

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 Council seeks to fill the following vacant positions on a five (5) year contract terms:

1. **ADVERT NO. 01 KSTVET/ADM/02/2026: DIRECTOR, KSTVET MOIBEN REGIONAL CAMPUS – GRADE – KST 2 (CSG/JG - 5/S) - ONE (1) POST;**

(a) Job Purpose

The director, KSTVET Moiben Campus is responsible to the Principal/Chief Executive Officer for the direction, organization, administration and programmes of the campus. In addition, the director is responsible for the day-to-day operations and administration of the campus.

(b) Job Description

Duties and responsibilities at this level will entail: -

- (i) Having responsibility of the direction, organization, administration and programmes of the campus;
- (ii) Providing leadership in the execution of the school's mandate in the campus;
- (iii) Leading the execution of the Council's strategy in the campus to ensure achievement of the Council's objectives;
- (iv) implementing operational plans for achieving the objectives of the School in the campus;
- (v) Implementing relevant policies and procedures in the campus that give the School positive perception and competitive advantage;
- (vi) Implementing administrative structures, processes and systems put in place by the Principal/CEO.
- (vii) Participating in preparation of annual budgets and implementing proper internal controls;
- (viii) Implementing policies and programmes of the School in the campus, ensuring alignment with the School's philosophy, vision, mission and core values and reporting thereon to the Principal/CEO;

- (ix) Advising the Principal/CEO on the campus management structure including succession plans;
- (x) Providing strategic leadership in the campus in accordance with the mandate of the School;
- (xi) Participating in resource mobilization to enhance realization of the strategic objectives of the School;
- (xii) Prudent management of funds, property and affairs of the campus;
- (xiii) Fostering a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity in the campus;
- (xiv) Ensuring continuous improvements in the quality and value of services provided by the campus;
- (xv) Providing regular, thorough and prompt communication to the Principal/CEO on key technical, financial and administrative matters;
- (xvi) Maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organizations, private sector and all stakeholders;
- (xvii) Being responsible for stakeholder management and the enhancement of the corporate image of the campus.
- (xviii) Undertaking the monitoring and evaluation of the campus; and
- (xix) Performing any other function that is incidental or consequential to KSTVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written Law, that may be assigned by the Principal/CEO.

(c) Job Specifications

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

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which should have been at the grade of Deputy Director position or a comparable position;
- (ii) Bachelor's Degree in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community

- development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science or Any other relevant qualification from a recognize institution;
- (iii) Masters Degree in any of the following fields; Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development or Any other relevant qualification from a recognize institution;
 - (iv) Membership to a professional body where applicable and in good standing;
 - (v) Pedagogy qualification;
 - (vi) Registered as a trainer by TVETA;
 - (vii) Certificate in Leadership Course lasting not less than 4 weeks from a recognized and accredited institution;
 - (viii) Proficiency in Computer applications; and
 - (ix) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

2. ADVERT NO. 02 KSTVET/ADM/02/2026: DIRECTOR, ACADEMIC AND STUDENT AFFAIRS – GRADE – KST 2 (CSG/JG - 5/S) - ONE (1) POST;

(a) Job Purpose

The Director, Academic and Student Affairs is responsible to the Principal/Chief Executive Officer for all academic and training matters and administration of academic support departments.

(b) Job Description

Duties and responsibilities at this level will entail: -

- (i) Overseeing the administration of all academic matters;
- (ii) Overseeing development, review and implementation of academic policies and curricula from time to time for all programs to ensure maintenance of high academic and professional standards;
- (iii) Overseeing the preparation and implementation of the annual academic calendar to guide the smooth operations of the school;
- (iv) Providing support for scholarly activities such as seminars, conferences and workshops for continuous professional development;
- (v) Monitoring and evaluation of the directorate staff for maintenance of high standards of training;
- (vi) Constituting committees to carry out specific tasks pertaining to the directorate;
- (vii) Guiding on requests for hiring, transfer/deployment and training of staff in the academic directorate for enhanced performance of the directorate;
- (viii) Advising on quality assurance aspects to ensure conformity with the requirements of academic policy;
- (ix) Developing, implementing and periodically review departmental work plans for the smooth operations of directorate;
- (x) Overseeing welfare programmes;
- (xi) Planning, monitoring and controlling budgets/expenditure for the directorate to ensure effective and sustainable provision of services;
- (xii) Liaising with Directorate of Research in activities pertaining to research and strategy in the institution;
- (xiii) Participating in research and consultancy;
- (xiv) Coordinating development of policies and strategies to enhance Academic and teaching standards in the School;
- (xv) Coordinating and supervision of the School Academic activities;
- (xvi) Overseeing the development, dissemination, implementation and evaluation of Curriculum;
- (xvii) Coordinating compilation of Periodic and Annual Reports in liaison with the Academic Deputy Directors;
- (xviii) Coordinating training in the common areas of study across academic departments;
- (xix) Managing the performance targets of the Directorate;
- (xx) Overseeing the implementation of the Quality Management System for Academic Programs; and
- (xxi) Coordinating the publication (print and electronic) of curriculum support materials.
- (xxii) Performing any other function that is incidental or consequential to KSTVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written law, that may be assigned by the Principal/CEO.

