



NGONG TECHNICAL AND VOCATIONAL COLLEGE

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24TH AUGUST, 2021

VACANCY ADVERTISEMENT

NTVC/ADM/HR/001/AUGUST/2021

Ngong Technical & Vocational College is a Government TVET Institution. It is located in Ngong Town within Kajiado North Constituency, about 23Km from Nairobi City Centre. The Board of Governors of the Institute seeks to fill the following posts:

1. INTERN PROCUREMENT OFFICER-NTVC/PO/01/08/2021- POSTS 1

Requirements

Holder of Degree or Diploma in Supply Chain Management.

Computerized document processing.

Registered by Kenya Institute of Supply Chain Management (KISM)

KCSE Certificate.

Proficiency in MS Word, MS Excel and any other relevant application.

Valid certificate of good conduct

Compliance with chapter six of the constitution

Testimony of employer if any.

At least two (2) years experience in a busy organization. Experience in a similar institution will be an added advantage.

Aged above twenty five (25) years

2. INTERN OFFICE ADMINISTRATIVE ASSISTANT- NTVC/OAA/01/08/2021- POSTS 1

Requirements

Secretarial duties II.

Shorthand II (80wpm)

Office Management III

Business English II

Commerce II

Computerised document processing II

Valid certificate of good conduct

Compliance with chapter six of the constitution

At least two (2) years experience in a busy organization.

Aged above twenty five (25) years

**3. COSMETOLOGY (HAIR DRESSING&BEAUTY THERAPY) TRAINER -
NTVC/HB/01/08/2021- POSTS 1**

Requirements

Diploma in Hair dressing & Beauty Therapy or Grade 1 NITA.

At least 2 years experience in a recognised Institution.

Aged Above 25years.

KSCE D (D plain).

Valid certificate of good conduct, KRA, NHIF \$ NSSF membership.

NB: TOT course will be an added advantage.

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4. INTERN LABORATORY TECHNICIAN-NTVC/LT/01/08/2021- POSTS 1

Requirements

Credit in Craft Certificate in Science Laboratory Technology from reputable training institution.
At least 2 (two) years' experience in laboratory services especially in schools or higher learning institutions.

Valid certificate of good conduct

Compliance with chapter six of the constitution

Testimony of employer if any.

Hardcopy applications should be submitted with copies of CV, national ID, relevant certificates and testimonials addressed to **The BOG Secretary, not later than 7th September, 2021 by 5pm.** The advert number should be quoted on envelope and the cover letter.

- 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.



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