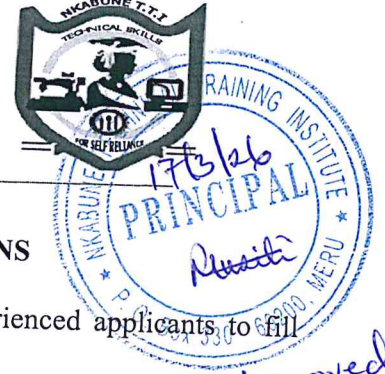


NKABUNE TECHNICAL TRAINING INSTITUTE

P.O Box 330 MERU

Tel:0202109363/0733777788/0719186814

Email: nttinkabune@gmail.com



ADVERTISEMENT FOR VACANT POSITIONS

Nkabune Technical Training Institute BOG invites qualified and experienced applicants to fill below vacant positions;

1. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE NTTI 11 – 1 POST

For appointment to this position, a candidate must have:-

- (i) Bachelor's degree in Business Administration (Supply Chain Management Option), Procurement and Supplies Management, or equivalent from a recognized institution;
- (ii) Served in the grade of Supply Chain Management Officer I or in a comparable position for a minimum of three (3) years;
- (iii) Certificate in Computer Applications;
- (iv) Active membership in KISM and in good standing;
- (v) Demonstrated integrity, good interpersonal and communication skills;
- (vi) Proven professional competence in supply chain management as reflected in work performance;
- (vii) Knowledge of Enterprise Resource Planning (ERP) systems will be an added advantage.

2. INTERNAL AUDITOR, JOB GRADE NTTI 11 – 1 POST

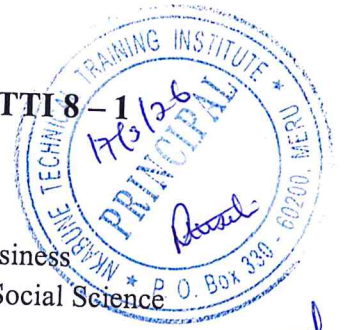
For appointment to this position, a candidate must have:-

- (i) Served in the grade of Internal Auditor I or in a comparable position for a minimum of three (3) years;
- (ii) Bachelor of Commerce (Accounting/Finance), Business Administration (Accounting/Finance), or equivalent from a recognized institution;
- (iii) Certified Public Accountant (CPA-K) or equivalent;
- (iv) Membership in ICPAK, Institute of Internal Auditors (IIA), or other relevant professional body;
- (v) Certificate in Computer Applications;
- (vi) Demonstrated merit and ability as reflected in work performance.

3. HUMAN RESOURCE ASSISTANT OFFICER, JOB GRADE NTTI 8 – 1 POST

For appointment to this position, a candidate must have:-

- (i) Bachelor's degree in Human Resource Management, Industrial Relations, Business Administration, Personnel Management, Public Administration, or any relevant Social Science discipline from a recognized institution;
- (ii) Registered member of the Institute of Human Resource Management (IHRM);
- (iii) Certificate in Computer Applications.



4. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GRADE NTTI 8 – 1 POST

For appointment to this position, a candidate must have:-

- (i) Diploma in Computer Studies, Information Technology, or equivalent from a recognized institution;
- (ii) Good communication and interpersonal skills;
- (iii) Demonstrated integrity, merit, and ability in work performance.

5. DRIVER III, JOB GRADE NTTI 5 – 2 POSTS

For appointment to this position, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent from a recognized institution;
- (ii) Artisan Certificate in Motor Vehicle Mechanics from a recognized institution;
- (iii) At least three (3) years of active driving experience;
- (iv) Valid Class BCE driving license free from any current endorsements;
- (v) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vi) Demonstrated knowledge of the Highway Code;
- (vii) Passed the Suitability Test for Drivers Grade III from the Ministry of Roads and Public Works;
- (viii) Certificate in Computer Applications;
- (ix) Experience in driving executive vehicles and a 62-seater bus will be an added advantage.

6. ARTISAN III (AGRICULTURE), JOB GRADE NTTI 4 – 1 POST

For appointment to this position, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent from a recognized institution;
- (ii) Artisan Certificate in Agriculture from a recognized institution.

TERMS OF SERVICE

- i. All appointments will be on a **one (1) year renewable contract**, subject to satisfactory performance and institution needs.

Applications, comprising a detailed Curriculum Vitae (CV) and relevant attachments, should be submitted to the institution **on or before Tuesday, 7th April, 2026**, addressed to:

**The Secretary, Board of Governors
Nkabune Technical Training Institute
P.O. Box 330 – 60200
MERU**

Note;

- (i) Shortlisted candidates must produce originals of their **National ID, academic and professional certificates, and transcripts** during the interview.
- (ii) Successful candidates will be required to provide a valid **Certificate of Good Conduct**.

Persons with disabilities who meet the above qualifications are encouraged to apply.

