0727 216 309**



EMAIL:stpaulskevotehigh@gmail.com  
WEBSITE:www.stpaulskevotehigh.co.ke  
Our ref:ST.PK/JVAC/2025  
Your ref:.....

Date: 8<sup>th</sup> October, 2025

**RE: JOB VACANCY FOR ACCOUNTS CLERK.**

St. Paul's high School, Kevote is looking for a focused, self driven and goal oriented person for the position of accounts clerk.

**The applicant should have the following qualifications:**

- a) Be a Kenyan citizen.
- b) K.C.S.E mean grade C- and above.
- c) C.P.A I section II .
- d) Computer literate.
- e) Age 28 years and above.
- f) Knowledge in school accounting procedures and practices.
- g) Experience will be an added advantage.
- h) Be able to work under minimum supervision.

Applicants should send their application letter attaching their curriculum vitae, copies of academic and professional certificates and testimonials to reach the undersigned by 30<sup>th</sup> October, 2025.

**Only shortlisted applicants will be invited for the interview.**

The Secretary  
Board of Management  
St. Paul's School, Kevote  
P.O. Box 219 – 60100  
EMBU.

PRINCIPAL  
ST. PAUL'S HIGH SCHOOL, EMBU  
P.O. BOX 219-60100, EMBU  
SIR K...