



VACANCY! VACANCY! VACANCY!

Githunguri Technical and Vocational College (GITHUNGURI TVC) is a Technical, Vocational Education & Training (TVET) college under the Ministry of Education, State Department of Vocational and Technical Training. It is registered by the Technical, Vocational Education & Training Authority (TVETA) in line with the TVET Act 2013.

The Board of Governors is seeking to fill the following post on a two -year (renewable) contract period subject to annual performance-based appraisal

1. ADVERT NO: GTVC/JOB APP/PO/01/06/2025: PROCUREMENT OFFICER/ STORE KEEPER -1 Post

DUTIES AND RESPONSIBILITIES

- 1) Procurement planning for the college.
- 2) Sourcing for goods and services required by the college.
- 3) Negotiations on behalf of the college for contacts, contracts supply & management.
- 4) Creating & managing purchase orders and related documentation.
- 5) Maintaining positive and productive relationship with suppliers.
- 6) Identifying and mitigating potential risk associated with supply chain.
- 7) Processing of payments and maintenance of records related to supplies.
- 8) Ensuring adequate levels of stock in the organization.

REQUIREMENTS FOR THE POST

- i. Bachelor's degree in Supplies Chain and Logistics or Diploma in Supply Chain Management
- ii. Proficiency in computer packages related to procurement.
- iii. Knowledge in relevant legislation (Procurement Act and Regulations).
- iv. Valid Certificate of good Conduct
- v. Membership to a professional body will be an added advantage.

Previous experience in a similar position will be an added advantage.



ORIGINAL APPLICATION LETTER, DETAILED CV, COPIES OF NATIONAL IDENTITY CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES SHOULD BE SENT TO:

THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS
GITHUNGURI TECHNICAL & VOCATIONAL COLLEGE
P.O.BOX 54-00232
RUIRU.

Email: githunguritvc@gmail.com

**APPLICATIONS TO BE SUBMITTED/RECEIVED ON OR BEFORE FRIDAY
11th JULY 2025.**

NOTE:

1. Advertisement number should be indicated on the envelope and first page of the application letter.
2. Githunguri TVC is an Equal opportunity employer; women, youth and persons with disabilities are encouraged to apply.
3. Only qualified candidates shall be acknowledged.
4. Canvassing for the post is highly prohibited

