



MINISTRY OF EDUCATION  
P C KINYANJUI TECHNICAL TRAINING INSTITUTE  
P O BOX 21280-00505, NAIROBI  
TEL. 0721 480 199, 0773829417  
Website: [www.kinyanjuitechnical.ac.ke](http://www.kinyanjuitechnical.ac.ke)  
Email: [info@kinyanjuitechnical.ac.ke](mailto:info@kinyanjuitechnical.ac.ke)/Website: [www.kinyanjuitechnical.ac.ke](http://www.kinyanjuitechnical.ac.ke)  
ISO 9001:2015 CERTIFIED



## ADVERTISEMENT FOR JOB OPPORTUNITIES

### **HUMAN RESOURCE OFFICER (1) – REQUIREMENTS**

- Bachelor's degree in Human Resource Management/ Business in Commerce (HR Option)
- Certificate in Computer Applications
- Three years relevant working experience in similar organizations
- Certificate of Good Conduct and KRA Clearance Certificate.

### **DRIVING SCHOOL INSTRUCTOR (1) – REQUIREMENTS**

- KCSE Certificate ( D+ and above)
- Driving Instructor Certificate
- A least Artisan Certificate in Motor Vehicle Mechanics
- Have Driver's License for class BCE vehicles
- Certificate in Computer Applications
- Certificate in First Aid
- Suitability Certificate of NTSA Act and Regulations
- Suitability Test Certificate for Drivers Grade 3
- Have relevant work experience of at least Three (3) years
- Have current certificate of Good Conduct

### **ESTATE CARETAKER (1) - REQUIREMENTS**

- Certificate in Building Technology or Certificate in Landscaping
- Certificate in Computer Applications
- 2 years experience in relevant areas
- Have Current Certificate of Good Conduct

All interested candidates should apply to:

**The BOG Secretary on or before 16<sup>th</sup> March, 2021 using the above postal or email address**

- *Applicant to include curriculum vitae and relevant testimonials.*
- *Applicants aged 45 years and above do not qualify.*
- *Persons with disabilities are encouraged to apply.*
- *Those who have worked as Interns in PC Kinyanjui are encouraged to apply.*

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- Have current certificate of Good Conduct

## **RECEPTIONIST (1) – REQUIREMENTS**

- KCSE Mean Grade D+ (D - English/Kiswahili)
- Certificate in Customer Care/Office Management/Front Office/Secretarial Studies
- Diploma in Business Management or Diploma in Front Office is an added advantage
- Certificate in Computer Applications
- 1 year relevant experience
- Current Certificate of Good Conduct

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- Certificate in Computer Applications
- 2 years experience in relevant areas
- Have Current Certificate of Good Conduct

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