



THIKA TECHNICAL TRAINING INSTITUTE

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ADVERTISEMENT FOR VACANT POSITIONS

Applications are invited from interested and qualified persons for the following vacant positions for a three (3) years contract:

TTTI/ADM/ADVERT/01/2025

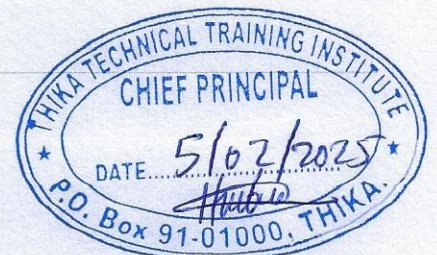
DATE: 5TH FEBRUARY 2025

1. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER –1 POST (TTTI/BOG/SHRM/01/01/2025)-TTTI JG 9

- a. *Minimum Requirements for Appointment*
- Bachelor's degree in Human Resource Management or a related field from a recognized Institution.
 - Master's Degree in the related field will be an added advantage.
 - Certificate in Certified Human Resource Professional (CHRP).
 - A member of the Institute of Human Resource Management (IHRM) and in good standing.
 - Five (5) years minimum Experience in the Human Resource Field or similar role.
 - Certificate in computer application skill.
 - Have proven knowledge of Enterprise Resource Planning (ERP) will be an added advantage.

2. HUMAN RESOURCE MANAGEMENT OFFICER II –1 POST (TTTI/BOG/HRMO/02/01/2025)-TTTI JG 7

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



3. ASSET MANAGEMENT OFFICER– 1 POST (TTTI/BOG/AMO/03/01/2025)-TTTI JG 8

- a. *Minimum Requirements for Appointment*
- i. Bachelor's degree in Business Administration, Finance, Procurement, Economics, Commerce or a related field from a recognized Institution.
 - ii. CPA Part II or its equivalent qualification.
 - iii. Four (4) years minimum Experience in the Asset Management Field or a similar role.
 - iv. Certificate in computer application skill.
 - v. Have proven knowledge of Enterprise Resource Planning (ERP) will be an added advantage.

4. DATA CLERK – 4 POSTS (TTTI/BOG/DC/04/01/2025)-TTTI JG 5

- a. *Minimum Requirements for appointment*
- i. Diploma/ CDACC Level 6 in Information Communication Technology, Information Technology, Computer Science or its equivalent from a recognized Institution.
 - ii. Three (3) years experience in data entry or related role.

5. SUPPLY CHAIN MANAGEMENT ASSISTANT II -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 TECHNICIAN-1 POST - (TTTI/BOG/ICTT/06/01/2025)- TTTI JG 6

- 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



**7. INFORMATION COMMUNICATION TECHNOLOGY TECHNICIAN II -1POST
(TTTI/BOG/ICT/07/01/2025)- TTTI JG 5**

a. Minimum Requirements for Appointment

- i. Diploma /CDACC Level 6 in Information Technology or its equivalent from a recognized institution.
- ii. Three (3) years experience as an Information Communication Technology Officer or an equivalent position
- iii. Enterprise Resource Planning (ERP) system will be an added advantage

**8. BUILDING AND CIVIL ENGINEERING WORKSHOP TECHNICIAN II -2 POSTS
(TTTI/BOG/BCT/08/01/2025)- TTTI JG 5**

a. Minimum Requirements for appointment

- i. Diploma/CDACC Level 6 in Civil Engineering or its equivalent from a recognized institution.
- ii. Three (3) years experience as Building and Civil Engineering Technician
- iii. Certificate in computer application skill.
- iv. Be conversant with use of ERP system will be an added advantage

**9. HEALTH SCIENCE TECHNICIAN II -2 POSTS
(TTTI/BOG/BCT/09/01/2025)- TTTI JG 5**

a. Minimum Requirements for appointment

- i. Diploma/CDACC Level 6 in Food and Beverage or its equivalent from a recognized institution.
- ii. Three (3) years experience as a Food and Beverage in the related field
- iii. Certificate in computer application skill.
- iv. Be conversant with use of ERP system will be an added advantage

**10. APPLIED SCIENCE TECHNICIAN II -1 POST
(TTTI/BOG/BCT/10/01/2025)- TTTI JG 5**

a. Minimum Requirements for appointment

- i. Diploma/CDACC Level 6 in Chemical Engineering, Analytical Chemistry or its equivalent from a recognized institution.
- ii. Three (3) years experience in the related field
- iii. Certificate in computer application skill.
- iv. Be conversant with use of ERP system will be an added advantage



11. SENIOR ASSISTANT LIBRARIAN -1 POST (TTTI/BOG/LA/11/01/2025)- TTTI JG 7

a) Minimum Requirements for Appointment

- i. Bachelor's Degree in Library Studies or information science or equivalent qualifications from a recognized institution.
- ii. Three (3) years experience in a Library, experience in an Institute Library will be an added advantage.
- iii. Membership of Kenya National Library Association will be an added advantage

12. ASSISTANT LIBRARIAN I -2 POSTS (TTTI/BOG/LA/12/01//2025)- TTTI JG 6

a. Minimum Requirements for Appointment

- i. A Diploma/CDACC Level 6 in Library Studies or Information Science or equivalent qualifications from a recognized institution.
- ii. Three (3) years experience in a Library, experience in an Institute Library will be an added advantage.
- iii. Membership of Kenya National Library Association will be an added advantage.

