

VACANCIES ADVERTISEMENT

The Kenya School of Technical, Vocational, Education and Training (KSTVET) is a State Corporation under the Ministry of Education, State Department for Technical, Vocational, Education and Training.

The KSTVET Council seeks to fill the following vacant positions:

S/NO	POSITION	GRADE	VACANCY REF. NO.	NO. OF POSTS
1	Senior Corporate Communication Officer	L (CSG 9)	ADVERT NO. 01 KSTVET/ADM/CS/01/2026	1
2	Principal ICT Officer	N (CSG 8)	ADVERT NO. 02 KSVET/ADM/CS/01/2026	1
3	Senior Accountant	L (CSG 9)	ADVERT NO. 03 KSVET/ADM/CS/01/2026	1
4	Accountant I	K (CSG 10)	ADVERT NO. 04 KSVET/ADM/CS/01/2026	1
5	Supply Chain Management Officer II	J (CSG 11)	ADVERT NO. 05 KSVET/ADM/SS/01/2026	1
6	ICT Officer II	J (CSG 11)	ADVERT NO. 06 KSVET/ADM/CS/01/2026	1
7	Registered Nurse II	J (CSG 11)	ADVERT NO. 07 KSVET/ADM/AS/01/2026	1
8	Clinical Officer I	K (CSG 10)	ADVERT NO. 08 KSVET/ADM/AS/01/2026	1
9	Estates Management Officer I	K (CSG 10)	ADVERT NO. 09 KSVET/ADM/CS/01/2026	1
10	Driver I	G (CSG 13)	ADVERT NO. 10 KSVET/ADM/CS/01/2026	1

APPLICATION PROCEDURE

Interested candidates are advised to visit KSTVET Website: www.kstvet.ac.ke and apply as guided.

Applications should be received not later than **Tuesday, 7th April 2026 before 5:00 p.m. (EAT).**

Kenya School of TVET is an equal opportunity employer; persons with disabilities and people from marginalized groups with requisite qualification are encouraged to apply.

Dr. Edwin Tarno, PhD, HSC
COUNCIL SECRETARY

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The Kenya School of Technical, Vocational, Education and Training (KSTVET) is a State Corporation under the Ministry of Education, State Department for Technical, Vocational, Education and Training.

The Council seeks to fill the following vacant positions:

1. **ADVERT NO. 01 KSTVET/ADM/CS/01/2026: SENIOR CORPORATE COMMUNICATION OFFICER – GRADE – L (CSG9) - ONE (1) POST;**
 - (a) **Job Description**

Duties and responsibilities at this level will entail: -

 - (i) Preparing media supplements and documentaries, press/media releases and features;
 - (ii) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos and editing publications;
 - (iii) Collecting information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures;
 - (iv) Participating in preparing and organizing forums to promote and propagate the School's agenda;
 - (v) Collecting and collating information on articles in the media pertaining to the School and writing reports;
 - (vi) Participating in organizing corporate events and launches;
 - (vii) Assisting in media commentary and analysis of print, electronic and social media;
 - (viii) Handling of incoming media requests and building relationships with industry journalists;
 - (ix) Coordinating media monitoring, publicity and content analysis activities;
 - (x) Developing the School's calendar of events and coordinate planning meetings during the School's events such as exhibitions, conferences and meetings etc.
 - (xi) Coordinating the periodic surveys to establish stakeholder satisfaction and the School's standing among its target audiences;
 - (xii) Reviewing customer service reports; and

- (xiii) Overseeing handling of distinguished guests and high-level delegation at the School.

(b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Corporate Communication Officer I or in a comparable position;
- (ii) Bachelor's degree in any of the following:- Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
- (iii) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body and in good standing;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

2. ADVERT NO. 02 KSVET/ADM/CS/01/2026: PRINCIPAL ICT OFFICER – GRADE – N, (CSG 8) - ONE (1) POST;

(a) Job Description

Duties and responsibilities at this level will entail: -

- (i) Coding and testing computer programmes;
- (ii) Performing technical and systems documentation tasks on database maintenance;
- (iii) Developing a systematic coding system;
- (iv) Carrying out systems feasibility studies, analysis, design and programme specifications in direct liaison with users;
- (v) Recommending and supervising hardware/software specifications for information communication technology equipment;
- (vi) Developing, implementing and maintaining systems projects;
- (vii) Preparing progress reports of the systems developments;
- (viii) Managing ICT assets inventory;
- (ix) Assessing and managing ICT infrastructure to support seamless service delivery; and
- (x) Supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards.

