



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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NAIROBI

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Email: info@tveta.go.ke
Website: www.tveta.go.ke

CAREER OPPORTUNITY

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.

The Authority seeks to replace the following position with qualified, experienced, self-driven and result-oriented individual.

S/No	Vacancy Number	Position	Number of Posts
1.	TVETA/2/March/2022	Clerical Officer, TVETA Grade 10	1

The detailed advertisement and how to apply can be accessed from the TVETA website: www.tveta.go.ke

Technical and Vocational Education and Training Authority (TVETA) is an equal opportunity employer promoting gender, equity and diversity. Persons with Disability (PWDs) and other Minority groups are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted for interview.

DIRECTOR GENERAL/CEO
Technical and Vocational Education and Training Authority



ISO 9001:2015 CERTIFIED



CLERICAL OFFICER – RECORDS MANAGEMENT UNIT (RMU) TVETA GRADE 10

Terms of Appointment	Annual Contract- Renewable subject to performance
Basic Pay	30,883 – 45,953
House Allowance	10,000
Commuter Allowance	8,000

Duties and Responsibilities

- i. Receiving and dispatching letters
- ii. Implementing the file classification scheme
- iii. Distributing and tracking files
- iv. Maintaining security of information
- v. Attending to clients who visit the RMU
- vi. Any other duty assigned by the supervisor

Minimum Requirements for the position:

- i. KCSE Grade C- (minus) or its equivalent
- ii. Computer literacy
- iii. Certificate in Records Management/ Archives Management or an equivalent from a recognized institution will be an added advantage

HOW TO APPLY:

Soft copy applications:

Interested persons should send their detailed application **cover letter** and **Curriculum Vitae (CV) ONLY**. The Curriculum Vitae should include their day and evening telephone numbers, e- mail address and names and addresses of three referees. The application should reach the **Director General/CEO** not later than **TUESDAY 29TH MARCH 2022 AT 5.00PM**

The application should be sent to the following email address: recruitment@tveta.go.ke.

Applicants are also **REQUIRED** to fill the attached job application summary template and submit in soft copy (**saved in MS Excel**) together with their application. An example has been attached for your guidance. Kindly **replace** the sample with your information. (**THE EXCEL SUMMARY IS COMPULSORY**)

Shortlisted candidates will be required to produce academic certificates and testimonials as indicated on their CVs and job application summary.

Only shortlisted candidates will be contacted and will be expected to produce valid copies of clearance certificates from the following organizations when they appear for interview in fulfillment of the requirements of Chapter Six of the Kenyan Constitution.

- i. Valid tax compliance certificate from Kenya Revenue Authority (KRA);
- ii. Valid Higher Education Loans Board (HELB) clearance certificate;
- iii. Valid self-declaration forms from Ethics and Anti-Corruption Commission specific to this advertisement;
- iv. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI) issued not more than one year ago from the date of this advert;
- v. Valid Credit Reference Bureau (CRB) clearance.
- vi.

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