



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL AND VOCATIONAL TRAINING
SIRISIA TECHNICAL & VOCATIONAL COLLEGE**

**Technology for a Better Life
P. O. BOX 77-50208 SIRISIA (KENYA)
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www.sirisiatvc.ac.ke**



JOB ADVERTISEMENT

SIRISIA TVC/ADMIN/JUNE/2026 - 2027 JOB ADVERT

Sirisia Technical and Vocational College (STVC) is a Public Technical and Vocational Education and Training (TVET) INSTITUTION established in accordance with THE TVET Act No. 29 of 2013, vide legal order No. 92 of 2016. Sirisia TVC is a fast growing TVET institute located in Sirisia Constituency, Bungoma County.

The College invites applications from qualified Candidates to fill the following positions as specified below under BOG terms for a period of one (1) year.

VACANT POSITION

ADVERT NO.	POSITION	VACANT POSITION
STVC/HR/IS/001/2026-2027	INTERN - SECRETARY	1 POSITION
	Academic and Professional Qualification • Diploma in Secretarial Studies, Single & Group in Secretarial Studies, Office Management, CDACC/CBET Level 6 or related field. • Proficiency in Computer Applications (MS Word, Excel, PowerPoint). • Shorthand and typing speed of at least 60 w.p.m. Duties and Responsibilities • Manage correspondence and filing systems. • Type reports, memos, and minutes. • Maintain appointment schedules and diaries. • Receive visitors and handle telephone calls. • Ensure confidentiality of official documents. • Provide administrative support to the principal and departments.	

HOW TO APPLY

Interested and qualified candidates should submit their application letter, detailed CV, and copies of relevant certificate to:-

1. Application letter addressed to the Principal/Secretary Board of Governors, detailed CV, copies of academic and professional certificates and other testimonials together with national Identity Card.
2. Application can be through hand delivery, emails and mail via Posta.
3. All applications to reach the undersigned on or before **Thursday 23rd July, 2026 at 5:00pm.**

Sirisia TVC is an equal opportunity employer and encourages all qualified persons including PWDs and persons from minority groups to apply. Canvassing will lead to automatic disqualifications. Only shortlisted candidates will be contacted for interviews.

All applications to be addressed to the:-

**Principal/Secretary Board of Governors
Sirisia Technical & Vocational College
P O BOX 77 – 50208
SIRISIA (K)**

*Approved for
Circulation*

