



# LANGATA TECHNICAL AND VOCATIONAL COLLEGE

P. O. BOX 5665 - 0506, **NAIROBI**

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## VACANT POSITIONS

Langata Technical and Vocational College is a middle level TVC institution under the Ministry of Education, State Department of Technical and Vocational Training and wishes to recruit qualified employees to fill the following positions:

- A. Procurement Officer (1 Post):** Contract-KCSE Mean grade of C(Plus) and above, Diploma in Procurement and Supplies Management, Membership to KISM, KISM License and at least six (6) months experience in the procurement department or in a comparable and relevant position preferably in a learning institution.
- B. Accountant (1 Post):** Contract-KCSE Mean grade of C(Plus) and above, CPA(K), Membership to ICPA(K) and at least at least six (6) months experience in the Finance department or in a comparable and relevant position preferably in a learning institution.
- C. Administrative Assistant (1 Post):** Contract-KCSE Mean Grade C(Plain) and above, Diploma in Secretarial Studies from KNEC or its equivalent from a recognized institution, and at least six (6) months experience in a comparable position preferably in a learning institution.

### Application Process

Applicants who meet the above requirements should send their hard copy application letter together with detailed curriculum vitae, copies of academic and professional certificates, testimonials and national identity card. The application should reach the undersigned not later than **18 July 2025**

**The Secretary BOG/ Principal**  
**Langata Technical and Vocational College**  
**P.O. Box 5665 – 0506,**  
**NAIROBI.**

**\*For duties and responsibilities visit Langata Technical and Vocational College Website**  
**[www.Langatatvc.ac.ke](http://www.Langatatvc.ac.ke)**