



## RUNYENJES TECHNICAL & VOCATIONAL COLLEGE

P.O. BOX 239 – 60103, RUNYENJES

E - MAIL: [runyenjestti@gmail.com](mailto:runyenjestti@gmail.com) , TEL: +254 797210054

Website: [www.runyenjesttechnical.ac.ke](http://www.runyenjesttechnical.ac.ke)



14<sup>th</sup> May, 2026

### **VACANCY! VACANCY! VACANCY!**

Runyenjes Technical & Vocational College is a Public TVET college under the Ministry of Education, State Department for Technical, Vocational Education and Training. It is located at Karurumo, Kawai location, Embu East – in Embu County.

**The Board of Governors is seeking to fill the advertised posts on contract and Internship basis.**

#### **1. ADVERT NO: RTVC/JOB APP/ASST.SEC/01/05/2026 - ASSISTANT SECRETARY – 1 POSITION**

##### **Minimum Requirements**

- Craft in secretarial studies/Single & Group stage II
- Computer literacy and proficiency in office applications
- Good communication and interpersonal skills
- Relevant work experience in an office environment will be an added advantage

##### **Duties and Responsibilities**

- Receiving and dispatching correspondence
- Typing, filing and maintaining office records
- Managing office schedules and appointments
- Assisting in preparation of reports and office documents
- Providing administrative support to the department
- Performing any other duty assigned from time to time

#### **2. ADVERT NO: RTVC/JOB APP/ICT.INT/02/05/2026- INTERN ICT ASSISTANT TECHNICIAN – 1 POSITION**

##### **Minimum Requirements**

- Diploma in Information Communication Technology/ICT
- Basic knowledge in computer hardware, software and networking
- Computer troubleshooting skills
- Relevant industrial attachment experience will be an added advantage

##### **Duties and Responsibilities**

- Assisting in maintenance of ICT equipment and systems
- Supporting installation and configuration of computer hardware and software
- Assisting in troubleshooting ICT-related issues
- Supporting ICT practical lessons and laboratory activities
- Maintaining ICT inventory and records
- Performing any other assigned duty

**3. ADVERT NO: RTVC/JOB APP/PROC/03/05/2026- ASSISTANT PROCUREMENT OFFICER – 1 POSITION**

**Minimum Requirements**

- Diploma in Purchasing and supplies Management
- Registered with a professional body
- Computer literacy skills
- Knowledge of public procurement procedures will be an added advantage

**Duties and Responsibilities**

- Assisting in procurement and stores management
- Maintaining procurement records and documents
- Preparing purchase requisitions and quotations
- Assisting in stock taking and inventory management
- Supporting compliance with procurement regulations
- Performing any other assigned duty

**4. ADVERT NO: RTVC/JOB APP/AUTO.INT/04/05/2026**

**ASSISTANT AUTOMOTIVE TECHNICIAN INTERN – 1 POSITION**

**Minimum Requirements**

- Diploma in Automotive Engineering or related field
- Basic knowledge in vehicle servicing and maintenance
- Ability to handle workshop tools and equipment
- Relevant industrial attachment experience will be an added advantage

**Duties and Responsibilities**

- Assisting in automotive practical lessons
- Supporting maintenance of automotive workshop equipment
- Assisting in vehicle servicing and repair demonstrations
- Ensuring workshop safety and cleanliness
- Supporting trainers in preparation of practical materials
- Performing any other assigned duty

**5. ADVERT NO: RTVC/JOB APP/PLUMB.MASONRY.INT/05/05/2026- ASSISTANT PLUMBING/MASONRY TECHNICIAN INTERN – 1 POSITION**

**Minimum Requirements**

- Craft Certificate or Diploma in Plumbing, Masonry or related field
- Basic practical skills in plumbing/masonry works
- Knowledge of workshop safety practices
- Relevant industrial attachment experience will be an added advantage

**Duties and Responsibilities**

- Assisting in plumbing and masonry practical lessons
- Preparing materials and tools for practical training
- Supporting maintenance of workshop equipment
- Ensuring workshop cleanliness and safety
- Assisting trainees during practical sessions
- Performing any other assigned duty

**6. ADVERT NO: RTVC/JOB APP/ELECT.INT/06/05/2026- ASSISTANT ELECTRICAL TECHNICIAN INTERN – 1 POSITION**

**Minimum Requirements**

- Craft Certificate or Diploma in Electrical Engineering or related field
- Basic knowledge in electrical installation and maintenance
- Ability to use electrical tools and equipment
- Relevant industrial attachment experience will be an added advantage

**Duties and Responsibilities**

- Assisting in electrical practical lessons and demonstrations
- Supporting maintenance of electrical workshop equipment
- Preparing tools and materials for practical sessions
- Ensuring adherence to safety standards in the workshop
- Assisting trainers and trainees during practical work
- Performing any other assigned duty

Interested candidates who meet the requirements should submit hand-written application letters, certified copies of their national identity card, academic and professional certificates, professional association membership card, testimonials, and curriculum vitae to the address below so as to reach on or before **28<sup>th</sup> May, 2026**.

**THE CHIEF PRINCIPAL / SECRETARY BOG  
RUNYENJES TECHNICAL AND VOCATIONAL COLLEGE  
P.O. BOX 239 – 60103  
RUNYENJES, KENYA**



*Approved  
for  
Circulation..*