



MINISTRY OF EDUCATION
State Department Vocational & Technical Training
KARUMO TECHNICAL TRAINING INSTITUTE
 ALONG MERU MAUA ROAD 3KM OFF KWA AMOS JUNCTION
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JOB VACANCY

23RD DECEMBER, 2024



Approved for Circulation

KTTI/ADMIN/JOB ADVERT/009

Karumo Technical Training Institute (KTTI) is a reputable public Technical and Vocational Education and Training (TVET) institution established in accordance with the TVET Act No.29 of 2013, licenced under the Ministry of Education, State Department for TVET. It is a fast growing (TVET) institute located in Tigania West, Meru County.

The Institute invites applications from qualified candidates to fill the following positions as specified below under the Board of Governors (BOG) terms.

Vacancy No.	JOB ADVERTISEMENT	TERMS	NO. OF POSTS
1.	TRAINER – SECRETARIAL STUDIES	1 Year Contract	1 post
<p>Job Specifications</p> <p>a) Bachelor of Business Administration/ Bachelor of Business Management in Office Administration Management or Secretarial Studies/Higher Diploma in Secretarial Studies(KNEC) or equivalent qualifications from a recognized Institution.</p> <p>b) Diploma in Secretarial Studies (Kenya National Examination Council) or equivalent qualifications from a recognized Institution.</p> <p>OR</p> <p>The following qualifications from the Kenya National Examinations Council: -</p> <ul style="list-style-type: none"> • Shorthand III (100WPM) • Typewriting III (minimum 50 W.P.M)/Computerized Document Processing III • Business English III/Communications II • Commerce II • Secretarial Duties II • Office Management III/Office Administration and Management III; • Certificate in computer application skills; <p>c) Pedagogy is an added advantage</p> <p>d) Experience as a trainer in a TVET institute will also be an added advantage</p> <p>Duties and Responsibilities at this level will entail: -</p> <p>a) Facilitating the Trainees;</p> <p>b) Preparing learning plans , session plans, learning guides, trainees assessments, records of</p>			

	<p>work and other relevant records</p> <p>c) Assessing and evaluating trainees' performance and provision of remedial action;</p> <p>d) Maintaining and improving trainees' discipline;</p> <p>e) Guiding and counseling trainees';</p> <p>f) Organizing curricula and co-curricular activities;</p> <p>g) Ensuring all assets, equipment and machines in your jurisdiction are secured</p>		
2.	TRAINER – CATERING & ACCOMMODATION	1 Year Contract	1 post
	<p>Minimum Requirement</p> <p>For appointment to this grade, a candidate must have:</p> <p>a) Diploma in Catering and Accommodation or equivalent qualifications from a recognized Institution</p> <p>b) Diploma in Technical Education</p> <p>c) Having trained in a TVET institute will be an added advantage</p> <p>Duties and Responsibilities at this level will entail: -</p> <p>a) Facilitating the Trainees;</p> <p>b) Preparing learning plans , session plans, learning guides, trainees assessments, records of work and other relevant records</p> <p>c) Assessing and evaluating trainees' performance and provision of remedial action;</p> <p>d) Maintaining and improving trainees' discipline;</p> <p>e) Guiding and counseling trainees';</p> <p>f) Organizing curricula and co-curricular activities;</p> <p>g) Ensuring all assets, equipment and machines in your jurisdiction are secured</p>		
3.	TRAINER – CLOTHING, FASHION AND DESIGN	1 Year Contract	1 post
	<p>Minimum Requirement</p> <p>For appointment to this grade, a candidate must have:</p> <p>a) Bachelor's Degree in Clothing and Textile /Fashion Design or equivalent qualifications from a recognized Institution</p> <p>OR</p> <p>b) Diploma in Clothing Technology/Fashion Design or equivalent qualifications from a recognized Institution</p> <p>c) Pedagogy</p> <p>d) Having trained in a TVET institute will be an added advantage</p> <p>Duties at this level will entail: -</p> <p>Duties and Responsibilities at this level will entail: -</p> <p>a) Facilitating the Trainees;</p> <p>b) Preparing learning plans , session plans, learning guides, trainees assessments, records of work and other relevant records</p> <p>c) Assessing and evaluating trainees' performance and provision of remedial action;</p> <p>d) Maintaining and improving trainees' discipline;</p> <p>e) Guiding and counseling trainees';</p> <p>f) Organizing curricula and co-curricular activities;</p>		



