



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
CHUKA TECHNICAL AND VOCATIONAL COLLEGE



P.o. Box 753- 60400 Chuka. Email: chukatechnical@gmail.com
WEBSITE: www.chukatechnicalcollege.ac.ke Mobile Phone No.: 0717 694 181, 0732 996 053

Chuka Technical and Vocational College is a public institution in the State Department for Vocational and Technical Training. We wish to recruit qualified persons to fill the following positions on contract basis:

S/N	Position	Required Qualifications	No. of Posts	Vacancy Number
1	Farm Manager	Certificate in Agriculture, Agronomy or Agri-business. Experience in farm management, and KCSE minimum of D plain.	One	1/2023
2	Secretary	KNEC Diploma in secretarial studies, Stage III of Certificate in Secretarial Studies, or equivalent qualification from a recognized institution. Relevant experience of at least one year in a reputable organisation will be an added advantage.	One	2/2023
3	Librarian	Diploma in any of the following disciplines: Library Studies/Studies, Information Science or its equivalent qualification from a recognized institution; Must have undertaken at least one-year Internship in relevant discipline with a reputable organisation. Certificate in computer applications.	One	3/2023
4	Procurement Officer	Bachelor degree in any of the following disciplines; Procurement and supplies Management, Commerce/Business Administration (Supplies Management option) or its equivalent qualification from a recognized institution. Registration with Kenya Institute of Supplies Management (KISM) will be an added advantage.	One	4/2023
5	Accounts Clerk	Kenya Accounts Technician Certificate (KATC) Part I or Part I of the Certified Public Accountants (CPA) or its equivalent qualification from a recognized institution. Proficiency in computer applications will be an added advantage.	One	5/2023

Interested persons who meet the above qualifications should submit their applications addressed to the **Principal, Chuka Technical and Vocational College, P.o Box 753 – 60400 Chuka**, or send via email chukatechnical@gmail.com quoting Job Title and Vacancy Number on or before **Friday 4th April 2023** latest **3.00pm**.

Enclose detailed up-to-date CV, indicating email address and reliable daytime telephone contact, together with copies of certificates, testimonials, national ID card and names of two referees.

Please Note:

- Only shortlisted candidates will be contacted via their mobile phone numbers
- Shortlisted candidates shall be required to produce originals of their National ID card, academic and professional certificates and transcripts during the interview.

Chuka Technical and Vocational College is an equal opportunity employer. Persons with disabilities are encouraged to apply.

...Technology for Industrial Revolution...

PRINCIPAL
CHUKA TECHNICAL &
VOCATIONAL COLLEGE
P. O. Box 753 - 60400, CHUKA
Date: 29/03/23

Approved for
Circulation

[Signature]