



MINISTRY OF EDUCATION
State Department Vocational & Technical Training
KARUMO TECHNICAL TRAINING INSTITUTE
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KARUMO TECHNICAL
TRAINING INSTITUTE

CONTRACTS / INTERNSHIP OPPORTUNITIES

19TH FEBRUARY, 2025

KTTI/ADMIN/JOB ADVERT/010



Karumo Technical Training Institute (KTTI) is a public Technical and Vocational Education and Training (TVET) institution established in accordance with the TVET Act No.29 of 2013, vide legal order No.92 of 2016. KTTI 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 BOG terms.

Vacancy No	POSITION	TERMS	VACANT POSITIONS
1.	TECHNICIAN – COSMETOLOGY	6 Months Internship	1 position
<p>Qualifications for this Post For appointment to this grade, a candidate must have:</p> <p>(a) Passed Government Trade Test Grade III, II and I in Hairdressing or beauty therapy OR Kenya National Examination Council (KNEC) artisan certificate or any other relevant trade in Hairdressing or any other equivalent qualification from a recognized institution.</p> <p>(b) Shown merit, integrity and ability as reflected in work performance and results.</p> <p>Duties at this level will entail:</p> <p>(a) Assist in coordination of repairs and maintenance works; (b) Assist in ensuring routine checks on repairs (c) Assist in ensuring maintenance and proper arrangements in the workshop; (d) Assist in offering technical support in the cosmetology workshop; (e) Assist in determining equipment specifications for the workshop. (f) Assist in carrying out general installation and maintenance of machines and equipment used in cosmetology training services; (g) Assist in manning of workshops. (h) Assist in troubleshooting; (i) Assist in issuing tools and equipment to staff and trainees and ensuring their safety; (j) Assist in monitoring inventory and re-order levels for consumables within their levels</p>			
2.	TECHNICIAN – FOOD AND BEVERAGE	6 Months Internship	1 position
<p>Minimum Requirement For appointment to this grade, a candidate must have:</p> <p>a) Diploma in Food and Beverage b) Having served in a TVET institute will be an added advantage</p> <p>Duties at this level will entail: -</p>			



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	<ul style="list-style-type: none"> (a) Assist in coordination of repairs and maintenance works; (b) Assist in ensuring routine checks on repairs (c) Assist in ensuring maintenance and proper arrangements in the workshop; (d) Assist in offering technical support in the F & B workshop; (e) Assist in determining equipment specifications for the workshop. (f) Assist in carrying out general installation and maintenance of machines and equipment used in F & B training services; (g) Assist in manning of workshops. (h) Assist in troubleshooting; (i) Assist in issuing tools and equipment to staff and trainees and ensuring their safety; (j) Assist in monitoring inventory and re-order levels for consumables within their levels 		
3.	TECHNICIAN – CLOTHING, FASHION & DESIGN	6 Months Internship	1 Position
	<p>Minimum Requirement</p> <p>a) Diploma in Clothing, Fashion & Design or equivalent qualifications from a recognized Institution</p> <p>Duties at this level will entail: -</p> <ul style="list-style-type: none"> (a) Assist in routine checks in line with Clothing, Fashion and Design workshop (b) Assist in coordinating routine repairs and maintenance in the Clothing, Fashion and Design workshop; (c) Assist in ensuring maintenance and proper arrangements in workshop; (d) Assist in offering technical support in the Clothing, Fashion and Design workshop; (e) Assist in determining equipment specifications for the workshop. (f) Assist in carrying out general installation and maintenance of machines and equipment used in Clothing, Fashion and Design training services; (g) Manning of Clothing, Fashion and Design workshop. (h) Troubleshooting; (i) Assist in issuing tools and equipment to staff and trainees and ensuring their safety; (j) Assist in monitoring inventory and re-order levels for consumables within their levels 		
4.	BAKERY ASSISTANT INTERN	6 Months Internship	1 Position
	<p>Qualification for the post:</p> <p>a) A minimum of Diploma in catering and accommodation management or equivalent qualifications from a recognized Institution</p> <p>Duties at this level will entail:</p> <ul style="list-style-type: none"> a) Assisting in the production of bread and pastry products b) Assist in packaging and presentation of bakery products c) Assist in distribution and selling of bakery products d) Assist in stock and inventory management e) Providing customer service f) Assist in maintaining cleanliness and hygiene standards g) Assist Manning of bakery h) Assist in marketing of bakery products to ensure reduced wastage in the bakery. 		
5.	LAND SURVEY TRAINER	1 year contract	1 Position
	<p>Job Specifications</p> <ul style="list-style-type: none"> a) Land Survey Trainer Qualifications b) Bachelor of Science in Surveying 		



