



Professional and Technical Skills to Empower

Our Ref: GSTVC/ADM/ADVT/2025(3)

11TH DECEMBER, 2025

RE ADVERTISEMENT FOR VACANT POSITION

Gatundu South Technical and Vocational College (GSTVC) is a reputable public TVET institution located in Kiambu County, 1km from the Gatundu law courts. The College is registered and licensed under the Ministry of Education, State Department for Technical, Vocational Education and Training (TVET).

The Institution is looking for a dedicated and professional individual to join our growing team in the following position.

1. GSTVC/ADM/CLERK/2025/01: CLERK

This position holder is responsible for administrative and clerical support to ensure effective and efficient office operations.

Responsibilities:

1. Maintaining and updating office records and files.
2. Handling incoming and outgoing correspondences.
3. Data entry and preparation of routine reports.
4. Assisting in the preparation of official documents.
5. Filing, scanning, photocopying and organizing documents.
6. Answering telephone calls, emails and attending to visitors

Minimum Qualifications

- KCSE Certificate or equivalent
- Certificate in Office Record Management, Office Management, ICT or any relevant field.
- Basic computer skills (MS Office, email, record systems)
- Good communication and organizational skills

Competencies

- Strong Organization and Filing skills.
- Attention to details and accuracy.
- Excellent communication and good interpersonal skills.
- Ability to work under minimum supervision, with confidentiality and a high level of integrity.

How to apply

If your background and competencies match the specifications of the above position, send your application to reach the undersigned on or before 30th December, 2025 not later than 5.00 p.m. with the position being applied for as subject line.

**The Principal/BOG Secretary,
Gatundu South Technical and Vocational College,
P.O Box 102-01030,
Gatundu.**

Gatundu South Technical and Vocational College is an equal opportunity employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification. Women, Youth and Person with Disabilities are encouraged to apply.

Only Shortlisted candidates will be contacted. Shortlisted candidates will be required to produce originals of their ID, Academic Certificates and Transcripts during the Interview.

Approved for
PRINCIPAL
GATUNDU SOUTH TECHNICAL
& VOCATIONAL COLLEGE
Circulation
Aug