



P C KINYANJUI TECHNICAL TRAINING INSTITUTE  
"MOTTO: EXCELLENCE IN TECHNOLOGY"  
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ISO 9001:2015 CERTIFIED



Your Ref No: PCKTTI/HR/GEN/BOG STAFF EMPLOYMENT/13

Your Ref No:

Date: 24/01/2024

**NEW ADVERT FOR BOG SUPPORT STAFF EMPLOYMENT FOR:**

**HUMAN RESOURCE AND ADMINISTRATION OFFICER I**

**MINIMUM REQUIREMENTS:**

- i. A Degree in either of the following: Bachelor of Commerce/Bachelors of Business Administration/Bachelor of Business Management (**Human Resource Management Option**) from a recognised Institution
- ii. Certified Human Resource Professional (CHRP-K)
- iii. Valid membership registration with Institute of Human Resource Management (IHRM)
- iv. At least three (3) years' experience in Human Resource Department preferably in the Public sector
- v. Certificate in Computer Applications
- vi. Valid Certificate of Good Conduct
- vii. Knowledge of Human Resource Management Information System will be an added advantage

**RE-ADVERTISEMENT FOR BOG SUPPORT STAFF CONTRACT EMPLOYMENT FOR:**

**RECEPTIONIST III POSITION**

**MINIMUM REQUIREMENTS:**

- i. KSCE Mean Certificate Grade D+ or above
- ii. Certificate in Customer Care Studies from a recognized Institution
- iii. Two years Certificate in Secretarial Studies will be an added advantage
- iv. Certificate in Computer Applications
- v. Valid Certificate of Good Conduct
- vi. A minimum of two (2) years' experience in customer care position or its equivalent

Interested candidates are required to send their CV and Academic Certificates and other testimonials to [info@kinyanjuitechnical.ac.ke](mailto:info@kinyanjuitechnical.ac.ke) Kindly submit your hard copies to the Human Resource Office by 15<sup>th</sup> February, 2024 by 5:00 pm.

PC Kinyanjui Technical Training Institute is an equal employer. **Persons with disability are encouraged to apply.** Only shortlisted candidates will be contacted.



PARAMOUNT CHIEF KINYANJUI  
TECHNICAL TRAINING INSTITUTE  
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circulation

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