



NGONG TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 1170-00208, NGONG HILLS
TEL: +254781012977
Email: ngongtvc@gmail.com OR info@ngongtvc.ac.ke
Website: ngongtvc.ac.ke



17th March, 2025

VACANCY ADVERTISEMENT

NTVC/ADM/HR/003/MARCH/2025

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 kilometers from Nairobi City Centre. The Board of Governors, Ngong TVC seeks to fill the following positions;

1. SUPPORT STAFF

S. No.	Advert No.	Vacancy Title	Requirements	Number of Posts
1	NTVC/ADM/1/03/2025	Office Administrator	-Must have Certificate or Diploma in office administration -Must have done office procedures 2 (OP 2). -Knowledge in business communication	1
2	NTVC/ADM/2/03/2025	Grounds man	-KCPE or KCSE certificate -Fluency in English and Kiswahili.	1
3	NTVC/ADM/3/03/2025	Supply Chain officer/Store Keeper	-Diploma in Procurement and supply chain management or any other related field. -Registered with KISM with a valid registration.	1
4	NTVC/ADM/4/03/2025	Internal Auditor	-Bachelor's Degree in the following disciplines: Auditing, Accounting, Finance. -Holder of CPA (K) or ACCA or equivalent. -Membership to the Institute of Certified Public Accountants of Kenya (ICPAK).	1

2. TECHNICIANS

S. No.	Advert No.	Vacancy Title	Requirements	Number of posts
5	NTVC/DFB/03/2025	Food and Beverage Technician	-Diploma in food and beverage management from a recognized institution. -Work experience in a college or hotel – atleast one year. -Skills in kitchen operations,	

			restaurant services and housekeeping. -Ability to maintain hospitality workshops. -Willingness to support in college events.	1
6	NTVC/ICT/03/2025	Information and Communication Technology (ICT) Technician	-Diploma in Information Communication Technology (ICT) or Diploma in Computer Science. -Knowledge in computer repair and maintenance is an added advantage.	1
7	NTVC/DEE/03/2025	Electrical and Electronic Engineering Technician	-Diploma in Electrical and Electronic Engineering (Power Option) -NITA grade 1 and craft certificate is an added advantage. -Hands-on experience in electrical installations, wiring, and maintenance. -Knowledge of electrical workshop tools, machines, and safety procedures.	1
8	NTVC/DBT/03/2025	Building and Civil Engineering Technician	-Diploma in Building and Civil Engineering or equivalent—qualification. - Have relevant work experience of at-least 2 years.	1

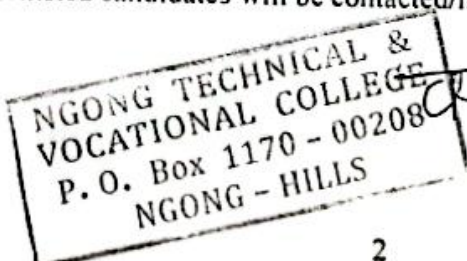
Hardcopy applications should be submitted with copies of a CV, National ID, Valid Good Conduct Certificate, relevant certificates, transcripts and testimonials addressed to address below, not later than 4th April 2025 by 4pm.

The BOG Secretary/Principal
Ngong Technical and Vocational College
P.O BOX 1170-00208,
Ngong Hills.

The advert number should be quoted on the envelope and the cover letter. Applications can also be sent via email 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

- > 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.



Approved for circulation
17/3/25