



NTVC/ADM/BOG/JOB/ADVRT/20/4/26/VOL.2

20th APRIL, 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 institution 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/SEC/003/2026	<p>SECRETARIAL STUDIES TRAINER</p> <p>Academic and Professional qualifications</p> <p>Academic Background: A degree or diploma in Business Education, Office Administration, or Secretarial Studies.</p> <p>Technical Proficiency: Demonstrated expertise in Microsoft Office Suite, computerized document processing, and modern office technology.</p> <p>Specialized Skills: Proficiency in shorthand, transcription, and advanced office management practices.</p> <p>Pedagogical Training: Teaching certification or a diploma in education (e.g., from KSTVET).</p> <p>Industry Experience: Previous experience as a secretary or office administrator is required to provide practical training.</p> <p>Duties and Responsibilities.</p> <ul style="list-style-type: none"> ➤ Instruction: Training in document formatting, shorthand, and office procedures. ➤ Curriculum Development: Creating professional documents plans, assignments and assessments. ➤ Skill Evaluation: Development of assessment tools, administering, processing 	1 POSITION



	and providing feedback on students' technical skills.	
NTVC/HR/ICT/004/2026	<p>ICT TRAINER</p> <p>Academic and Professional qualifications</p> <p>Academic Background: Bachelor's degree in Education with a focus on ICT or Computer Science, or a Bachelor of Science in IT/Computer Science followed by a Post-Graduate Diploma in Education.</p> <p>Certification/Licensing: Valid teaching license/certificate, registration with TVETA and specialized ICT certifications (e.g., Cisco/CCNA, Microsoft, CompTIA).</p> <p>Technical Skills: Expertise in computer science fundamentals, coding (programming languages), database management, networking, and hardware maintenance.</p> <p>Duties and Responsibilities.</p> <p>Curriculum Development & Delivery: Designing Training in ICT sessions including coding, word processing, and digital media.</p> <p>Technical Support & Maintenance: Overseeing the functionality of computers, hardware, software, and peripherals within the classroom or lab.</p> <p>Assessment & Reporting: Evaluating student work through projects, tests, and practical tasks, reporting their progress.</p>	1 POSITION
NTVC/HR/SECR/001/2026	<p>INTERNSHIP FOR SECRETARY</p> <p>Academic and Professional qualifications</p> <ul style="list-style-type: none"> ➤ Education: Diploma in Secretarial Studies, Business Management, or Office Administration. ➤ Computer Literacy: High proficiency in MS Office (Word, Excel, and Power Point), Google Workspace, and office software is essential. ➤ Communication: Excellent written and verbal communication skills (English). 	<p>1 POSITION</p> 

➤ **Skills & Attributes:** Strong organizational abilities, attention to detail, time

management, and ability to handle correspondence.

➤ **Experience Level:** Recent graduate within 1–2 years of graduation.

Duties and Responsibilities.

➤ **Administrative Support:** Answering phone calls, taking messages, and handling incoming/outgoing mail.

➤ **Document Preparation:** Photocopying, scanning, printing, and formatting documents, letters, and reports.

➤ **Records Management:** Organizing, filing, and updating company databases or physical files.

➤ **Office Communication:** Handling correspondence, and assisting with internal team communications.

NTVC/HR/CLERK/002/2026

INTERSHIP FOR ACCOUNTS CLERK

1 POSITION

Academic and Professional qualifications

Education: Recently graduated with a Diploma or Bachelor's degree in Accounting, Finance, or a business-related field.

Technical Skills: Proficiency in Microsoft Excel (spreadsheets, formulas) is essential. Familiarity with accounting software (e.g., QuickBooks) is a distinct advantage.

Accounting Knowledge: Basic understanding of accounting principles, bookkeeping, VAT, PAYE, and statutory compliance.

Soft Skills: Strong attention to detail, high confidentiality, strong organizational abilities, and a willingness to learn.

Duties and Responsibilities.

Data Entry & Filing: Digitizing records, updating databases, and maintaining physical or digital filing systems.



Administrative Support: Handling incoming correspondence, answering phones, copying, and typing documents.

Records Management: Organizing, tracking, and retrieving files in accordance with company policies.

Office Operations: Assisting with daily tasks like preparing meeting minutes, handling emails, and basic office equipment maintenance.

Specialized Support (Legal/Finance): In legal contexts, pulling dockets, organizing case materials, and research. In finance, processing invoices and reconciling accounts.

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 to reach the undersigned on or before Thursday 30th April, 2026 at 4.00pm.

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

