



PC KINYANJUI TECHNICAL TRAINING INSTITUTE
"MOTTO: EXCELLENCE IN TECHNOLOGY"
P O BOX 21280-00505, NAIROBI
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Email: info@kinyanjuitechnical.ac.ke/Website: www.kinyanjuitechnical.ac.ke
ISO 9001:2015 CERTIFIED



Your Ref No: PCKTTI/HR/GEN/BOG STAFF EMPLOYMENT/14
Your Ref No:

Date: 16/04/2024

RE-ADVERTISEMENT FOR BOG SUPPORT STAFF EMPLOYMENT FOR

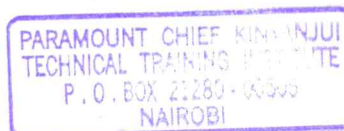
HUMAN RESOURCE AND ADMINISTRATION OFFICER I

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

Interested candidates are required to send their CV and Academic Certificates and other testimonials to hr@kinyanjuitechnical.ac.ke. Kindly submit your hard copies to the Human Resource Office by **3rd May, 2024 by 5:00pm.**

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



Approved for
Circulation
16/04/2024