



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET)
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE

P.O. BOX 102-01030 GATUNDU

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Professional and Technical Skills to Empower

Our Ref: GSTVC/ADM/ADVT/2026(4)

18TH SEPTEMBER ,2026

RE : ADVERTISEMENT FOR VACANT POSITION

Gatundu South Technical and Vocational College (GSTVC) is a leading tertiary institution committed to quality technical training under the Ministry of Education, State Department for Technical, Vocational Education and Training (TVET). The college is located in Kiambu County Gatundu South Sub County 1km from the Gatundu law courts.

The College is seeking for a highly organized, professional, and proactive **Principal's Secretary** to provide comprehensive administrative and secretarial support to the office of the Principal.

GSTVC/ADM/PRINCIPALS SECRETARY/2026(4)

Key Responsibilities:

1. Manage the Principal's daily schedule, coordinate meetings, and handle all incoming and outgoing correspondence.
2. Act as the primary point of contact between the Principal's office, staff, students, board members, and external stakeholders
3. Prepare agendas, record accurate minutes during meetings, and maintain a secure, organized electronic and physical filing system.
4. Assist in planning and organizing institutional events, board meetings, and staff workshops.
5. Welcome guests, screen phone calls, and respond to general inquiries with utmost professionalism.

Minimum Qualifications

- Diploma in Secretarial Studies, Office Management, Business Administration, or a related field from a recognized institution.
- Minimum of **3 years** experience as an executive secretary , preferably within an educational institution.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and institutional management software.

Key Attributes

Exceptional communication skills, strong organizational abilities, and strict adherence to confidentiality.



How to apply

Interested candidates should submit a cover letter, an updated CV, and copies of academic certificates and other testimonials to the undersigned on or before 25th September 2026 at 5.00 p.m.

**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. No fee will be charged for this process. All communication will be done through the official line or email. Canvassing of any kind will lead to candidate disqualification. Women, Youth and Persons with Disability 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.

