



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING

MUKIRIA TECHNICAL TRAINING INSTITUTE

P O. BOX 1093-60200, MERU

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WEBSITE: www.mukiriatechnical.ac.ke



ADVERTISEMENT

Mukiria Technical Training Institute is a Government sponsored public institution. We are looking for a qualified person to fill the following positions.

HUMAN RESOURCE INTERN (1 POSITION) V/No.3/2024

Terms of Employment : 1 year contract

Salary : Kshs. 15,000

Job Description

The successful candidate will be reporting to the Human Resource Officer and any other designated officer by the Management.

Duties and Responsibilities:

- Assist in supporting employee relations by handling questions and concerns.
- Assist in recruitment process.
- Assist in data entry in the department
- Assist in preparation of the Payroll.
- Assist in casual staff management.
- Assist in staff appraisal process
- Assist in any other departmental duties.

For appointment to this position, an officer must have the following qualifications:

- Diploma in Human Resource with accounting knowledge will be a desirable added advantage.
- Shown merit, integrity and ability as reflected in work performance and results
- Working in an institution of higher learning or technical Training institution will be a desirable advantage.
- Must be computer literate.



FINANCE INTERN (1 POSITION) V/No.3/2024

Terms of Employment: 1 year contract.

Salary : Ksh. 15,000

Job Description

The successful candidate will be reporting to the Finance Officer and any other designated officer by the Management.

Duties and Responsibilities:

- a) Assist in the verification of vouchers in accordance with the laid down rules and regulations.
- b) Assist in primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers.
- c) Assist in safeguarding of records and assets in the department.
- d) Assist in any other duty in the department.

For appointment to this position, an officer must have the following qualifications:

- a) CPA II Holder.
- b) Shown merit, integrity and ability as reflected in work performance and results.
- c) Working in an institution of higher learning or technical Training institution will be a desirable advantage.
- d) Must be computer literate.

NOTE:

Mukiria Technical Training Institute is an equal opportunity employer, therefore, Women, Youths, Persons living with disabilities and Marginalized are encouraged to apply.

Only shortlisted candidates fulfilling the required qualifications/experience will be will be contacted for interviews via their mobile phone numbers and email address.

Canvassing in any form will lead to automatic disqualification.

How to apply:

Qualified and interested individuals should send their application letter, detailed curriculum vitae, certified copies of academic and professional certificates and other testimonials with at least two professional referees addressed to

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

either by hand delivery or emailed to info@mukiriatechnical.ac.ke on or before **5th December, 2024**

