



# TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

## CAREER OPPORTUNITY

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 to recruit a result-oriented, self-driven person with high integrity to fill the following vacant position:

### **PUBLIC RELATIONS ASSISTANT/RECEPTIONIST**

**VACANCY NO.: TVETA/1/SEP/ 2019: (ONE (1) POST)**

#### **a) Duties and Responsibilities: -**

- i. Welcoming visitors and answering or referring inquiries;
- ii. Directing clients/calls to the right offices for assistance;
- iii. Dealing with queries from the public and customers;
- iv. Taking and relaying messages;
- v. Providing information to callers;
- vi. Monitoring visitor access and maintaining security awareness;
- vii. Controlling inventory relevant to reception area;

#### **b) Requirements for engagement:**

1. Should have at least three (3) years' experience as a Public Relations Assistant cum receptionist in a busy reception.
2. Should have a Diploma in Public Relations or its equivalent from a recognized institution.
3. Minimum of KCSE C Plain or its equivalent with at least a C plain in English and Kiswahili.
4. Telephone Operations training will be an added advantage.
5. Should have adequate knowledge of telephone switchboard operations.
6. Should be able to communicate fluently in English and Kiswahili.
7. Should be able to effectively present information to callers regarding general inquiries.

**c) Terms of Engagement:**

One (1) year contract renewable subject to satisfactory performance.

**d) Remuneration:**

Consolidated pay of Kshs. 50,000 (Basic Pay: 30,000, Allowances: 20,000) per month  
Gratuity: 31% of basic pay.

**HOW TO APPLY:**

Interested persons should send their applications and attach their Curriculum Vitae and copies of relevant professional/academic certificates, testimonials and national identification card. They should also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the undersigned not later than **5.00 PM ON 23<sup>RD</sup> SEPTEMBER 2019.**

Envelopes containing the documents should clearly be marked with the position applied for and addressed to:-

**The Director General/CEO,  
Technical and Vocational Education and Training Authority (TVETA)  
Utalii House, 8<sup>th</sup> Floor  
Utalii Street, Off Uhuru Highway  
P. O. Box 35625–00100  
NAIROBI**

*TVETA is an equal opportunity employer committed to Diversity and Equality. Persons living with disability (PLWD) who have the required qualifications and skills are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered. Only shortlisted candidates will be contacted*

*Any canvassing will lead to automatic disqualification.*