MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET)
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE
P.O. BOX 102-01030 GATUNDU
Email: - gatundusouthtvc@gmail.com Website:-www.gatundusouthtvc.ac.ke TEL: 0797255245

Professional and Technical Skills to Empower

Our Ref: GSTVC/ADM/ADVT/2026(5) **6TH November ,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 Board of Governors invites applications from suitably qualified, competent, and highly motivated individuals to fill the following vacant position.

POSITION: PROCUREMENT OFFICER (1 POST)

Key Responsibilities:

- Coordinate the preparation and implementation of the college's annual procurement and asset disposal plans.
- Prepare tender documents, requests for proposals (RFPs), and expressions of interest in compliance with public procurement regulations.
- Monitor contract performance, delivery schedules, and suppliers .
- Oversee store operations, receiving of goods, inventory control, and asset management processes.
- Ensure absolute compliance with the Public Procurement and Asset Disposal Act (PPADA) and prepare statutory quarterly reports for regulatory authorities.
- Ensuring compliance with procurement policies, procedures, and statutory requirements.
- Serve as the secretariat to the tender evaluation and disposal committees.

Minimum Qualifications

- Bachelor's degree in Procurement and Supply Chain Management, Purchasing and Supplies, or a related field from a recognized institution.
- Must be a registered member of the Kenya Institute of Supplies Management (KISM) with a valid practicing license.
- Minimum of 3 years of experience in supply chain management or procurement, preferably within an educational institution.
- Proficiency in Microsoft Office applications and hands-on experience with automated supply chain management software systems.

Key Attributes

Excellent communication, negotiation, problem-solving skills, and a high level of integrity

PRINCIPAL
GATUNDU SOUTH TECHNICAL
&VOCATIONAL COLLEGE
Approved for circulation

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 15th November 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.

