



MUSAKASA TECHNICAL TRAINING INSTITUTE

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MUSTTI/BOG/INTERN/2024/1

9th January, 2024

INTERNSHIP VACANCY ADVERTISEMENT

Musakasa Technical Training Institute (MUSTTI) is a reputable Public TVET institution located in Bungoma County. Applications are invited from qualified personnel for the following position for a period of **one year**:

Stores Keeper -one (1) post

Internship Duties and Responsibilities

- i. Receiving and keeping record of all incoming and outgoing goods from the stores.
- ii. Maintaining ledgers professionally, that is permanent, expendable and consumable ledgers professionally.
- iii. Issuing goods to persons and departments of the institute.
- iv. Verifying physical stock taking and clearance for staff and students who are leaving the institute.
- v. Perform any other duties that may be assigned from time to time.

Job specifications for appointment.

1. Diploma in supply chain management or its equivalent from recognized institution.
2. Must have at least one (1) year experience in a similar institution.
3. Relevant computer literacy.
4. Must have Knowledge on public procurement and Asset disposal Act and regulations.
5. Certificate of good conduct.
6. Good communication skills.

HOW TO APPLY.

Interested candidates who meet the above requirements to submit their applications attaching detailed CV, copies of academic and professional certificates and other testimonials. Please note that we may use this information to conduct background checks/verification during the recruitment process to confirm their authenticity.

All applications to be received not later than Friday 26th January,2024.

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.