



RUNYENJES TECHNICAL & VOCATIONAL COLLEGE

P.O. BOX 239 – 60103, RUNYENJES

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TEL: +254 797210054



23rd/07/2019

VACANCY!! VACANCY!! ANNOUNCEMENT

This to let you know that RUNYENJES TVC is seeking to fill the following Post;

ADMINISTRATIVE ASSISTANT/SECRETARY

Requirements

- ❖ Computerized Document processing (50 WPM)
- ❖ Business English 111
- ❖ Short hand 111 (100 WPM)
- ❖ Commerce 11
- ❖ Office management 111
- ❖ Secretarial duties 111
- ❖ Information communication technology 111
- ❖ Valid certificate of good conduct- Mandatory
- ❖ Work experience of not less than two years in a learning institution
- ❖ Aged between **25** to **35** Years
- ❖ Testimony of the employer if any

Interested candidates may send their hand written applications with a detailed CV, attaching copies of academic certificates and other testimonials to reach the Principal on /or before **Tuesday 6th August, 2019** by 4.00 pm addressed to the;

The Principal/BOG Secretary
Runyenjes Technical and Vocational College
P.O. Box 239-60103
Runyenjes

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VOCATIONAL COLLEGE
P O Box 239 RUNYENJES
TEL: 0797 210 054
23/7/2019

i. *Only shortlisted candidates will be contacted*

ii. *Persons living with disability, youth and women are encouraged to apply.*

NB: Visiting hours: 8.00 am to 4.00 pm, Monday to Friday