(c) Job Specifications

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

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Deputy Director position or a comparable position;
- (ii) Bachelor's Degree in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science or Any other relevant qualification from a recognize institution;
- (iii) Masters Degree in any of the following fields; Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community

development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development or Any other relevant qualification from a recognize institution;

- (iv) Membership to a professional body where applicable and in good standing;
- (v) Pedagogy qualification;
- (vi) Registered as a trainer by TVETA;
- (vii) Certificate in Leadership Course lasting not less than 4 weeks from a recognized and accredited institution;
- (viii) Proficiency in Computer applications; and
- (ix) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

3. ADVERT NO. 03 KSTVET/ADM/02/2026: DIRECTOR, ADMISSIONS, ASSESSMENT AND CERTIFICATION – GRADE – KST 2 (CSG/JG - 5/S) - ONE (1) POST;

(a) Job Purpose

The Director, Admissions, Assessment and Certification is responsible to the Principal/Chief Executive Officer for Admissions, Assessment, Examination and Certification in the school.

(b) Job Description

Duties and responsibilities at this level will entail:-

- (i) Developing and implementing admission, assessment, examination and certification policies and procedures;
- (ii) Overseeing trainee application, selection and admission processes;
- (iii) Custodian of trainee admission, examination, assessment and certification records;
- (iv) Overseeing analysis of admission trends, demographics, and other relevant data to inform future recruitment and enrolment strategies;
- (v) Coordinating development and communication of the training, Assessment and Examination timetables;
- (vi) Marketing the academic programmes of the school;
- (vii) Establishing and maintaining relationships with various Training institutions and organizations for trainee practice;
- (viii) Spearhead monitoring and evaluation of trainees on teaching practice;
- (ix) Overseeing resolution of issues and concerns that may arise between students and host institutions during the placement period;
- (x) Overseeing assessment and grading of trainees based on their performance during the placement period;
- (xi) Guiding development of training practice budget;
- (xii) Overseeing the processing, approval and issuance of academic transcripts;
- (xiii) Authenticating certificates;

- (xiv) Managing course substitutions and credit transfer;
- (xv) Coordinating updating of trainee information in the school's database;
- (xvi) Overseeing implementation and enforcement of examination security measures;
- (xvii) Coordinating mainstreaming of trainees with special needs;
- (xviii) Managing printing and storage of examination materials and certificates;
- (xix) Enforcing the institution's policies on academic integrity;
- (xx) Managing examination disputes;
- (xxi) Coordinating preparation of graduation list;
- (xxii) Coordinating capacity building in the directorate;
- (xxiii) Coordinating directorate performance management; and
- (xxiv) Performing any other function that is incidental or consequential to KSTVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written law, that may be assigned by the Principal/CEO.

(c) Job Specifications

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

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Deputy Director position or a comparable position;
- (ii) Bachelor's Degree in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science or Any other relevant qualification from a recognize institution;
- (iii) Master's Degree in any of the following fields; Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land

Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development or Any other relevant qualification from a recognized and accredited institution;

- (iv) Membership to a professional body where applicable and in good standing;
- (v) Pedagogy qualification;
- (vi) Registered as a trainer by TVETA;
- (vii) Certificate in Leadership Course lasting not less than 4 weeks from a recognized and accredited institution;
- (viii) Proficiency in Computer applications; and
- (ix) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

4. ADVERT NO. 04 KSTVET/ADM/02/2026: DIRECTOR, RESEARCH, INNOVATION AND EXTENSION SERVICES – GRADE – KST 2 (CSG/JG - 5/5) - ONE (1) POST;

(a) Job Purposes

The Director, Research, Innovation and Extension Services is responsible to the Principal/Chief Executive Officer for Development, Implementation and Review of Research and Innovation policies, standards, procedures and programmes. In addition, the director is responsible for establishment of research agenda, linkages and partnerships and incubation and commercialization of the inventions and innovations in KSTVET.

