



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

NAVAKHOLO TECHNICAL & VOCATIONAL COLLEGE

Competence in skills for employment



P. O. Box 766 – 50100 Kakamega (KENYA), Cell phone :0741596247, Email:navakholotvc@gmail.com

NTVC/ADM/BOG/JOB/ADVRT/19/3/26/VOL.1

19th March, 2026

JOB ADVERTISEMENT

Navakholo Technical and Vocational College (NTVC) is a Public Technical and Vocational Education and Training (TVET) INSTITUTION established in accordance with THE TVET Act No. 29 of 2013, vide legal order No. 92 of 2016. Navakholo TVC is fast growing TVET institute located in Kakamega County.

The college invites applications from qualified candidates to fill the following positions as specified below under BOG terms.

ADVERT NO.	POSITION	VACANT POSITION
NTVC/HR/IA/001/2026	INTERNAL AUDITOR	1 POSITION
	<p>Academic and Professional qualifications</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Commerce (Accounting, Finance or Auditing Option) or equivalent qualification from a recognized Institution. ➤ CPA(K) or ACCA qualification. ➤ Membership in ICPAK or any relevant professional body. ➤ At least three (3) year relevant experience in internal or external auditing. ➤ Proficiency in accounting and audit software. <p>Duties and responsibilities.</p> <ul style="list-style-type: none"> ➤ Develop and implement annual internal audit plans. ➤ Evaluate internal controls, risk management, and government process. ➤ Review financial records, system and operations for compliance. ➤ Prepare audit reports with recommendations for management actions. ➤ Follow up on audit recommendations to ensure implementations. ➤ Conduct special investigations when required. ➤ Report to the principal and the Board Audit Committee. 	



NTVC/HR/HRO/002/2026

HUMAN RESOURCE OFFICER

1 POSITION

Academic and Professional qualifications

- Bachelor's Degree in Human Resource Management, Business, Administration or related field.
- Member of the Institute of Human Resource Management (IHRM).
- At least three (3) years of HR experience, preferably in a public institution.
- Knowledge of Labour Laws, PSC Regulations, and Employment Act.
- Computer Literacy in HRMIS and Office application.

Duties and Responsibilities.

- Implement HR policies, procedures and service regulations.
- Manage staff recruitment, selection and onboarding.
- Maintain personal file and HR records.
- Process leave, payroll data and benefits administration.
- Handle disciplinary and grievances cases
- Coordinate performance appraisal and training.
- Prepare HR statistical and compliance report.

NTVC/HR/HDR/003/2026

HAIRDRESSING AND BEAUTY THERAPY/COSMETOLOGY TRAINER

1 POSITION

Academic and Professional qualifications

- Diploma in Technical Education or Diploma in Education in Hair Dressing and Beauty Therapy/ Cosmetology or equivalent and relevant qualification from a recognized Institution.
- Diploma in Hair Dressing and Beauty Therapy/ Cosmetology or equivalent and relevant qualification; and Diploma IN Education in/ Diploma in Technical Trainer Education from a recognized Institution.
- Diploma in Hair Dressing and Beauty Therapy/Cosmetology or equivalent and relevant qualification.
- Craft certificate in Hair Dressing and Beauty Therapy/Cosmetology with a Diploma I relevant TVET specialization.



Duties and Responsibilities.

- Undertaking training in areas of specialization in accordance with the syllabus.
- Preparing teaching/learning materials and schemes of work.
- Setting and marking examination/assignment.
- Carrying out research work under the guidance and supervision of a senior trainer.
- Supervising trainees' projects and practical work.
- Preparing training documents.
- Undertaking training activities.
- Participating in development and review of circular.
- Participating in development of training manual.
- Setting, moderating and marking examinations.
- Participating in trainee practicals assessment and
- Performing any other function that is incidental or consequential to the functions of the department.

HOW TO APPLY

Interested and qualified candidates should submit their application letters, detailed CV and copies of relevant certificates to.

- The Principal/secretary Board of Governors through the address below.
- Applications can be through hand delivery and via Posta.
- All applications to reach the undersigned on or before Friday 24th April, 2026 at 2.00pm.

Navakholo TVC is an equal opportunity employer and encourages all qualified persons including PWDs and persons from minority groups to apply. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted for interview.

All applications to be addressed to the;

The Principal

Navakholo Technical and Vocational College
P.O. BOX 766 - 50100

Navakholo, Kenya. Cell phone: 0741596247. Email. navakholotvc@gmail.com

