



MURANG'A TECHNICAL TRAINING INSTITUTE - MARAGUA

P.O. Box 27 – 10205 MARAGUA CELL: +254 748 108 000

Email: murangatti@gmail.com



VACANT POSITIONS IN THE INSTITUTE

Applications are invited from qualified persons for the position listed below. Qualified interested candidates should submit their applications to the address below quoting the job title on both the envelope and the cover letter on or before 27th November, 2025 latest 5.00pm (East African Time)

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

Enclose a detailed and up-to-date curriculum vitae, indicating e-mail address and reliable daytime telephone contacts, together with certified copies of certificates, testimonials and national identity card. Interested candidates should also provide the names of two referees who must be familiar with their previous work/academic experience indicating their telephone, and email addresses.

Note:

1. The institute is an equal opportunity employer, therefore, people living with disabilities, the marginalized and the minorities are encouraged to apply.
2. Canvassing in any form will lead to automatic disqualification.
3. Only shortlisted candidates will be contacted.
4. Shortlisted candidates shall be required to produce Originals of their National Identity Cards, academic and professional certificates and transcripts during interviews.

1. ACCOUNTANT (1 POST) – MTTI/ACC/1/2025-11

Entry Qualifications:

- a) Certified Public Accountant (CPA) Part III finalist.
- b) Minimum of three (3) years of relevant accounting experience in a public or private institution.
- c) Must have met the requirements of Chapter Six of the Constitution of Kenya 2010.

Duties and Responsibilities:

- a) Maintain accurate financial records, general ledgers, and journal entries.
- b) Prepare, monitor, and analyze institutional budgets and expenditure reports.
- c) Manage accounts payables and receivables, ensuring timely payments and collections.
- d) Perform bank and ledger reconciliations and resolve discrepancies.
- e) Ensure compliance with tax regulations, including timely filing and remittance of statutory deductions.
- f) Handle payroll processing and related financial reporting.
- g) Support internal controls, financial audits, and compliance with financial policies and standards.
- h) Generate financial reports to inform management decision-making.
- i) Conduct filing in the finance department.

2. INTERNAL AUDITOR (1 POST) – MTTI/INTAUD/2025-11

Entry Qualifications:

- a) Bachelor's Degree in Accounting, Finance, Economics, or related field.
- b) CPA (K), ACCA Part II or equivalent qualifications.
- c) Member of ICPAK, IIA, or other recognized professional bodies.
- d) At least 3 years of relevant experience in auditing or internal control.
- e) Proficiency in audit management systems and MS Office tools.

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Duties and Responsibilities:

- a) Execute audit assignments according to the approved annual audit plan.
- b) Review internal controls, financial records, and compliance with policies.
- c) Identify risks and control weaknesses and recommend improvements.
- d) Prepare audit programs and audit working papers.
- e) Draft audit reports and follow up on implementation of audit recommendations.
- f) Ensure compliance with institutional policies and applicable laws.

3. SYSTEM ADMINISTRATOR (1 POST) – MTTI/SYSTADMIN/1/2025-11**Entry Qualifications:**

- a) Bachelor's Degree in Computer Science, Information Technology, or a related discipline.
- b) Minimum of 3 years' relevant experience in system administration, IT infrastructure, or technical support.
- c) Professional certification is an added advantage.
- d) Demonstrated proficiency in managing Active Directory, email systems, databases, and backups.

Duties and Responsibilities:

- a) Administer and maintain institutional servers, network devices, and storage infrastructure.
- b) Configure and manage user accounts, access controls, and resource permissions.
- c) Monitor system performance and ensure uptime of institutional services.
- d) Perform regular backups, system updates, and disaster recovery testing.
- e) Implement and maintain security measures including firewalls, antivirus, and user access protocols.
- f) Troubleshoot complex hardware, software, and network issues.
- g) Maintain up-to-date documentation on system configurations, processes, and incident logs.
- h) Support institutional compliance with the Data Protection Act, 2019 and ICT standards.

4. CLEANER (1 POST) – MMTI/CLEANER/1/2025-11**Entry Qualifications:**

- a) Basic training in housekeeping or sanitation is an added advantage.
- b) KCSE Certificate or equivalent.
- c) Minimum of 1-year experience in institutional or commercial cleaning.

Duties and Responsibilities:

- a) Perform routine cleaning of offices, restrooms, corridors, and public areas.
- b) Dust, sweep, mop, vacuum, and sanitize surfaces and fixtures.
- c) Ensure safe handling and storage of cleaning agents and equipment.
- d) Replenish consumables and maintain cleanliness standards.
- e) Report maintenance issues, hazards, or damaged facilities.
- f) Support minor errands or deliveries within the office as directed.

(Murang'a TTI an equal opportunity employer and strongly encourage applications from women, persons with disabilities (PWD), and individuals of all backgrounds, identities, and experiences. Diversity is not just a value—it's a driving force behind our innovation and success)

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