



THIKA TECHNICAL TRAINING INSTITUTE

P.O BOX 91 THIKA [TEL:020-2044965](tel:020-2044965)

E-MAIL: [info@thikatechnical.ac.ke](mailto:info@thikatechnical.ac.ke) / [thikatechnical@gmail.com](mailto:thikatechnical@gmail.com)

Website: [www.thikatechnical.ac.ke](http://www.thikatechnical.ac.ke)



## 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

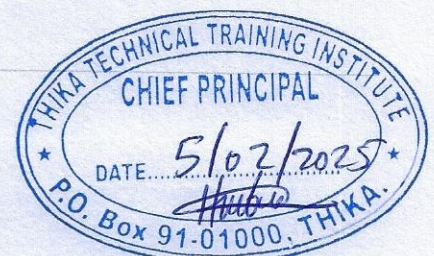
DATE: 5<sup>TH</sup> FEBRUARY 2025

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

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





**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**

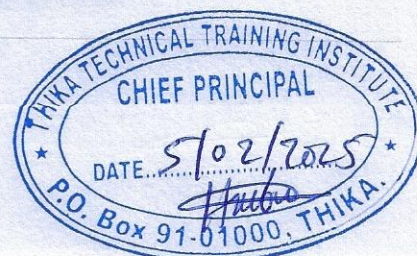
##### *a. Minimum Requirements for Appointment*

- 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

