

**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
EDUCATION**



MURAGA TECHNICAL TRAINING INSTITUTE

P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113

E-Mail: muragatechinst@gmail.com

Website: www.muragatechnical.ac.ke



MTTI/12/2025/001

5th December, 2025

ADVERTISEMENT FOR NON-TEACHING STAFF AND BOG TRAINERS

The Board of Governors Muraga Technical Training Institute wishes to recruit qualified Trainers and non-teaching staff on Contract Terms in the following available vacancies;

1. Store Keeper (1 post) – (Vacancy No. MTTI/STRK/2025/01)

Reporting to the Procurement Officer;

Duties and responsibilities;

- (i) Receiving, storing, shelving, labeling and issuing of stores;
- (ii) Posting and updating of issued stores to the automated ledger;
- (iii) Cleaning and ensuring neatness of the stores and safe storage;
- (iv) Distribution management;
- (v) Identifying idle stores and equipment;
- (vi) Ensuring safe custody of the Institute's mobile property;
- (vii) guarding of wastage and misuse of stores;
- (viii) receiving and issuing of stores;
- (ix) stock taking, reconciliation, preparation and maintenance of stock records.



*Approved
for
signature*

Qualifications;

- i. Certificate in Supply Chain Management.
- ii. Have at least two years' experience in a similar institution.
- iii. Must be computer literate and proficient in use of Enterprise Resource Planning (ERP) System.

2. Procurement Officer (1 Post) – (Vacancy No. MTTI/PO/2025/01)

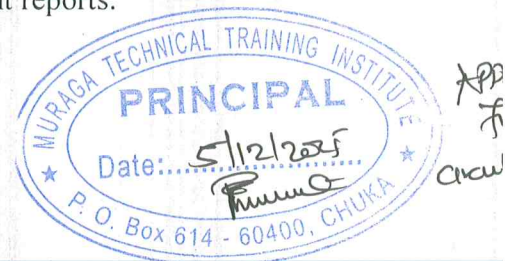
Reporting to the Chief Principal, the Procurement Officer shall on the overall streamline procurement processes and procedures for effective and efficient utilization of the institute's resources in order to ensure proper procurement and management of goods, services and works.

Responsibilities;

- (i) Receiving, consolidating and submitting annual procurement plans and management reports;
- (ii) Preparing tender and prequalification documents for expression of interest;
- (iii) Establishing control mechanisms in management and use of materials;
- (iv) Coordinating market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
- (v) Drawing up supply chain management policies and procedures of the Institute as per government regulations;
- (vi) Ensuring safe storage and distribution management of stores;
- (vii) Overseeing receiving and issuing of stores;
- (viii) Supervising stock taking, reconciliation, preparation and maintenance of records;
- (ix) Ensuring disposal of idle stores and equipment;
- (x) Ensuring safe custody of the Institute's mobile property;
- (xi) Conducting the Unit's meetings;
- (xii) Tender and procurement committees' secretary;
- (xiii) Preparing and submit annual procurement plans and management reports.

Qualifications;

- i. Diploma in Supply Chain Management.
- ii. Have at least two years' experience in a similar position.
- iii. Must be computer literate and proficient in use of Enterprise Resource Planning (ERP) System
- iv. Must be registered with Kenya Institute of Supplies Management (KISM)



3. Trainers

i. Applied Science Trainer (2 post)- (Vacancy No. MTTI/APSCI/2025/01)

Applicants should have minimum qualification of Bachelor of Science (Mathematics and Physics option).

- ii. **Electrical and Electronics Trainer (2 post) - (Vacancy No. MTTI/ELE/2025/01)**
Applicants should have minimum qualifications of Bachelor of Science in Electrical and Electronics Engineering, Bachelor of Technology in Electrical or Higher Diploma in Electrical and Electronics Engineering.
- iii. **Secretarial Studies Trainer (2 post) - (Vacancy No. MTTI/SEC/2025/01)**
Applicant should have minimum qualification of Diploma in Secretarial Studies.
- iv. **Cosmetology Trainer (1 Post) – (Vacancy No. MTTI/ICT/2025/01)**
Applicant should have minimum qualification of Diploma in Cosmetology

N/B Pedagogical skills is a **MUST** requirement for Trainers.

Qualified and interested candidates should submit their applications to Muraga Technical Training Institute through the address below by 24th December, 2025 at 5:00 p.m.

THE PRINCIPAL/ SECRETARY BOG
MURAGA TECHNICAL TRAINING INSTITUTE
PO BOX 614
CHUKA
Email: info@muragatechnical.ac.ke



Approved
for
signature

Enclose a detailed up-to-date Curriculum Vitae, Indicating your E-mail address, reliable daytime contacts, together with copies of relevant certificates, national Identity Card and valid Certificate of Good Conduct. In addition the interested candidates should indicate the names and contacts of two referees who **MUST** be familiar with their previous academic/work experience.

- Muraga TTI is an equal opportunity employer.
 - Persons living with disability, women and youth are encouraged to apply.
 - Only shortlisted candidates will be contacted/invited for interview.
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