MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING

KIIRUA TECHNICAL TRAINING INSTITUTE
P.O BOX 1931-60200 MERU-KENYA
Cell: 0718621864
Email: kiiruatechnical@gmail.com/info@kiiruatti.ac.ke
Website: www.kiiruatti.ac.ke

VACANCY ADVERTISEMENT

Kiirua Technical Training Institute (KTTI) is a reputable TVET institution under the Ministry of Education, state department for vocational and technical Training. It is located in Buuri sub-county, Meru County.

The KTTI Board of Governors seeks to recruit competent, result oriented, knowledgeable, dynamic and experienced person to fill the following vacant positions.

1. **Advert No. KTTI/HR/01/2024 – SUPPLY CHAIN MANAGEMENT ASSISTANT II, (JOB GRADE KTTI 8) – 1 POST**

Requirement – Job Specifications

1. Diploma in procurement and supply chain management/ stores management from a recognized institution.
2. Registered with a professional body (KISM).
3. Experience in using ERP systems
4. Proficiency in computer application
5. At least 2 years experience in the same position.
6. Certificate of good conduct

Approved for circulation
KIIRUA TECHNICAL TRAINING INSTITUTE
PRINCIPAL
04 JUL 2024
P.O. Box 1931-60200, MERU

Duties and responsibilities

1. Receiving, storing, shelving, labeling and issuing of stores
2. Posting and updating of issued stores to the automated ledger
3. Cleaning and ensuring neatness of the stores and safe storage
4. Distribution management
5. Identifying idle stores and equipment
6. Ensuring safe custody of the institute's mobile property
7. Guarding of wastage and misuse of stores
8. Stock taking, reconciliation, preparation and maintenance of stock records.
9. Maintaining accurate and up to date store records for accountability purposes
10. Conducting stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes.
11. Any other relevant duty assigned

2. **Advert No. KTTI/HR/02/2024 – RECEPTIONIST III, (JOB GRADE KTTI 7) – 1 POST**

Requirement – Job Specifications

(i) Certificate in any of the following disciplines: Customer Care, Office Management, Front Office, Secretarial Studies or its equivalent from a recognized institution; and
(ii) Certificate of good conduct
(iii) Certificate in computer applications.
(iv) At least 2 years experience in the same position

Duties and responsibilities

(i) directing and guiding visitors;

(ii) receiving and directing calls;

(iii) answering enquiries;

(iv) undertaking secretarial duties

(v) maintaining good public relations in Institute's offices

(vi) Any other relevant duty assigned

Approved for Circulation
KIIRUA TECHNICAL TRAINING INSTITUTE
PRINCIPAL
04 JUL 2024
P.O. Box 1931-60200, MERU

Interested and qualified candidates should forward their application letter, detailed CV, copies of certificates and testimonials on or before 24th July 2024 either via Email to **info@kiiruatti.ac.ke** or physically to:

THE PRINCIPAL
KIIRUA TECHNICAL TRAINING INSTITUTE
P.O BOX 1931-60200
MERU