



**THIKA TECHNICAL TRAINING INSTITUTE**

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**ADDENDUM ADVERTISEMENT FOR VACANT POSITIONS**

**TTTI/ADM/ADDENDUM/01/2025**

**DATE: 13<sup>TH</sup> FEBRUARY 2025**

**2. HUMAN RESOURCE MANAGEMENT OFFICER I – 1 POST  
(TTTI/BOG/HRMO/02/01/2025)-TTTI JG 6**

*a. Minimum Requirements for Appointment*

- i. Diploma/CDACC level 6 Human Resource Management or a related field from a recognized Institution.
- ii. Certified Human Resource Professional (CHRP) will be an added advantage.
- iii. A member of Institute of Human Resource Management (IHRM) and in good standing.
- iv. Three (3) years minimum Experience in the Human Resource Field or similar role.
- v. Certificate in computer application skill.
- vi. Have proven knowledge of Enterprise Resource Planning (ERP) will be an added advantage.

**5. SUPPLY CHAIN MANAGEMENT ASSISTANT I -2 POSTS  
(TTTI/BOG/SC/05/01/2025)-TTTI JG 6**

*a) Minimum Requirements for Appointment*

- i. Diploma/ CDACC Level 6 Procurement, Supply Chain or its equivalent from a recognized Institution.
- ii. Four (4) years Minimum Experience in Storekeeping, inventory management, or similar role.
- iii. Familiarity with inventory management software and systems.
- iv. Certificate in computer application skill.
- v. Must be an active member of KISM and in good standing.

**6. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I-1 POST -  
(TTTI/BOG/ICTO/06/01/2025)- TTTI JG 7**



- a. *Minimum Requirements for Appointment*
- i. Bachelor's degree in Computer Science, Information Technology, Business Information Technology or its equivalent qualification from a recognized institution.
  - ii. Three (3) years experience as an Information Communication Technology Technician or an equivalent position.
  - iii. Be conversant with use of Enterprise Resource Planning (ERP) system will be an added advantage

**13. OFFICE ADMINISTRATOR - 1 POST (TTTI/BOG/AAO/13/01/2025)- TTTI JG 6**

- a. Minimum Requirements for Appointment
- i. Diploma/CDACC Level 6 in Business Management, Business Administration, Social Sciences, Public Administration or its equivalent from a recognized Institution.
  - ii. Diploma in Secretarial Studies or Single and Group stage III in secretarial studies.
  - iii. Five (5) years minimum experience in Office Assistant or a related field
  - iv. Certificate in computer application skill.

**NOTE:**

**Thika Technical Training Institute is an equal opportunity employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. Any attempts to directly or indirectly canvas shall lead to automatic disqualification. Youth, women, people with disability, marginalized and minority are encouraged to apply. Submission of forged documents amounts to disqualification and shall be treated as a criminal offence. The institute does not use a recruitment agent nor charge any fee.**

Application letter, detailed Curriculum Vitae, photocopies of National Identification Card relevant certificates and testimonials should reach the Institute on or before **25<sup>th</sup> February, 2025** and addressed to: -

The Chief Principal  
Thika Technical Training Institute,  
P. O. Box 91-01000.  
Thika.

**Those who have submitted their application do not need to resubmit.**

Only shortlisted candidates will be contacted. The Shortlisted candidates will be required to produce originals of; National Identification Card, Academic Certificates, Professional Certificates, Transcripts and Testimonials during the interview.