(b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Cumulative service period of nine (9) years relevant work experience three (3) of which should have been at the grade of Senior ICT Officer or in a comparable position;

- (ii) Bachelor's Degree in any of the following fields:- Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution;
- (iii) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
- (iv) Certificate in Management Course lasting not less than Four (4) weeks from a recognized and accredited institution;
- (v) Membership to a relevant professional body where applicable and in good standing; and
- (vi) Shown merit and ability as reflected in work performance and results;

3. ADVERT NO. 03 KSVET/ADM/CS/01/2026: SENIOR ACCOUNTANT – GRADE – L (CSG 9) - ONE (1) POST;

(a) Job Description

Duties and responsibilities at this level will entail:-

- (i) Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Banking cash received from services offered by the School;
- (iii) Capturing data, maintaining primary records such as cashbooks, ledgers and registers;
- (iv) Providing input in the preparation of cost and management reports;
- (v) Preparing and dispatching customer statements;
- (vi) Opening new supplier accounts and making adjustments to the existing accounts; and
- (vii) Receiving, authenticating, posting cheques, banking slips, and handling petty cash payments and receipts as per approved policies and procedures.

(b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of the level of Accountant I or in a comparable position;
- (ii) Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/Accounting Option), Business Administration (Finance/Accounting Option), Business Management (Finance/Accounting Option) or equivalent qualification from a recognized and accredited institution;
- (iii) Certified Public Accountant (CPA-K) or any other relevant qualification from a recognized and accredited institution;
- (iv) Member of the Institute of Certified Public Accountants of Kenya (ICPAK).

- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

4. ADVERT NO. 04 KSVET/ADM/CS/01/2026: ACCOUNTANT I – GRADE- K (CSG 10) - ONE (1) POST;

(a) Job Description

Duties and responsibilities at this level will entail:-

- (i) Preparing and verifying vouchers in accordance with the laid down rules and regulations;
- (ii) Entering primary accounting data;
- (iii) Carrying out routine accounting work such as balancing of cashbooks, imprests and advances ledgers;
- (iv) Bank reconciliation; and
- (v) Preparing and dispatching customer statements and ensuring safe custody of records and assets.

(b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Cumulative service period of three (3) years' relevant work experience at the grade of Accountant II or a comparable position;
- (ii) Bachelor's Degree in any of the following disciplines:- Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
- (iii) Certified Public Accountant II (CPA II) or any other relevant qualification from a recognized and accredited institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

5. ADVERT NO. 05 KSVET/ADM/SS/01/2026: SUPPLY CHAIN MANAGEMENT OFFICER II –GRADE J, (CSG 11) - ONE (1) POST;

(a) Job Description

Duties and responsibilities at this level will entail:-

- (i) Analyzing supply chain management data;
- (ii) Implementing and enforcing regulations and policies on supply chain management;
- (iii) Verifying stores;
- (iv) Coordinating receipt of goods and services from suppliers and issuance of the same to the consumers;
- (v) Providing support in stock taking exercise;
- (vi) Preparing stocks reconciliations; and
- (vii) Providing input in the preparation of procurement plans.

(b) Job Specifications

For appointment to this grade, a candidate must have:-

- (i) Bachelor's degree in any of the following disciplines:- Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution; and
- (ii) Proficiency in computer applications.

6. ADVERT NO. 06 KSVET/ADM/CS/01/2026 : ICT OFFICER II – GRADE – J, (CSG 11) - ONE (1) POST;

(a) Job Description

Duties and responsibilities at this level will entail: -

- (i) Analyzing, designing, coding, testing, implementing computer programs; providing user support;
- (ii) Maintaining support systems and training of users;
- (iii) Repairing and maintaining of information communication technology equipment and associated peripherals;
- (iv) Receiving, installing and certifying of information communication technology equipment; and
- (v) Configuring of new information communication technology equipment.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

- (i) Bachelor's Degree in any of the following fields: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution.

7. ADVERT. NO. 07 KSVET/ADM/AS/01/2026: REGISTERED NURSE II – GRADE - J, (CSG 11) - ONE (1) POST;

(a) Job Description

The duties and responsibilities at this level will entail:-

- (i) Treating minor ailments;
- (ii) Preparing work plans and budgets for nursing services;
- (iii) Monitoring and evaluating nursing services;
- (iv) Requisitioning for drugs and other medical supplies;
- (v) Planning, supervising, evaluating and coordinating nursing care at a Clinic;
- (vi) Providing health education to patients; and
- (vii) Counselling of Patient/clients.

