



4TH MARCH 2024

VACANCY AVAILABLE FOR NON-TEACHING STAFF

1. ACCOUNTS CLERK (1) POST- NTVC/AC/001/2024

Requirements & Qualifications

- KCSE C plain and above
- ATC/KATC finalist or CPA section II
- 1 year working experience
- Accounting computer package will be an added advantage
- Valid Certificate of Good conduct.
- Testimony of current or past employer if any.
- Compliance with chapter six of the constitution
- Must be analytical, detail and results oriented individual.
- Must have the ability to work within strict deadlines and limited supervision
- Must have an impeccable integrity and diligence.
- Ability to communicate effectively.
- Excellent MS Excel and MS Word skills.
- Working knowledge of Book keeping Procedures.
- Superior analytical, organizational, interpersonal, and problem-solving skills

How to apply.

Qualified interested candidates should submit their applications addressed to:

**THE PRINCIPAL
NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE
P.O.BOX 574- 20117 NAIVASHA**


or send via email address principal@ntvc.ac.ke quoting the job title as the subject on or before **18th March 2024.**

Enclose, detailed up-to-date curriculum vitae together with copies of certificates, Testimonials and National Identity card.

Please Note:

- I. Only shortlisted candidates will be contacted via their mobile numbers.
- II. Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic Professional Certificates and transcripts during the interview.
- III. Those who had applied earlier need not to apply again.

Naivasha Technical and Vocational College is an equal opportunity employer and people living with disability are encouraged to apply.

Approved for
Circulation

2/13/24