



# MUSAKASA TECHNICAL TRAINING INSTITUTE

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MUSTTI/BOG/EXTERNAL/2025/1

## EXTERNAL ADVERTISEMENT

Musakasa Technical Training Institute invites applications from qualified, competent, and experienced persons to fill the following positions:

### A). OFFICE ADMINISTRATOR I (1 POST)

#### 1. Minimum Qualifications

- Diploma in Secretarial Studies (KNEC) or equivalent qualification from a recognized institution. OR
- Must have passed the following Single and Group subjects:
  - Typewriting III (50 w.p.m.)
  - Atleast Shorthand II
  - Business English III
  - Office Practice II
  - Commerce II
  - Secretarial Duties II
- Certificate in Computer Applications from a recognized institution.
- At least **two (2) years of relevant work experience** in a busy office environment, preferably in a public institution.
- Must be a registered member of KENASA Body.

#### 2. Terms of Service

- **Type of Appointment:** Permanent

#### 3. Scale of Pay

- **Salary Scale:** MUSTTI 8 / Job Group "G"
- **Monthly Basic Salary:** Ksh. [21,500 – 28,970] depending on qualifications and experience.
- Other allowances as per the prevailing MUSTTI BOG terms and conditions of service.

*Approved for  
Circulation  
24/11/2025*

24<sup>th</sup> November 2025





#### 4. Core Competency Requirements

- Excellent oral and written communication skills.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
- High level of integrity, confidentiality, and professionalism.
- Organizational and multitasking abilities.
- Strong interpersonal and customer service skills.
- Ability to work with minimal supervision and meet deadlines.

*Approved for  
Circulation  
Ms. Mshah  
24/11/25*

#### 5. Key Responsibilities

- Managing office correspondence and maintaining an effective filing system.
- Receiving, recording, and dispatching incoming and outgoing mails.
- Typing and formatting official documents, minutes, and reports.
- Managing diaries, appointments, and official meetings.
- Coordinating logistics for meetings, workshops, and official functions.
- Operating office equipment and maintaining office inventory.
- Preparing requisitions for office supplies and ensuring proper stock management.
- Ensuring confidentiality of office information and records.
- Any other duties as may be assigned by the supervisor.

### B) STORES CLERK / STOREKEEPER (1 POST)

#### 1. Minimum Qualifications

- Diploma in **Supply Chain Management, Purchasing and Supplies Management, or Stores Management** from a recognized institution.
- At least **two (2) years of relevant work experience** in a busy stores or procurement environment, preferably in a public institution.
- Proficiency in computer applications, particularly MS Excel and inventory management systems.
- Membership in the **Kenya Institute of Supplies Management (KISM)** will be an added advantage.

#### 2. Terms of Service

- **Type of Appointment:** Permanent.

#### 3. Scale of Pay

- **Salary Scale:** MUSTTI 9 / Job Group "F"
- **Monthly Basic Salary:** Ksh. [ 16,890 – 20,800] depending on qualifications and experience.
- Other allowances as per prevailing MUSTTI BOG terms and conditions of service.

#### 4. Core Competencies

- Excellent record-keeping and organizational skills.
- Strong attention to detail and accuracy.
- High level of integrity and accountability.
- Good communication and teamwork skills.
- Ability to work under minimal supervision and meet deadlines.

#### 5. Key Responsibilities

- Receive, inspect, and record all incoming goods and materials.
- Maintain up-to-date records of all stock items and transactions.
- Issue materials and supplies to departments as per approved requisitions.
- Maintain proper storage, labeling, and arrangement of items in the stores.
- Conduct regular stock checks and assist in stock-taking exercises.
- Prepare and submit periodic inventory and consumption reports.
- Ensure proper documentation for all store transactions.
- Monitor stock levels and initiate re-order requests in good time.
- Ensure cleanliness, safety, and security of all stores and materials.
- Perform any other related duties as may be assigned by the Supervisor or the Principal.

#### Application Procedure

Interested and qualified candidates should submit their handwritten applications accompanied by:

- A detailed **Curriculum Vitae (CV)**
- Copies of **academic and professional certificates**
- Copy of **National ID Card**
- Any other relevant testimonials

All applications to be received not later than **Wednesday 10th December, 2025 at 4pm.**

The Applications to be addressed to:

**The Principal/BOG Secretary**

**Musakasa Technical Training Institute**

**Po Box 1249-50200**

**BUNGOMA.**

**MUSTTI is an equal opportunity employer** and encourages all qualified persons, including women, persons with disability and persons from minority groups to apply. Canvassing will lead to disqualification. Only shortlisted candidates will be contacted for interview.

