



# TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

## CAREER OPPORTUNITIES

The Technical and Vocational Education and Training Authority (TVETA) is a State Corporation under the Ministry of Education established under the TVET Act of 2013. The mandate of the Authority is to promote quality access, equity and relevance in Technical and Vocational Education and Training (TVET) by developing standards, inspecting, registering and licensing trainers, institutions and training programmes.

The Authority is seeking result-oriented, self-driven persons with high integrity to fill the following vacant positions:

### **1. Supply Chain Management Officer, TVETA Grade 6**

**Vacancy No. TVETA/1/NOV. 2018: Number of Posts: One (1)**

**Basic Salary Scale: Kshs. 67,950 – 90,900 pm**

#### **a) Duties and responsibilities**

- (i) Sourcing for goods, works and services as per the procurement law;
- (ii) Raising purchase orders for goods and services for approval;
- (iii) Liaising with suppliers to ensure timely delivery of goods and services;
- (iv) Maintaining and updating a list of prequalified suppliers;
- (v) Undertaking market surveys to ensure the authority obtains value for money;
- (vi) Ensuring safe custody of all procurements records; and
- (vii) Participating in the opening quotations.

#### **(b) Requirements for Appointment**

- (i) Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or any other equivalent qualification from a recognized institution;
- (ii) Membership to the Kenya Institute of Supply Management (KISM) or Certified Institute of Purchasing and Supply (CIPS); and
- (iii) Computer Literacy skills.

### **2. Office Administrator– TVETA Grade 6**

**Vacancy No. TVETA/2/NOV. 2018: Number of Posts: One (1)**

**Basic Salary Scale: Kshs. 67,950 – 90,900 pm**

#### **a) Duties and Responsibilities**

- i. Preparing draft correspondences;

- ii. Maintaining office diary and protocol;
- iii. Handling telephone calls and appointments;
- iv. Recording dictation in shorthand form;
- v. Ensuring security of office records, documents and equipment;
- vi. Attending to visitors/clients;
- vii. Planning and scheduling of meetings;
- viii. Supervising Office Administrative staff; and
- ix. Managing office petty cash.

**(b) Requirements for Appointment**

- i. Served satisfactorily for a minimum period of three (3) years in the grade of Senior Assistant Office Administrator or in a comparable position in a reputable institution;
- ii. A Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration, Office Management or equivalent qualification from a recognized institution;
- iii. A Diploma in Secretarial Services from the Kenya National Examinations Council (KNEC) or its equivalent from a recognized institution;
- iv. Computer literacy.

**3. Assistant Office Administrator– TVETA Grade 8  
Vacancy No. TVETA/3/NOV. 2018: Number of Posts: One (1)  
Basic Salary Scale: Kshs. 45,900 – 63,900 pm**

**a) Duties and Responsibilities**

- i. Drafting simple routine correspondences;
- ii. Maintaining office diary and protocol;
- iii. Handle telephone calls and appointments;
- iv. Assist in recording dictation in shorthand form;
- v. Ensuring security of office records, documents and equipment;
- vi. Attending to visitors/clients; and
- vii. Assist in planning and scheduling of meetings;

**b) Requirements for Appointment**

- i. The following qualifications from the Kenya National Examinations Council: -
  - Typewriting III (50 w.p.m.)/Computerized Document Processing III;
  - Shorthand II (80 w.p.m.);
  - Business English II/Communications I;
  - Office Practice II;
  - Secretarial Duties II;
  - Commerce II;
  - Office Management III/Office Administration and Management III.

**OR**

- A Diploma in Secretarial Services from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized Institution; and
- ii. Computer literacy.

**4. Accounts Assistant TVETA Grade 8**  
**Vacancy No. TVETA/4/NOV. 2018: Number of Posts: One (1)**  
**Basic Salary Scale: Kshs. 45,900 – 63,900 pm**

**(a) Duties and Responsibilities**

- (i) Preparing voucher and other committal documents in accordance with the laid down procedures and regulations;
- (ii) Assist in the preparation of invoices
- (iii) Preparation of simple financial reports
- (iv) undertaking primary data entry
- (v) Ensuring safe custody of accounts documents
- (vi) Undertaking primary data entry

**(b) Requirements for Appointment**

- (i) Diploma in Accounting **OR** Part II of the Certified Public Accountants (CPA) Examination or Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution; and
- (iii) Computer literacy skills.

