



NUU TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 376 - 90400, Mwingi. Tel: 0758 001 730

Email: nuutvckitui@gmail.com

Website: www.nuutvc.ac.ke



JOB VACANCY

SECRETARY

The BOG of Nuu Technical and Vocational College invites applications from suitably qualified persons to be considered for appointment to the following available vacancy in the college:

SECRETARY- REF NO. NUU TVC/003/2024

Minimum Academic and Professional Qualifications

1. Diploma in Secretarial Studies.
2. Three (3) years of relevant working experience
3. Typing speed of 80 W.P.M.
4. Must be computer literate.
5. Excellent verbal and written communication, interpersonal and organizational skills.
6. Relevant experience in a TVET institution is an added advantage.

All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates and transcripts, relevant supporting documents and testimonials in a sealed envelope addressed to the following on or before 14th October 2024, 5:00PM

THE PRINCIPAL/BOG SECRETARY

NUU TECHNICAL AND VOCATIONAL COLLEGE

P O BOX 376-90400

MWINGI

NB: Nuu Technical and Vocational College is an equal opportunity employer. Persons living with disabilities (PWDS) are encouraged to apply. Only shortlisted candidates will be contacted.

*Approved
for Circulation*

