

# BONDO TECHNICAL TRAINING INSTITUTE



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P.O. Box 377 – 40601, Bondo - Kenya



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## JOB ADVERTISEMENT

Bondo Technical Training Institute is a Public TVET institution operating under TVET Act No. 29 in the State Department of Vocational and Technical Training under the Ministry of Education. Applications are invited for the following positions:

### A. TRAINER- AGRICULTURAL EXTENSION BTTI 3/2026: - 1 POST

#### Responsibilities

- i. Undertaking training in areas of specialization in accordance with the syllabus,
- ii. Preparing teaching/learning documents,
- iii. Setting and marking examination/carrying out assignment,
- iv. Carrying out research work under the guidance and supervision of a HOD.

#### Requirements

- i. Bachelor Degree/Higher National Diploma in Agricultural Extension or Bachelor of Education Degree in Agricultural Extension.
- ii. Diploma in Technical Trainer Education or a Post Graduate Diploma in Education from a recognized Institution;
- iii. Be licensed by TVET Authority or meet the requirement for licensing by TVETA;
- iv. At least one (1) year working experience in an educational sector

### B. TRAINER- AQUACULTURE AND FISHERIES 2/2026- 1 POST

#### Responsibilities

- i. Undertaking training in areas of specialization in accordance with the syllabus,
- ii. Preparing teaching/learning documents,
- iii. Setting and marking examination/carrying out assignment,
- iv. Carrying out research work under the guidance and supervision of a HOD.

#### Requirements

- i. Bachelor Degree/Higher National Diploma in Aquaculture & Fisheries or Bachelor of Education Degree in Aquaculture & Fisheries or equivalent qualification from a recognized Institution.
- ii. Diploma in Technical Trainer Education or a Post Graduate Diploma in Education from a recognized Institution;
- iii. Be licensed by TVET Authority or meet the requirement for licensing by TVETA;
- iv. At least one (1) year working experience in an educational sector

### C. TRAINER HAIR DRESSING AND BEAUTY THERAPY 1/2026 – 1 POST

#### Responsibilities

- i. Undertaking training in areas of specialization in accordance with the syllabus,
- ii. Preparing teaching/learning documents,
- iii. Setting and marking examination/carrying out assignment,
- iv. Carrying out research work under the guidance and supervision of a HOD.

#### Requirements

All correspondence to be addressed to the Principal



- i. At least Diploma in Hair Dressing and Beauty Therapy/ Cosmetology or equivalent and relevant qualification
- ii. Diploma in Technical Trainer Education or a Post Graduate Diploma in Education from a recognized Institution;
- iii. Be licensed by TVET Authority or meet the requirement for licensing by TVETA;
- iv. At least one (1) year working experience in an educational sector

**D. ADMINISTRATIVE ASSISTANT BTTI 3/2026 (1 POSITION)**

**Duties and responsibilities**

- i. Supervise, mentor and monitor the performance of junior secretarial staff and clerical officers.
- ii. Maintain the diary and appointments/meetings for the Principal to ensure appointments are well planned and timely
- iii. Organize administration records and correspondence to ensure quick access to required information/ documents
- iv. Ensure the availability of well-managed office services including cleaning and tidying office to ensure a conducive working environment.
- v. Maintain an efficient, smooth and easily accessible filing system to ensure the security of information and to limit access to unauthorized persons
- vi. Receive telephone calls to ensure calls are transferred to respective office
- vii. Maintain security and confidentiality of office records, documents and equipment
- viii. Manage office protocol and receive incoming calls, and correspondences and act as the link between executive offices, to ensure efficient response time to inquiries
- ix. Record dictation in shorthand and transcribe it into a written comprehensive form
- x. Receive visitors and clients in a professional and courteous manner and direct them to the Principal/Deputy Principal office
- xi. Undertake correspondence for the principal as requested and as appropriate
- xii. Maintain an inventory of office equipment and supplies for the Principal and Deputy Principal offices
- xiii. Prepare for committee meetings such as the Council/BOG meetings
- xiv. Control and manage the hospitality budget
- xv. Provide input for hospitality budget during the budgeting process

**Academic Qualification and Work Experience**

- i. Must have completed Single and group stage II, with a pass in the following: CPD II, Communication Skills II, Office Practice II, Commerce II, Secretarial II, commerce II, with either any Shorthand III,II or I.
- ii. Computer literate
- iii. One-year relevant experience from a reputable institution

**N/B**

Bondo Technical Training Institute is an equal opportunity employer. **Women, Youth, Persons with Disability, Marginalized Groups and Non-Dominant Communities** are encouraged to apply.

Applicants who meet the criteria above to hand deliver his/her detailed Curriculum Vitae giving 3 referees, copies of all relevant certificates and testimonials National Identity card, including their daytime reliable telephone number to the institution or send it to [vacancies@bondotti.ac.ke](mailto:vacancies@bondotti.ac.ke) on or before 25<sup>th</sup> Jun, 2026.

Only shortlisted candidates will be contacted.

PRINCIPAL,  
BONDO TECHNICAL TRAINING INSTITUTE,  
P.O.BOX 377-40601  
BONDO



*Approved for Circulation*  
05:06:2026 *[Signature]*

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted

*All correspondence to be addressed to the Principal*