**5. Senior Driver – TVETA Grade 9**  
**Vacancy No. TVETA/5/NOV. 2018: Number of Posts: One (1)**  
**Basic Salary Scale: Kshs. 36,900 – 52,650 pm**

**a) Duties and Responsibilities**

- i. Supervising Authority's drivers;
- ii. Driving Authority vehicles as authorized;
- iii. Carrying out routine checks on the vehicles;
- iv. Maintaining the work tickets for vehicles assigned;
- v. Ensuring Effective usage and good care of the fuel card;
- vi. Ensuring security and safety of the vehicle;
- vii. Overseeing safety of the passengers and or goods therein;
- viii. Maintaining cleanliness of the vehicle;
- ix. Monitoring deadlines for vehicle insurance;
- x. Detecting and reporting malfunctioning of vehicles system;
- xi. Ensuring adherence to or observations of traffic laws; and
- xii. Reporting any incidents to police and/or the office immediately they occur.

**b) Requirements for Appointment**

- i. Served satisfactorily for a minimum period of three (3) years in the position of Driver, or in a comparable position in a reputable institution;
- ii. KCSE D+ or equivalent from a recognised institution;
- iii. Valid driving license free from endorsements;
- iv. Trade Test for Drivers Grade II and III;
- v. Passed suitability test for drivers;
- vi. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution; and
- vii. Defensive Driving lasting not less than one (1) week from a recognized institution.

**6. Driver – TVETA Grade 10**

**Vacancy No. TVETA/6/NOV. 2018: Number of Posts: four (4)**

**Basic Salary Scale: Kshs. 29,250 – 42,750 pm**

**a) Duties and Responsibilities**

- i. Driving Authority vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Maintaining the work tickets for vehicles assigned;
- iv. Effective usage and good care of the fuel card;
- v. Ensuring security and safety of the vehicle;
- vi. Overseeing safety of the passengers and or goods therein;
- vii. Maintaining cleanliness of the vehicle;
- viii. Monitoring deadlines for vehicle insurance;
- ix. Detecting and reporting malfunctioning of vehicles system;
- x. Ensuring adherence to or observations of traffic laws;
- xi. Reporting any incidents to police and/or the office immediately they occur.

**b) Requirements for Appointment**

- i. KCSE D+ or equivalent from a recognised institution;
- ii. Valid driving license free from endorsements;
- iii. Trade Test for Drivers Grade III;
- iv. Passed suitability test for drivers;
- v. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution.

**7. Office Assistant, TVETA GRADE 11**

**Vacancy No. TVETA/7/NOV. 2018: Number of Posts: one (1)**

**Basic Salary Scale: Kshs. 22,950 – 34,200 pm**

**(a) Duties and Responsibilities**

- i. ensuring general office cleanliness;
- ii. collecting and dispatching mails;
- iii. preparing and serving beverages;
- iv. requisition office general supplies
- v. operating basic office equipment; and
- vi. ensuring safe custody of the office facilities.

**(b) Requirements for Appointment**

- i. Kenya certificate of Secondary Education (KCSE) mean grade D minus or equivalent qualification from a recognized institution.
- ii. Computer literacy skills.

## HOW TO APPLY:

Those fulfilling the requirements of the positions should submit their applications clearly quoting the Vacancy/Position and Vacancy Number on the envelope and application. The application **MUST** be accompanied with a detailed C.V stating the current position, work experience, postal address, telephone and email contacts, and copies of all relevant academic and professional certificates (only those stated in the job requirements) and, relevant work testimonials. Further, interested applicants are required to fill the Employment Form. Those making online applications can access the Form via link <https://goo.gl/forms/Kg2HrkW50s0iVGk02> Applicants submitting hard copy applications can download and fill the Employment Form from our website.

Applicants are also expected to provide email, telephone and postal contacts of three(3) referees.

All applications should reach the Director General on or before **18<sup>th</sup> December, 2018 at 5.00 pm.**

Applications should be addressed to:

**The Director General  
TVETA  
P.O Box 35625- 00100  
NAIROBI.**

**OR**

Forward the applications via email address: [recruitment@tvetauthority.go.ke](mailto:recruitment@tvetauthority.go.ke)

Technical and Vocational Education and Training Authority is an equal opportunity employer and does not charge any fee on job applicants. Male and female potential candidates living with disability are encouraged to apply. Only shortlisted candidates will be contacted

**Applicants who will be invited for interview will be expected to produce valid copies of clearance certificates from the following organizations when they appear for interview in fulfillment of the requirements of Chapter Six of the Kenyan Constitution.**

- i. Valid tax compliance certificate from Kenya Revenue Authority (KRA);
- ii. Valid Higher Education Loans Board (HELB) clearance certificate;
- iii. Valid self-declaration forms from Ethics and Anti-Corruption Commission specific to this advertisement;
- iv. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI) issued not more than one year ago from the date of this advert;
- v. Valid Credit Reference Bureau (CRB) clearance.

**For any queries please call this number +254202392140**