



# KONGONI TECHNICAL AND VOCATIONAL COLLEGE

P.O. Box 45 – 30205 Matunda  
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## VACANCY ADVERTISEMENT (KTVC/ADMIN/HR/001/AUGUST/2020)

The Board of Governors Kongoni Technical and Vocational College (KTVC) is seeking to fill the following posts.

### FINANCE OFFICER-KTVC/FO/01/08/2020 (One (1) Post)

#### Requirements

- i. Computerized Document Processing
- ii. Holder of CPA K
- iii. Valid certificate of Good Conduct
- iv. Testimony of employer if any
- v. Compliance with Chapter 6 of the Constitution
- vi. Registered by ICPAK(K)
- vii. At least one-year experience in a busy office

### ASSISTANT PROCUREMENT OFFICER- KTVC/APO/02/08/2020 (One (1) Post)

#### Requirements

- i. Computerized Document Processing
- ii. Holder of at least a Diploma in Supply Chain Management or Procurement Management
- iii. Registered by KISM
- iv. Valid certificate of Good Conduct
- v. Testimony of employer if any
- vi. Compliance with Chapter 6 of the Constitution
- vii. Experience in store keeping will be an added advantage

The applications should be submitted and received together with copies of National ID, relevant Certificates and Testimonials to reach **Kongoni Technical and Vocational College** on or before **Wednesday 19<sup>th</sup> August 2020 at 5.00PM**. The advert number should be quoted on envelop and on the cover letter addressed to;

**THE SECRETARY  
BOARD OF GOVERNORS  
KONGONI TECHNICAL AND VOCATIONAL COLLEGE  
P O BOX 45-30205 MATUNDA**

Kongoni Technical and Vocational College is an equal opportunity employer; persons with disabilities are encouraged to apply.