	<p>c) Bachelor of Technology in Surveying Technology d) Bachelor of Science in Geospatial Engineering e) Bachelor of Science in Geomatic Engineering and Geospatial Information Systems f) Bachelor of Science in Geomatics and Geospatial Information Systems</p> <p>Duties and Responsibilities at this level will entail: -</p> <p>a) Facilitating the Trainees; b) Preparing learning plans , session plans, learning guides, trainees assessments, records of work and other relevant records c) Assessing and evaluating trainees' performance and provision of remedial action; d) Maintaining and improving trainees' discipline; e) Guiding and counseling trainees'; f) Organizing curricula and co-curricular activities; g) Ensuring all assets, equipment and machines in your jurisdiction are secured</p>		
6.	<p>MATHEMATICS TRAINER</p> <p>Job Responsibilities Specifications</p> <p>a) Bachelor of Education (Science) – Mathematics b) Bachelor of Science in Mathematics c) Bachelor of Education in Mathematics and Computer Science d) Bachelor of Science in Applied Mathematics e) Bachelor of Science in Statistics and Mathematics</p> <p>Duties at this level will entail: -</p> <p>a) Facilitating the Trainees; b) Preparing learning plans , session plans, learning guides, trainees assessments, records of work and other relevant records c) Assessing and evaluating trainees' performance and provision of remedial action; d) Maintaining and improving trainees' discipline; e) Guiding and counseling trainees'; f) Organizing curricula and co-curricular activities; g) Ensuring all assets, equipment and machines in your jurisdiction are secured</p>	6 months internship	1 Position
7.	<p>ADMINISTRATIVE ASSISTANT</p> <p>Job Specification</p> <p>For appointment to this position, an officer must have:-</p> <p>(a) The following qualifications from the Kenya National Examinations Council:-</p> <ul style="list-style-type: none"> • A minimum of 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; <p>OR</p> <p>Diploma in Secretarial Studies (Kenya National Examination Council) or equivalent qualifications from a recognized Institution</p> <p>(b) Certificate in computer application skills; and</p>	6 Months internship	1 Position



	(c) Shown merit, integrity and ability as reflected in work performance and results.		
	Duties and responsibilities at this level will entail:-		
	a) Assist in handling incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office		
	b) Assist in operating office equipment, printing and photocopying documents to provide administrative assistance to the institution		
	c) Assist in preparing responses to simple routine correspondences in a timely manner		
	d) Assist in preparation of presentations materials and other documentations for internal and external circulation.		
	e) Assist in organizing administration records and correspondences to ensure easy accessibility to the documentation/information whenever required		
	f) Assist in classifying documents and materials to ensure security and confidentiality of office records		
	g) Receive and attend to clients in a professional and courteous manner and direct them to their respective offices		
	h) Assist in maintaining cleanliness of the office and ensure that the office is well-managed to promote a good working environment		
	i) Assist in maintaining of an efficient, smooth and easily accessible filing system to ensure required documents are traced in an efficient manner		
8.	ACCOUNTANT	6 Months internship	1 Position
	Job Specification		
	(a) Bachelor of Business Administration/ Bachelor of Commerce/ Bachelor of Business Management (Accounting option) and Part III of the Certified Public Accountants (CPA-K) Examination or its recognized equivalent qualifications.		
	(b) A minimum of Part II Section IV of the Certified Public Accountants Examination or its recognized equivalent qualifications and at least two years relevant work experience.		
	(c) Certificate in computer application skills.		

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 CVs and two professional referees, copies of academic and professional certificates and other testimonials together with a copy of the national identity card to reach the undersigned (**HARD COPIES**) **Not Later than MONDAY, 3RD MARCH, 2025 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. **PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.***



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