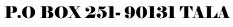
KATINE TECHNICAL TRAINING INSTITUTE









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 28th 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 (pwds) are encouraged to apply. Only shortlisted candidates will be contacted.

P. O. Box 28 Houst, TALA
Email: Info@katinetti.ac.ke
Tel: 0719 508 039

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