



KIHARU TECHNICAL COLLEGE MURANG'A
MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
P.O. BOX 223 10200 MURANG'A
TEL: 0742000034/0750000030
Email: info@kihtech.ac.ke
Web: www.kiharutechnical.co.ke

ADVERTISEMENT FOR VACANT POSITIONS

Kiharu Technical College Murang'a is a TVETA Approved Institution. We are located in Murang'a County, Kiharu Constituency along Murang'a- Mugoiri highway 400m from Mukuyu Town.

The college invites applications from suitably qualified, experienced, and highly credentialed candidates to fill the following vacant positions:

- I. Personal Assistant to the Director Ref: KTCM/VOL A/J/26 – 2 Positions
- II. Executive Secretary, Office of the Director Ref: KTCM/VOL B/J/26 – 1 Position
- III. Executive Driver (Director's Office) Ref: KTCM/VOL C/J/26 – 1 Position

1. PERSONAL ASSISTANT TO THE DIRECTOR **REF: KTCM/VOL A/J/26 – 2 POSITIONS**

We are seeking a highly organized, proactive, and discreet Personal Assistant to provide comprehensive, high-level administrative support to our Director. The ideal candidate will be a fast-thinking problem solver who can anticipate needs, manage complex schedules, and maintain absolute confidentiality.

Duties and Responsibilities

1. **Diary & Schedule Management:** Coordinate and manage complex calendars, arrange appointments, and prepare meeting venues.
2. **Travel Coordination:** Organize detailed domestic and international travel itineraries, including flights, transport, and accommodation.
3. **Communication Handling:** Screen phone calls, manage email correspondence, and act as the primary point of contact for internal and external stakeholders.
4. **Document & Data Preparation:** Draft professional correspondence, handle filing, and prepare reports, presentations, and meeting minutes.
5. **Administrative Operations:** Oversee day-to-day office systems, assist with expense tracking, and run business errands as required.
6. Perform any other duties assigned by the Director.

Requirements

1. Bachelor's Degree in Business Administration, Public Administration, Office Management, Communication, or a related field from a recognized institution.
2. 2-5 years of proven experience as an Executive Assistant, Personal Assistant, or Office Administrator.
3. Proficiency in computer applications including Microsoft Office.
4. Excellent written and verbal communication skills.
5. High level of integrity, confidentiality, and professionalism.
6. Strong organizational and time management skills.

2. EXECUTIVE SECRETARY, OFFICE OF THE DIRECTOR 1 POST

REF: KTCM/VOL B/J/26 - 1 POSITION



We are seeking a highly organized, professional, and discreet individual to join our executive team. The successful candidate will ensure the smooth daily operations of the Director's office by expertly managing schedules, communications, and confidential documentation on a one-on-one basis.

Duties and Responsibilities

1. **Calendar Management:** Coordinate and manage the Director's complex calendar, scheduling appointments, meetings, and travel arrangements.
2. **Communication:** Serve as the primary point of contact for the Director's office, screening phone calls, handling inquiries, and drafting professional correspondence.
3. **Office Administration:** Devise and maintain efficient office and filing systems (both physical and digital).
4. **Meeting Preparation:** Prepare agendas, organize required materials, and take accurate minutes during executive meetings.
5. **Confidentiality:** Maintain absolute discretion and handle sensitive corporate and personal information with utmost professionalism.
6. Perform any other duties assigned by the Director.

Requirements

1. Diploma in Secretarial Studies, Business Administration, Office Management, or an equivalent qualification from a recognized institution.
2. Proficiency in computer applications and office management systems.
3. Excellent communication and interpersonal skills.
4. Good organizational and record management skills.
5. Ability to maintain confidentiality.
6. At least two (2) years of relevant experience will be an added advantage.



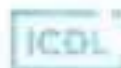
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3. EXECUTIVE DRIVER (DIRECTOR'S OFFICE)
REF: KTCM/VOL C/J/26 – 1 POSITION



We are seeking a highly experienced, discreet, and professional driver to manage the transportation and daily logistical needs of the Director. The ideal candidate must possess an exemplary safety record, exceptional time management skills, and a high level of professionalism.

Duties and Responsibilities

1. **Chauffeur Services:** Safely drive the Director to and from meetings, events, and airport transfers as required.
2. **Route Planning:** Proactively monitor traffic and weather conditions to determine the most efficient and secure routes.
3. **Vehicle Maintenance:** Maintain the assigned vehicle's cleanliness, perform routine mechanical checks, and coordinate regular servicing.
4. **Logistical Support:** Run official corporate errands and manage administrative tasks linked to the Director's office.
5. **Security & Safety:** Ensure strict compliance with traffic laws and maintain high safety protocols for the Director at all times.

Requirements

1. KCSE Certificate or its equivalent with a minimum grade of a D plain.
2. Valid Driving License (with valid classes for passenger and commercial vehicles under the current NTSA guidelines)
3. Defensive Driving Certificate from a recognized institution.
4. Valid Certificate of Good Conduct.
5. At least five (5) years of relevant driving experience, preferably serving senior management.
6. Excellent communication and interpersonal skills.



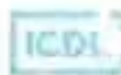
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