



26<sup>TH</sup> OCTOBER 2023

**INTERNSHIP VACANCIES AVAILABLE FOR NON-TEACHING STAFF**

**1. LIBRARIAN ASSISTANT (1) POST – NTVC/LIB/001/2023**

**Requirements & Qualifications**

- Certificate in any of the following disciplines: Library and Information Science, Library and Information Studies, or Library, Records and Archive Management from a recognized Institution;
- Certificate in Computer Applications;
- At least one-year relevant working experience
- Shown merit and ability as reflected in work performance and results.

**2. STORE KEEPER (1 POST) – NTVC/SK/002/2023**

**Requirements & Qualifications**

- Certificate in Supply chain Management/ Store keeping from a recognized institution
- At least one-year relevant working experience
- Good understanding of inventory management
- Testimony of current/previous employer
- Good communication and interpersonal skills

**3. SUPPLY CHAIN MANAGEMNT OFFICER (1 POST) – NTVC/SK/003/2023**

**Requirements & Qualifications**

- Holder of a Diploma in Supply chain management/procurement management
- Registered with KISM
- Competency in computerized document processing
- Testimony of current/previous employer
- At least one-year relevant working experience

Approved for  
Circulation  
Principal  
NAIVASHA TECHNICAL & VOCATIONAL COLLEGE  
P. O. Box 574 - 20117  
NAIVASHA  
26/10/23

**How to apply.**

Interested candidates who meet the above qualifications should submit a cover letter, a detailed CV, attach copies of; National identity card, relevant professional and academic certificates and transcripts

Applications should be addressed to:

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

or send via email address [principal@ntvc.ac.ke](mailto:principal@ntvc.ac.ke) quoting the job title as the subject on or before **5pm on 9<sup>th</sup> NOVEMBER 2023.**

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.

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