13. ASSISTANT ADMINISTRATIVE OFFICER - 1 POST (TTTI/BOG/AAO/13/01/2025)- TTTI JG 7

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. 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.

14. OFFICE ASSISTANT I- 3 POSTS (TTTI/BOG/OA/14/01/2025)- TTTI JG 3

a. Minimum Requirements for Appointment

- i. Diploma or CDACC Level 6 in Secretarial Single and Group stage III, Human Resource management, Business Management, or its equivalent from a recognized Institution
- ii. Three (3) years experience in Office Assistant or a related field
- iii. Certificate in computer application skill.

15. DRIVER II/DRIVING SCHOOL INSTRUCTOR - 1 POST (TTTI/BOG/DDS/15/01/2025)- TTTI JG 5

a. Minimum Requirements for Appointment

- i. A valid Instructor License.



- ii. Must have a Driving License D3
- iii. KCSE Certificate.
- iv. Certificate in computer application skill will be an added advantage.
- v. At least 10 years' minimum experience.
- vi. Police clearance certificate issued within the last six months.
- vii. Any other certificate will be an added advantage.

16. COOK I -2 POSTS (TTTI/BOG/CK/16/01/2025)- TTTI JG 5

a. Minimum Requirements for Appointment

- i. Diploma/CDACC Level 6 in food production and service or related field.
- ii. Certificate in computer application skill will be an added advantage.
- iii. Three (3) years work experience in food production and services.
- iv. Certificate of health for food handlers.

17. SECURITY GUARD II -2 POSTS (TTTI/BOG/SG/17/01/2025)- TTTI JG 3

a. Minimum Requirements for Appointment

- i. KCSE Certificate.
- ii. Three (3) years experience working as a security guard.
- iii. Recommendation letters from previous employers.
- iv. Police clearance certificate issued within the last six months.
- v. Have a national identity card.
- vi. Be physically and mentally fit.
- vii. Good hearing ability.
- viii. Good eyesight.
- ix. Introduction letter from his/her local area chief or religious leader.

18. ASSISTANT SECURITY OFFICER -1 POST (TTTI/BOG/ASO/18/01/2025)- TTTI JG 6

a. Minimum Requirements for Appointment

- i. KCSE Certificate
- ii. Certificate in Criminology or related field will be an added advantage
- iii. Served at any rank in the military, police, NYS or other disciplined forces.
- iv. Must provide a discharge certificate from the respective service.
- v. Three (3) years experience working as a supervisor in a private security setup.
- vi. Recommendation letters from previous employers
- vii. Police clearance certificate issued within the last six months
- viii. Have a national identity card
- ix. Be physically and mentally fit
- x. Good hearing ability
- xi. Good eyesight
- xii. Introduction letter from his/her local area chief or religious leader



19. BOILER OPERATOR -1 POST (TTTI/BOG/BO/19/01/2025)- TTTI JG 7

a. Minimum Requirements for Appointment

- i. Diploma in Mechanical Engineering (Plant Option).
- ii. Strongly understands the boiler operations and safety procedure
- iii. experience in a food processing industry will be an added advantage

20. DRIVER II -2 POSTS (TTTI/BOG/DS/20/01/2025)- TTTI JG 5

a. Minimum Requirements for Appointment

- i. A valid Driving License D3.
- ii. KCSE Certificate.
- iii. Certificate in computer application skills will be an added advantage.
- iv. At least 10 years minimum experience.
- v. Police clearance certificate issued within the last six months.
- vi. Any other certificate will be an added advantage.

21. DRIVER II -1 POST (TTTI/BOG/DA/21/01/2025)- TTTI JG 5

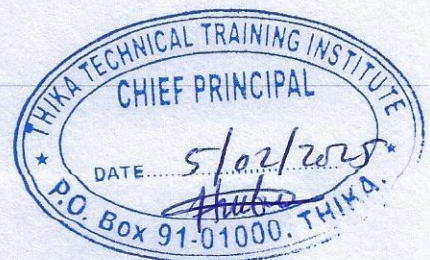
b. Minimum Requirements for Appointment

- vii. A valid Driving License BCE.
- viii. KCSE Certificate.
- ix. Certificate in computer application skills will be an added advantage.
- x. At least 10 years minimum experience.
- xi. Police clearance certificate issued within the last six months.
- xii. Any other certificate will be an added advantage.

22. CAR WASH ATTENDANTS- 2 POSTS (TTTI/BOG/CWA/22/01/2025)- TTTI JG 4

a. Minimum Requirements for Appointment

- i. Craft Certificate in Automotive Engineering or an equivalent from a recognized Institution.
- ii. A valid Drivers license minimum of class C1
- iii. Knowledge of car cleaning techniques, including washing, waxing and interior detailing.
- iv. Familiarity with car wash equipment and cleaning products
- v. Understanding of workplace safety, handling chemicals and proper waste disposal.
- vi. Willingness to work flexible hours, including weekends and holidays



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 **25th February 2025** and addressed to: -

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

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.

