



MINISTRY OF EDUCATION  
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING  
**MUKIRIA TECHNICAL TRAINING INSTITUTE**

**P O. BOX 1093-60200, MERU**

**TEL NO: 0716674848**

**Email: [info@mukiriatechnical.ac.ke](mailto:info@mukiriatechnical.ac.ke)**

**WEBSITE: [www.mukiriatechnical.ac.ke](http://www.mukiriatechnical.ac.ke)**



15<sup>th</sup> January, 2024

Mukiria Technical Training Institute is a Government sponsored public institution. We is looking for qualified persons to fill the following vacant positions of trainers.

**Office Administrator (Re- Advertisement)-(1 position) V/No.4/2023**

**MTTI Grade 8**

Period: 1 year contract

Gross Salary Scale: 22,380

**The duties and responsibilities at this position entitles;**

- Maintaining high standards of cleanliness and orderly working environment.
- Maintain privacy and confidentiality when dealing with confidential documents.
- Answer and manage incoming calls to facilitate service delivery.
- Receive and interact with visitors and other staff to facilitate service delivery.
- Handle incoming and outgoing mails, reports and other documents.
- Prepare and edit correspondence, communications, presentations and other documents.
- Filing and maintenance of office correspondence and other documents.
- Any other duty assigned by the Principal.

**APPROVED  
PRINCIPAL  
MUKIRIA TECHNICAL TRAINING INSTITUTE  
P.O. Box 1093 - 60200, MERU**

**For appointment to this position an officer must have the following qualifications;**

- Minimum qualification of diploma in secretarial studies (KNEC) or single and group stage iii
- Minimum 1 year working experience as secretary/ Administrative Assistant.
- High degree of multitasking and time management capability.
- Excellent written and verbal communication skills.
- Proficiency in MS Office and computer skills.
- Familiarity with office organization and optimization techniques

**Note:**

Those who had applied the same position in previous advertisement are discouraged to re-apply

Mukiria TTI is an Equal opportunity employer. Women, Youths, Persons living with disability and marginalized are encouraged to apply.

Only shortlisted candidates who will be contacted via their mobile phone numbers.

**How to apply**

Qualified and interested individuals should send their application letters, detailed CVs, copies of academic and professional certificates and other testimonials with at least three (3) professional referees addressed to;

**The Principal,  
Mukiria Technical Training Institute,  
P.O Box 1093-60200  
MERU.**

**PRINCIPAL  
MUKIRIA TECHNICAL TRAINING INSTITUTE  
P.O. Box 1093 - 60200  
MERU**

Either hand delivery or emailed to [info@mukiriatechnical.ac.ke](mailto:info@mukiriatechnical.ac.ke) on or before 30<sup>th</sup> January, 2024 at 5:00 P.M.