

NKABUNE TECHNICAL TRAINING INSTITUTE



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Internal Job Advertisement

Nkabune T.T.I BOG invites qualified and experienced applicants to fill below vacant post

1. OFFICE ADMINISTRATIVE ASSISTANT III, JOB GRADE NTTI 7- 1 POST

For appointment to this grade, an officer must have: -

- (i) Typewriting I (minimum 30w.p.m)/Computerized Document Processing I;
- (ii) Business English I/ Communications I;
- (iii) Office Practice I;
- (iv) Commerce I;
- (v) Certificate of Good Conduct from the Kenya Police Service; and
- (vi) Certificate in computer applications.

Applications comprising detailed CV and attachments to reach us on or before **Friday 8th May, 2023** addressed to

The Secretary B.O.G
Nkabune Technical Training Institute
P.O. Box 330-60200
MERU

Only qualified candidates will be contacted. Shortlisted candidates will be required to produce originals of their National ID, Academic and professional certificates and transcripts during the interview

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



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or
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