

NKABUNE TECHNICAL TRAINING INSTITUTE



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ADVERTISEMENT FOR VACANT POSITIONS

Nkabune T.T.I BOG invites qualified and experienced applicants to fill below vacant positions;

1. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE NTTI 11 - 1 POST

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines; Business Administration, (Supplies Chain Management Option), Procurement and Supplies Management or its equivalent from a recognized institution
- (ii) Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position for a minimum period of three (3) years
- (iii) Certificate in computer applications
- (iv) Must be active member of KISM and in good standing
- (v) Shown integrity, good interpersonal and communication skills
- (vi) Demonstrated professional competence in supply chain management work as reflected in work performance and results
- (vii) Have proven knowledge in Enterprise Resource Planning(ERP) will be added advantage

2. INTERNAL AUDITOR, JOB GRADE NTTI 11

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Internal Auditor I or in a comparable and relevant position for a minimum period of three (3) years
- (ii) Bachelor of Commerce (Accounting/Finance), Business Administration (Accounting or Finance) or equivalent qualification from a recognized institution
- (iii) Certified Public Accountant CPA-K or equivalent qualification from a recognized institution
- (iv) Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors(IIA) or any other relevant professional body

- (v) Certificate in computer applications; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.



3. OFFICE ADMINISTRATIVE ASSISTANT II, JOB GRADE NTTI 8 - 1 POST (1 YEAR CONTRACT)

For appointment to this grade, an officer must have: -

- (i) Diploma in Secretarial Studies from the Kenya National Examinations Council(KNEC) or its equivalent from a recognized Institution
 - (ii) Certificate in computer applications; and
 - (iii) Demonstrated merit and shown ability as reflected in work performance and results
- Or
- i. Typewriting III (50 w.p.m.)/ Computerized Document Processing III
 - ii. Shorthand III (100 w.p.m.) or Audio typing III
 - iii. Business English III/Communications II
 - iv. Office Management III
 - v. Secretarial Duties II
 - vi. Foundations of Accounting will be an added advantage
 - vii. Demonstrated merit and shown ability as reflected in work performance and results
 - viii. Three (3) years experience in a TVET institution will be an added advantage

4. DRIVER III, JOB GRADE NTTI 5 (1 YEAR CONTRACT)

For appointment to this grade, a candidate must have: -

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized institution
- (ii) Artisan Certificate in Motor Vehicle Mechanics from a recognized institution
- (iii) at least three (3) years active driving experience
- (iv) Valid class BCE driving license free from any current endorsements
- (v) attended a First-Aid Certificate Course lasting not less than one (1) week from a recognized Institution
- (vi) Demonstrate adequate knowledge of the Highway Code;
- (vii) Passed the Suitability Test for Drivers Grade III from the Ministry of Roads and Public Works
- (viii) Certificate in computer applications

Applications comprising detailed CV and attachments to be dropped at the institution on or before **Wednesday 5th March, 2025** addressed to

**The Secretary B.O.G
Nkabune Technical Training Institute
P.O. Box 330-60200
MERU**

NB: Successful candidate will be required to provide a valid Certificate of Good Conduct

Only qualified candidates will be contacted. Shortlisted candidates will be required to produce originals of their National ID, Academic and professional certificates and transcripts during the interview

Persons with disabilities who meet the above qualifications are encouraged to apply.



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