(b) Job Specification

For appointment to this grade a candidate must have:

- (i) Cumulative service period of three (3) years relevant work experience at the grade of Registered Nurse III or in a comparable position;
- (ii) Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College (KMTC) or any other recognized and accredited institution;
- (iii) Registration Certificate from the Nursing Council;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

8. ADVERT NO. 08 KSVET/ADM/AS/01/2026: CLINICAL OFFICER I – GRADE – K, (CSG 10) - ONE (1) POST;

(a) Job Descriptions

The duties and responsibilities at this level will entail

- (i) Attending to patients;
- (ii) Diagnosing and treating patients' ailments in the School's clinics;
- (iii) Planning and conducting primary health care activities;
- (iv) Attending to patients and referring them for further medical attention, where necessary;
- (v) Counselling of patients in the clinic;
- (vi) Providing routine patient care and support, including health education;
- (vii) Maintaining appropriate staff records;
- (viii) Performing minor surgical and medical procedures;
- (ix) Implementing clinical services plans and policies;
- (x) Compiling reports;
- (xi) Coaching and mentoring staff; and
- (xii) Screening patients for diseases.

(b) Job Specifications

For appointment to this grade a candidate must have:

- (i) Cumulative service period of three (3) years relevant work at the grade of Clinical Officer II or in a comparable position;
- (ii) Degree in Clinical Medicine or Community Health Services from a recognized and accredited institution;
- (iii) Registration Certificate from the Clinical Officers' Council;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

9. **ADVERT NO. 09 KSVET/ADM/CS/01/2026: ESTATES MANAGEMENT OFFICER I GRADE K, (CSG 10) - ONE (1) POST;**

(a) Job Description

Duties and responsibilities at this level will entail: -

- (i) Maintaining and repairing of buildings;
- (ii) Facilitating inspection of buildings to determine requirements for modification, replacement and refurbishment;
- (iii) Preparing maintenance schedules and coordinating their implementation;
- (iv) Ensuring compilation of inventory of the school land, buildings, equipment and machines; and
- (v) Supervising preparation of specification and estimates for building renovations and maintenance works.

(b) Job Specification

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of three (3) years relevant work experience at the grade of Estate Management Officer II or a comparable position;
- (ii) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

10. **ADVERT NO. 10 KSVET/ADM/CS/01/2026: DRIVER I – GRADE G, (CSG 13) - ONE (1) POST;**

(a) Job Description

Duties and responsibilities at this level will entail:-

- (i) Driving assigned vehicle as authorized;
- (ii) Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- (iii) Maintaining daily work ticket;
- (iv) Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tired pressure;
- (v) Detecting and reporting vehicle defects on time;
- (vi) Ensuring vehicle cleanliness;
- (vii) Ensuring routine service and maintenance of the vehicle;
- (viii) Timely reporting of accidents and follow up of police abstracts; and
- (ix) Ensuring vehicle inspection; and
- (x) Keeping up-to-date insurance documents.

(b) Job Specifications

For appointment to this Grade, an officer must have:-

- (i) Cumulative service period of six (6) years' relevant work experience three (3) of which should have been in the grade of a Driver II or comparable position;
- (ii) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized and accredited institution;
- (iii) A valid driving license free from any current endorsement(s) for classes D1, D2, D3 of vehicle(s);
- (iv) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized and accredited institution;
- (v) Certificate in Suitability Test for Drivers conducted by the Ministry responsible for transport;
- (vi) Certificate in Occupational Trade Test II for Drivers conducted by the Ministry responsible for Transport;
- (vii) Defensive Driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized and accredited institution;
- (viii) Valid recommendation report of Refresher Course for drivers lasting not less than one (1) week after every three (3) years at the Kenya Institute of Highways and building Technology (KIHBT) or any other recognized and accredited institution;
- (ix) Proficiency in computer applications; and
- (x) Shown merit and ability as reflected in work performance and results.

APPLICATION PROCEDURE

Interested applicants who meet the requirements are invited to send their application letter together with detailed CV indicating three (3) names of references, current position/grade, telephone numbers, copies of academic and professional certificates, testimonials and a copy of National Identity Card/Passport through any of the following modes:

1. Send the application in a clearly marked envelope the position applied for through Postal Office to:-
 - The Chief Executive Officer,
 - Kenya School of TVET,
 - P. O. Box 44600-00100
 - NAIROBI – KENYA
2. Send the application to the email: recruitment@kstvet.ac.ke indicating the position applied for as Subject.

3. Hand delivered in clearly marked envelope the position applied for to:-

The Chief Executive Officer,
Kenya School of TVET,
Gigiri, UN Avenue, along Limuru Road,
NAIROBI, KENYA.

Note 1: Applicant should use only one mode of submitting application
(either hard copy or soft copy)

Note 2: Canvassing will lead to automatic disqualification.

Note 3: Only shortlisted candidates will be contacted for interviews.

Note 4: Applications received after the deadline will not be processed.

Note 5: The successful candidates after interviews will be required to obtain
the following documents:-

- i. Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- ii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iii. Clearance Certificate from Higher Education Loans Board (HELB)
- iv. Clearance from Ethics and Anti-Corruption Commission (EACC)
- v. Clearance Certificate from a Credit Reference Bureau (CRB)

Applications should be received not later than Tuesday, 7th April 2026 before 5:00 p.m.(EAT).

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