



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA
P.O. Box 27 – 10205 MARAGUA CELL: +254 748 108 000
Email: murangatti@gmail.com



5TH MARCH 2024

VACANT POSITIONS IN THE INSTITUTE

Applications are invited from qualified persons for the positions listed below. Qualified and interested candidates should submit their hard copies of applications to the address below quoting the job title on both the envelope and the cover letter on or before **Thursday 13th March 2024 at 5:00pm.**

The Principal/ BoG Secretary
Murang'a Technical Training Institute
P.O. Box 27-10205, Maragua
Email: murangatti@gmail.com

Attach an up-to-date CV, indicating current remuneration, together with copies of academic and professional certificates, testimonials and national ID card.

Note:

1. Canvassing in any form will lead to automatic disqualification
2. Murang'a Technical Training Institute is an equal opportunity employer. Therefore, PLWD, the marginalized and minorities are encouraged to apply
3. Only shortlisted candidates will be contacted.
4. Shortlisted candidates shall be required to produce Originals of their National ID, academic and professional certificates and transcripts during the interviews.

1. DRIVER

Job Description

Reporting to the Principal, the Finance Officer shall be responsible for the supervision and management of all administrative and operational functions of the Finance Office.

Duties and Responsibilities

The Driver will be tasked will be the following duties and responsibilities among others;

1. Driving Institute's Vehicles
2. Carrying out routine checks on the vehicle and general maintenance
3. Detecting and reporting malfunctions
4. Report on Insurance Cover Status
5. Maintaining work tickets
6. Ensuring Security and safety of passengers, goods and vehicle on and off the road
7. Carrying out Minor mechanical adjustments
8. Delivery services



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Qualifications

- a) Kenya Certificate of Secondary Education mean Grade D- (minus) or its equivalent qualification from a recognized Institution.
- b) At least (3) three years active driving experience
- c) Valid class BCE driving license free from any current endorsements
- d) Demonstrate adequate knowledge of the Highway Code
- e) Valid Certificate of good conduct from the Kenya Police service;
- f) Artisan Certificate in Motor Vehicle mechanics from a recognized Institution will be an added advantage.
- g) Passed suitability test for drivers Grade III from the Ministry of Roads and Public works- Added an advantage
- h) Certificate in Computer applications will be an added advantage

2. SECURITY GUARD

Duties and Responsibilities

1. Monitor points of access in the institution and its building to allow entry only to authorized individuals
2. Conduct vehicle and visitor searches and register guests in accordance with approved guidelines to ensure in compliance to the security standards in the institution.
3. Inspect movement of all items in and out of the institution premises to ensure proper accountability
4. Monitor parking of the cars according to designed parking slots to ensure proper order and usage of spaces
5. Carry out regular patrol around institution to ensure its entire personnel and assets are safe.
6. Open and close the institution gate and other access areas to ensure continuous security all the time.
7. Ensure switching off and off
8. Maintaining security and order in the Institute

Qualifications

1. Kenya Certificate of Secondary Education (KCSE)
2. Certificate of Good conduct
3. Certificate of good conduct from the Kenya Police Service
4. Certificate in Security related course from a recognized Institution will be an added advantage.
5. Certificate in Fire control and Computer applications will be an added advantage

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PRINCIPAL
MURANG'A TECHNICAL
TRAINING INSTITUTE
P. O. Box 27 - 10205, MARAGUA
Email: murangatti@gmail.com

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3. OFFICE ADMINISTRATOR

Duties and Responsibilities

Reporting to the Principal, the position holder will be responsible for the following, amongst others:

1. Provide secretarial and administrative services such as typing, printing, photocopying, duplicating and filling documents
2. Handling telephone calls.
3. Receiving and dispatching mail
4. Recording dictation and transcribing it in writing form and prepare meeting minutes.
5. Schedule Board meetings and manage meeting arrangements.
6. Handle appointments, and process institutional data efficiently.
7. Maintain office diaries, itineraries, and ensure the security of office records, including confidential materials.
8. Facilitate meetings and events within the institution and ensure proper office etiquette.
9. Coordinate logistics for visitors and ensure timely delivery of newspapers.

Qualification

1. Bachelor's degree in secretarial studies or its equivalent from a recognized institution
Or
Diploma in Secretarial studies from the Kenya National Examination (KNEC) or its equivalent from a recognized Institution;
2. Typewriting III (50 w.p.m) / Computerized Document Processing III
3. Shorthand III (100 w.p.m) / (Audio Typing III will be an added advantage)
4. Business English II/ Communications II
5. Office Management
6. Commerce II
7. Certificate of good conduct from the Kenya Police service
8. Certificate in computer applications from a recognized Institution
9. Good interpersonal skills and communication skills and be a result oriented team player
10. Demonstrated merit and shown ability as reflected in work performance and results

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