



**RUNYENJES TECHNICAL & VOCATIONAL COLLEGE  
EMPOWERING THROUGH SKILLS AND TECHNOLOGY**

P.O. BOX 239 – 60103, RUNYENJES, TEL: +254 797210054  
E - MAIL: [runyenjestti@gmail.com](mailto:runyenjestti@gmail.com), Website: [www.runyenjesttechnical.ac.ke](http://www.runyenjesttechnical.ac.ke)



**VACANCY! VACANCY! ADVERTISEMENT**

Runyenjes TVC is seeking to recruit competent, self-driven, disciplined, diligent, experienced and qualified Board of Governors staff to fill the following positions as interns

**1. LIBRARY ASSISTANT – RTVC/INTERN/L/01/06/2022**

**Qualification for appointment**

- Diploma in any of the following discipline: Library Studies, Information Science or equivalent from a recognized institution
- A certificate in computer applications skills
- Valid certificate of good conduct
- Aged 25 years and above
- Good communication and interpersonal skills
- At least 2 years' experience in a similar position
- Preference will be given to those who have worked in a TVET institution
- Testimony of employer if any

**2. STORES CLERK-RTVC/SC/2/6/2022**

**Qualification for appointment**

- Should have Craft certificate in supply chain management or store keeping or its equivalent from a recognized institution
- Should be computer literate
- Knowledge of Public procurement and Asset Disposal Act 2015 and regulations 2020
- Valid Certificate of good conduct - Mandatory
- Good communication and interpersonal skills
- At least 2 years' experience in a similar position
- Should be at least 25 years of age and above
- Preference will be given to those who have worked in a TVET institution
- Testimony of the employer if any

Interested and qualified candidates may send their **hand written** applications with a detailed CV and attachments of copies of academic and professional certificates to reach us on or before 12<sup>th</sup> July, 2022 latest 4.00pm **hand delivery or addressed and** posted to;

**THE PRINCIPAL/ SECRETARY BOG  
RUNYENJES TECHNICAL & VOCATIONAL COLLEGE  
P.O BOX 239-60103  
RUNYENJES**

NB; Only qualified candidates will be contacted. Short listed candidates will be required to produce originals of their ID, Certified Academic and professional Certificates and Transcripts during the interview.

**Persons living with disability and youth who meet the above qualification are encouraged to apply.**

*Runyenjes technical and Vocational College is an equal opportunity employer.*