	g) Ensuring all assets, equipment and machines in your jurisdiction are secured		
4.	TECHNICIAN II (BAKERY) – KSTG 11	1 Year Contract	1 Post
	<p>Minimum Requirement For appointment to this grade, a candidate must have: -</p> <p>a) Diploma in Baking Technology or its equivalent OR Diploma in Food and Beverage</p> <p>b) At least 3 years experience in bakery</p> <p>Duties at this level will entail</p> <p>a) Baking b) Maintaining and operating equipment used in the bakery c) Carrying out minor installation of equipment in the bakery d) Troubleshooting e) Monitoring for proper usage of equipment and machines f) Monitor inventory and re-order levels for consumables within their levels g) Assist in marketing and sale of produce to ensure reduced wastage in the bakery.</p>		
5.	ICT TECHNICIAN II –KSTG 11/KTSG 10	1 Year Contract	2 Positions
	<p>Minimum Requirement</p> <p>(a) Served in the grade of Technician/Workshop Technologist II or in a comparable position in the Public Service or Private Sector for a minimum period of two (2) years; (b) A Diploma in the relevant field from a recognized institution; (c) Additional qualification of a higher national diploma or a degree in the above (ii) related field; and (d) Shown merit, integrity and ability as reflected in work performance and results.</p> <p>Duties attached to this post</p> <p>(a) Installing and maintaining Technical equipment used in ICT labs; (b) Offering technical support in laboratories and workshops; and (c) Determining equipment specifications for laboratories. (d) Carrying out general installation and maintenance of equipment used in training services; (e) Manning of laboratories and workshops. (f) Troubleshooting; (g) Supervision of students during practical lessons; (h) Issuing tools and equipment to students and ensuring their safety; (i) Monitoring for proper usage of equipment and machines; (j) Instruct and give trainees hands on experience on use of tools and equipment; and (k) Monitor inventory and re-order levels for consumables within their levels</p>		
6.	DRIVER I – KSTG 15	1 Year Contract	1 post
	<p>Job Specification For appointment to this grade, an officer must have:</p>		



- (a) Valid Driver's License for class BCE vehicles
- (b) Passed Occupational Trade Test II for Drivers
- (c) Conversant with NTSA Act and Regulations
- (d) Valid driving license free from any current endorsement(s) for class(es) BCE of vehicle(s) an officer is required to drive;
- (e) Served as a driver for similar vehicle type for at least 5 years
- (f) Defensive driving certificate from the automobile association (AA) of Kenya or its equivalent qualification from a recognized institution;
- (g) First-aid certificate lasting not less than one (1) week at St. John ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (h) Valid certificate of good conduct from the Kenya police; and
- (i) Shown merit, integrity and ability as reflected in work performance and results.

Duties attached to this post

- (a) Driving a motor vehicle as authorized;
- (b) Carrying out routine checks on the vehicle's cooling, oils, electrical and brake systems, tyre pressure, etc.;
- (c) Detecting and reporting malfunctioning of vehicle systems;
- (d) Maintaining of work ticket(s) for vehicle (s) assigned;
- (e) Ensuring security and safety for the vehicle on and off the road;
- (f) Overseeing safety of the passengers and /or goods therein; and
- (g) Maintaining cleanliness of the vehicle

7.

AGRICULTURE TECHNICIAN II –KSTG 11

1 Year Contract

1 post

Job Responsibilities

Duties and responsibilities at this level will entail: -

- (a) Assist in planning and budgeting for farm activities to ensure their timely and cost effective implementation while minimizing wastages.
- (b) Assist in supervising farm attendants
- (c) Control diseases, pests and parasites on the farm
- (d) Record farm activities and processes for effective monitoring of herd/flock and crop performance.
- (e) Confirm treatment compliance to ensure efficient crop and animal treatment.
- (f) Ensure safety in handling of chemicals to minimize risk of intoxication and wastage.
- (g) Assist in marketing produce to ensure reduced wastage of the harvest and get the best prices.
- (h) Supervision of trainees during practical lessons;
- (i) Issuing materials ,tools and equipment to trainees during practical sessions and ensuring their safety;
- (j) Monitoring for proper usage of equipment and machines;
- (k) Maintaining farm inventory levels

Job Specifications

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



	(a) Served in the grade of Technician II or in a comparable position in the Public Service or Private Sector for a minimum period of two (2) years; (b) Have attained a Diploma in Agriculture or its equivalent from a recognized institution; (c) Shown merit, integrity and ability as reflected in work performance and results.		
8.	SECURITY OFFICER II – KSTG 11	1 Year Contract	1 post
<p>Job Specification For appointment to this grade an officer must have: -</p> <p>(a) Served in the grade of Security Officer III, for a minimum period of two (2) years; (b) A minimum of Diploma in Criminology or its equivalent qualifications from a recognized Institution; (c) Undergone a six (6) weeks Security Course at the CID training School or other approved equivalent training from a recognized institution; (d) Certificate in computer application skills; and (e) Shown merit, integrity and ability as reflected in work performance and results (f) X-NYS will be an added advantage.</p> <p>Job Responsibilities Duties and responsibilities at this level will entail: -</p> <p>(a) Maintaining and reporting records of unlawful incidences within the institution; (b) Updating of emergency procedures and contingency planning; (c) Maintaining crimes and incidences, records and charts; (d) Surveying security within the institute (e) Inspecting periodic returns on operation affairs; and (f) Developing procedures for crime prevention and security matters.</p>			

How to apply

- Interested and qualified individuals should print and fill the Application for Employment form in the KTTI website (karumotti.ac.ke), attach a detailed CV including contacts of two professional referees, copies of academic and professional certificates and other relevant testimonials together with a copy of the national identity card to reach the undersigned (**HARD COPIES**) **Not Later than THURSDAY, 16TH JANUARY 2024 by 4:00pm.**
- Only shortlisted candidates will be contacted.

The Principal/BOG Secretary
 Karumo Technical Training Institute
 P O Box 276 – 60602
KIANJAI

*KARUMO TTI is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. **WOMEN, YOUTHS, PERSONS LIVING WITH DISABILITY, MARGINALIZED GROUPS AND NON-DOMINANT COMMUNITIES ARE ENCOURAGED TO APPLY.***



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