



RTVC/ADM/HRM/01/09/2023

6th September, 2023

VACANCY! VACANCY! ADVERTISEMENT

Runyenjes Technical and Vocational College is an accredited TVET Institution located at Kavai village, Runyenjes Constituency Embu East sub-county in Embu County. The college is seeking to recruit competent self-driven and qualified Board of Governors) staff to fill the following positions on one-year contract (renewable subject to satisfactory performance to fill the posts in the areas below under Board of Governors ratification.

1. RTVC/OAA/1/9/2023: OFFICE ADMINISTRATIVE ASSISTANT (IPOST)

Minimum requirements

- Diploma in secretarial studies/single & group stage III /Diploma in information communication Technology and Diploma in human resource management from the Kenya National Examinations (KNEC) or equivalent qualifications from a recognized institution.
- Certificate of good conduct is Mandatory
- Should be 25 years and above
- Experience of at least 1 year in a similar position.

2. RTVC/SC/2/9/2023: STORES CLERK

Minimum requirements

- Should have Craft certificate in supply chain management or store keeping or its equivalent from a recognized institution. Diploma is an added advantage.
- Should be computer literate
- Knowledge of Public procurement sand asset Disposal Act 2015 and regulations 2020
- Certificate of good conduct is Mandatory
- Should be at least 25 years of age and above
- At least one year experience in a similar position

3. RTVC/GM/3/9/2023: GROUNDS MEN (2 posts)

Requirements

- Should have ability to read and communicate in the national languages.
- Must have an original **ID**.
- Must be 20-45years of age.
- Must be from within the local community.
- Prior experience is an added advantage.
- Any professional course will be an added advantage.

Interested persons who meet the above qualifications should **quote desired monthly salary** in the application letter, submit their hard copy applications accompanied by a copy of National identification card, detailed CV, copies of academic and professional certificates and other testimonials to the undersigned on or before **19th September 2023** at 4.00pm or deliver them in person to the College during working hours.

**THE SECRETARY,
BOARD OF GOVERNORS,
RUNYENJES TECHNICAL & VOCATIONAL COLLEGE,
P.O BOX 239-60103.
RUNYENJES.**



- ❖ **Only shortlisted candidates will be contacted.**
- ❖ **Runyenjes Technical is an equal opportunity employer. Youth, persons living with disability and women are encouraged to apply.**