



MINISTRY OF EDUCATION  
**SOT TECHNICAL TRAINING INSTITUTE**

P.O. BOX 665 - 20400, BOMET. Tel: 0707-042-067

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Email: [sottechnicaltraininginstitute@gmail.com](mailto:sottechnicaltraininginstitute@gmail.com)



REF/STTI/TR/01/05/2023

24<sup>th</sup> May 2023

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SOT Technical Training Institute wishes to advertise for **Secretarial Trainer** position under Board of Governors.

<b>Number of Vacancies</b>	<b>1</b>
<b>Reporting to</b>	<b>Head of Department</b>
<b>Duty Station</b>	<b>Sot Technical Training Institute</b>
<b>Job Group</b>	<b>STTI Job Scale ' 2'</b>
<b>Terms Of Service</b>	<b>Contract-Renewable</b>

**Key Main Responsibilities/Duties/Tasks.**

1. Teach course units to ensure coverage of the entire units for every Term
2. Set, administer and marks CATS with exams and submit the results before set deadline.

**Job Competencies-Qualifications and Requirements.**

1. Should have Diploma in Secretarial Studies
2. Pedagogy will be an added advantage.
3. Have experience of teaching shorthand
4. Have working experience of 1-2 years.

Those who are interested and meet the requirement are invited to apply for the position by submitting a **cover letter, detailed resume (CV) with three referees, copies of certificates and testimonials** addressed to the Principal not later than **31<sup>st</sup> May 2023 5:00PM.**

Application should be sent either through, **hand delivery to Sot Technical Training Institute - Merigi or Through Postal address below.**

**The Principal,  
Sot Technical Training Institute,  
P.O. Box 665,  
Bomet.**

*Sot TTI is an equal employer and both Gender & PLWDS are encouraged to apply.*

*N/B: We do not charge any fee for the recruitment process.*