



MINISTRY OF EDUCATION
State Department for Technical, Vocational Education and Training
RUNYENJES TECHNICAL & VOCATIONAL COLLEGE
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VACCANCY! VACCANCY! VACCANCY! 28th September, 2026

VACANCY FOR ASSISTANT PROCUREMENT OFFICER ON CONTRACT BASIS

Runyenjes Technical and Vocational College is a Public TVET College under the Ministry of Education, State Department for Technical, Vocational Education and Training. The College is located at Karurumo, Kawai Location, Embu East Sub-County in Embu County.

The Board of Governors invites applications from qualified and competent candidates to fill the following positions on contract/internship basis:

1. ADVERT NO: RTVC/JOB APP/PROC/28/09/2026

ASSISTANT PROCUREMENT OFFICER – 1 POSITION

Minimum Requirements

- Degree in Procurement and Supply Chain Management or related field
- Membership to a relevant professional body will be an added advantage
- Eligible for registration to relevant 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

Application Procedure

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, testimonial, and curriculum vitae to the address below so as to reach on or before **9th October, 2026**.

THE CHIEF PRINCIPAL / SECRETARY BOG
Runyenjes Technical and Vocational College
P.O. BOX 239 – 60103
RUNYENJES, KENYA

