



# KATINE TECHNICAL TRAINING INSTITUTE

**P.O BOX 251- 90131 TALA**

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## JOB VACANCY

Katine Technical Training Institute invites applications from suitably qualified persons to be considered for appointment to the following available vacancy in the institute.

### OFFICE ASSISTANT - Ref No: KTTI/001/2025

**For appointment to this position, a candidate must:**

- i. Be a holder of a Diploma in Secretarial Studies or Single & Group Stage I, II & III.
- ii. At least two (2) years working experience in a reputable organization.
- iii. Computer literate.
- iv. High degree of multitasking and time management capability.
- v. Excellent written and verbal communication skills.
- vi. Familiarity with office organization.

All applications should be submitted together with a detailed curriculum vitae, a copy of the ID/Passport, copies of academic certificates and transcripts, relevant supporting documents and testimonials in a sealed envelope addressed to the following, on or before **28<sup>th</sup> July, 2025**

**The Principal/BOG Secretary  
Katine Technical Training Institute  
P. O. Box 251-90131  
TALA**

*N/B: Katine Technical Training Institute is an equal opportunity employer. Persons living with disabilities (pwws) are encouraged to apply. Only shortlisted candidates will be contacted.*



*Approved  
for circulation*