



16<sup>th</sup> January, 2023

**VACANCY ADVERTISEMENT**

**NTVC/ADM/HR/001/JANUARY/2024**

Ngong Technical and Vocational College is a middle level TVET institution under the Ministry of Education, State Department of Technical and Vocational Training. The College is located in Ngong Town, Kajiado North Constituency about 23 kilometres from Nairobi City Centre. The Board of Governors, Ngong TVC seeks to fill the following positions;

S. No.	Advert No.	Vacancy Title	Requirements	Number of posts
1.	NTVC/FPT/01/2024	Vocational and Technical Trainer (Food Technology)	<ul style="list-style-type: none"> <li>Degree or HND in Food Science and Technology</li> <li>Pedagogy</li> </ul>	2
2.	NTVC/COS/01/2024	Vocational and Technical Trainer (Hair Dressing and beauty Therapy)	<ul style="list-style-type: none"> <li>Degree or Diploma in Hair dressing and beauty Therapy</li> <li>Pedagogy</li> </ul>	2
3	NTVC/SCM/01/2024	Supply Chain Officer	<ul style="list-style-type: none"> <li>Bachelor's degree in Procurement and supply chain management or any other business related degree</li> <li>Registered with KISM with a valid registration.</li> </ul>	1
4	NTVC/DEE/01/2024	Vocational and Technical Trainer (Electrical and Electronics -Power Option)	<ul style="list-style-type: none"> <li>Bachelor's degree or HND in Electrical Engineering (Power Option)</li> <li>Pedagogy</li> </ul>	3
5	NTVC/FPT/02/2024	Laboratory Technician (Food Technology)	<ul style="list-style-type: none"> <li>Diploma or Certificate in Food science and Technology</li> </ul>	1

6	NTVC/HOS/01/2024	Vocational and Technical Trainer (Food and Beverage)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Hospitality Management</li> <li>• Pedagogy</li> </ul>	2
7	NTVC/HOS/02/2024	Assistant Vocational and Technical Trainer- (Food and Beverage)	<ul style="list-style-type: none"> <li>• Diploma in Food and Beverage</li> <li>• Pedagogy</li> </ul>	1
8	NTVC/ADM/01/2024	Office Administrator (Intern)	<ul style="list-style-type: none"> <li>• Must have a Diploma or Certificate in Office administration or any other related discipline</li> <li>• Must have done office procedures 2 (OP 2)</li> <li>• Knowledge in business Communication</li> </ul>	1

**Hardcopy applications** should be submitted with copies of a CV, national ID, relevant certificates, transcripts and testimonials addressed to **The BOG Secretary, not later than 5<sup>th</sup> February 2024 by 4pm.** The advert number should be quoted on the envelope and the cover letter. Applications can also be sent via email [careers@ngongtvc.ac.ke](mailto:careers@ngongtvc.ac.ke) quoting the advert number as the subject.

More details about the requirements of the vacancies are available on the college website [www.ngongtvc.ac.ke](http://www.ngongtvc.ac.ke)

- Ngong TVC is an equal opportunity employer.
- Persons living with disability, women and youth are encouraged to apply.
- Only shortlisted candidates will be contacted/invited for the interview.