(b) Job Description

Duties and responsibilities at this level will entail:-

- (i) Spearheading planning, designing and development of proposals for research;

- (ii) Overseeing collection, analysis and interpretation of research data;
- (iii) Coordinating research and preparation of reports;
- (iv) Coordinating preparation of periodic reports on the status of research in the school;
- (v) Overseeing tracer studies;
- (vi) Overseeing development and management of research database for the School;
- (vii) Facilitating establishment of research linkages between the School and industries;
- (viii) Overseeing quality assurance in the directorate;
- (ix) Establishing partnerships and Collaborations with industries, government agencies, and development partners;
- (x) Overseeing consultancy services in the directorate;
- (xi) Leading innovation and technology transfer between the school and industry;
- (xii) Overseeing industrial attachments, apprenticeships, and workplace-based training programs for trainers;
- (xiii) Maintaining databases of industry partners;
- (xiv) Overseeing extension services activities;
- (xv) Coordinating monitoring and evaluation of partnership outcomes, preparing reports and recommendations for policy and operational improvement;
- (xvi) Promoting a culture of innovation and entrepreneurship within the School;
- (xvii) Overseeing the establishment and management of innovation hubs and incubation centers;
- (xviii) Supporting the trainees and staff innovation projects;
- (xix) Identifying and pursuing research funding opportunities;
- (xx) Overseeing the execution of consultancy projects ensuring quality delivery;
- (xxi) Managing research grants and ensuring compliance with set grant requirements; and
- (xxii) Performing any other function that is incidental or consequential to KSTVET's functions under the Legal Notice No 123 of 2022 and the State Corporation's Act or any other written law, that may be assigned by the Principal/CEO.

(c) Job Specifications

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

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been at the grade of Deputy Director position or a comparable position;
- (ii) Bachelor's Degree in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation,

Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science or Any other relevant qualification from a recognize institution;

- (iii) Master's Degree in any of the following fields; Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development or Any other relevant qualification from a recognize institution;
- (iv) Membership to a professional body where applicable and in good standing;
- (v) Pedagogy qualification;
- (vi) Registered as a trainer by TVETA;
- (vii) Certificate in Leadership Course lasting not less than 4 weeks from a recognized and accredited institution;
- (viii) Proficiency in Computer applications; and
- (ix) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

5. ADVERT NO. 05 KSTVET/ADM/02/2026: DIRECTOR, CORPORATE SERVICES – GRADE – KST 2 (CSG/JG - 5/5) - ONE (1) POST;

(a) Job Purpose

The position is responsible for providing strategic leadership in Corporate Services Directorate and advice to ensure optimal utilisation and management of the School's resources in the functional areas of Human Resource and Administration, Finance and Accounts, Corporate Communication and Information, Communication and Technology.

(b) Job Description

The Director, Corporate Services will be responsible to the Principal/Chief Executive Officer for overall coordination and management of corporate services functions in the KSTVET.

Duties and responsibilities at this level will entail:-

- (i) Overseeing formulation, implementation and review of policies, strategies, standards, guidelines, procedures and programmes relating to finance and accounts; human resource management and administration; planning and research; corporate communications; and information, communication and technology;
- (ii) ensuring development of performance management strategies at the KSTVET;
- (iii) overseeing preparation and implementation of the KSTVET's personnel emoluments budgets;
- (iv) coordinating the establishment and management of the KSTVET's registries and ensuring safe custody of all records;
- (v) ensuring adequate office accommodation for the KSTVET;
- (vi) ensuring prudent utilization of the KSTVET's resources, facilities and equipment;
- (vii) ensuring effective implementation and compliance with statutory requirements;
- (viii) overseeing establishment and implementation of information management systems in the provision of corporate services;
- (ix) ensuring establishment and maintenance of up-to-date inventories of the KSTVET's equipment and facilities;
- (x) ensuring gender and disability mainstreaming at the KSTVET;
- (xi) overseeing administration and implementation of the KSTVET's staff welfare programmes;
- (xii) ensuring conducive work environment at the KSTVET;
- (xiii) ensuring promotion of corporate image and brand of the KSTVET;
- (xiv) overseeing the dissemination of official communication of the KSTVET through press releases, newsletters, features, speeches, articles media supplements and documentaries;

- (xv) ensuring implementation of the KSTVET's corporate social responsibility;
- (xvi) coordinating preparation of reports and responses to parliamentary questions;
- (xvii) coordinating the planning and budgeting for corporate services activities and programmes;
- (xviii) ensuring capacity building and management of staff performance at the KSTVET; and
- (xix) Coordinating preparation of KSTVET's Public Expenditure Review (PER) and Medium-Term Expenditure Framework (MTEF).

(c) Job Specifications

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

- (i) Cumulative period of (15) years' relevant work experience, three (3) of which should have been at the grade of Deputy Director: Human Resource and Administration, Finance and Accounts, Corporate Communication and Information, Communication and Technology or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Human Resource Management/Development, Public Administration, Commerce (Accounting/Finance Option), Finance, Economics, Business Management/Administration, Social Sciences or equivalent qualification from a recognized and accredited institution;
- (iii) Master's degree in any of the following disciplines: - Human Resource Management/Development, Public Administration, Commerce (Accounting/Finance Option), Finance, Economics, Business Administration/Management, or equivalent qualification from a recognized and accredited institution;
- (iv) Certificate in Leadership 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;
- (vi) A valid professional certificate/license from a relevant professional body where applicable;
- (vii) Proficiency in computer application skills; and
- (viii) Demonstrated a high degree of professional competence, Managerial and administrative capability 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, 28th 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
CEO/COUNCIL SECRETARY