

MITUNGUU TECHNICAL TRAINING INSTITUTE



COMPETENCY IN SKILLS TRAINING
P.O BOX 64, 60204-MITUNGUU, MERU
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1st November 2024

VACANCIES

Mitunguu Technical Training Institute is a Government Sponsored Public Institution looking for qualified diligent and self-motivated candidates to fill the below vacant positions on Contract Terms;

POSITION 1-ADMINISTRATIVE ASSISTANT

Minimum Qualifications

- Diploma in Secretarial Studies from the Kenya National Examinations Council
or
- Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects: –
 - ✓ Typewriting III/computerized document processing III
 - ✓ Shorthand III (100 w.p.m)
 - ✓ Business English III/Communications II
 - ✓ Office Administration and Management III
 - ✓ Secretarial Duties II
 - ✓ Commerce II
 - ✓ Office Procedures II
 - ✓ Information Communication Technology III
 - ✓ Proficiency in Microsoft Office Suite
- Served as an Administrative Assistant for a minimum of two years

POSITION 2-ADMINISTRATIVE ASSISTANT INTERN

Minimum Qualifications

- Diploma in Secretarial Studies from the Kenya National Examinations Authority
or
- Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects: –
 - ✓ Typewriting III/computerized document processing III
 - ✓ Shorthand II (80 w.p.m)
 - ✓ Business English II/Communications I
 - ✓ Office Administration and Management III
 - ✓ Secretarial Duties II
 - ✓ Commerce II
 - ✓ Office Procedures II
 - ✓ Information Communication Technology II
 - ✓ Proficiency in Microsoft Office Suite



POSITION 3-DRIVER

Minimum Qualifications

- KCSE D Plain or above
- New generation Driving License for Class B, C, C1, D1, D2 and D3 or Old generation Driver's license for class BCE and A vehicles.
- Valid Certificate of Good conduct
- Valid PSV badge for an institutional driver.
- Conversant with N.T.S.A Act and Regulations.
- Experience in Bus driving for 5 years and above.

How to apply

Enclose detailed up-to-date curriculum vitae, indicating e-mail address and reliable daytime telephone contacts, together with copies of certificates, testimonials, national identity card and names of two referees.

Qualified interested candidates should submit their applications addressed to the: –

Principal,

Mitunguu Technical Training Institute,

P.O Box 64-60204 Mitunguu - Meru

Closing Date 22nd November 2024 not later than 5.00 p.m.

Please Note:

Shortlisted candidates will be contacted via their mobile phone numbers and email address provided.

Shortlisted candidates shall be required to produce Originals of their National Identity Card, Academic and Professional certificates and transcripts during interview.

Mitunguu Technical Training Institute is an equal opportunity employer Persons with disabilities, Youth, Women, and marginalized are encouraged to apply.