



MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
KISIWA TECHNICAL TRAINING INSTITUTE



Knowledge and Skills for better life
P. O. BOX 657 – 50200, BUNGOMA (KENYA)
Cell Phone: 0110-096090/0784-240895
Email: Info@kisiwatech.ac.ke or kisiwainstitute@yahoo.com or
principal@kisiwatech.ac.ke
Website: www.kisiwatech.ac.ke

Date: 24TH MAY, 2021

ADVERTISEMENT OF VACANT POSITION

Kisiwa Technical Training Institute (KISTTI) invites applications from qualified Kenyans for the following vacant positions

PRINCIPAL'S SECRETARY

Duties and Responsibilities

- i. Recording dictation in shorthand and transcribing it in typewritten form
- ii. Typing from drafts, manuscripts or recording from dictation machines
- iii. Processing data
- iv. Ensuring security of office records, documents and equipment
- v. Operating office equipment
- vi. Handling telephone calls and appointments
- vii. Making appointments and reservations for the office
- viii. Handling and filing confidential information or any other documents.
- ix. Receiving, sorting, registering and distributing incoming mails for the assigned office for action.
- x. Handling office files and maintaining an effective filing system.
- xi. Maintaining high standards of cleanliness/hygiene and tidiness within the office
- xii. Handling all typing duties as may be required.



All Correspondence should be addressed to the Principal

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- xiii. Attending to all incoming and outgoing calls in office deployed.
- xiv. Perform other duties assigned by the Principal

Qualification and Experience

- i. Diploma in Secretarial Studies or equivalent qualification from recognized institution
- ii. Served as Secretary for a minimum period of five (5) years in a comparable Institution or in the Public Service
- iii. Be a member of KENASA body
- iv. Have good communication and interpersonal skills
- v. Relevant Certificate in computer application skills

How to apply

- 1) Application letter addressed to the Principal/ Secretary Board of Governors, detailed CV, copies of academic and professional certificates and other testimonials together with national identity card.
- 2) Must have a valid certificate of Good conduct
- 3) All application to reach the undersigned not later than **18th June 2021**

Secretary Board of Governors
Kisiwa Technical Training Institute
P.O Box 657-50200
Bungoma

Kisiwa Technical Training Institute is an Equal Opportunity Employer,



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