



MINISTRY OF EDUCATION  
State Department of Vocational & Technical Training  
**SIKRI TECHNICAL & VOCATIONAL COLLEGE**  
FOR THE BLIND AND DEAF  
P.O. Box 194 - 40222, OYUGIS  
Website: [www.sikriblinddeaf.ac.ke](http://www.sikriblinddeaf.ac.ke)  
Email: [sikriblinddeaf@yahoo.com](mailto:sikriblinddeaf@yahoo.com) / [sikriblinddeaf@gmail.com](mailto:sikriblinddeaf@gmail.com)  
Office Cell Phone: 0745323274



## JOB ADVERTISEMENT

Sikri Technical and Vocational College for the Blind and Deaf (STVCBD) is a Public TVET institution admitting trainees with disabilities and special needs for creative and innovative courses from Artisan to Diploma Levels.

STVCBD seeks to recruit qualified, competent, dynamic, proactive, innovative and highly committed candidates to fill the following vacancy;

No.	Designation	Ref. No.	No. of Vacancies
1	Trainer - Secretary Studies	STVCBD/2023/003	2

The details of the position are available on the College's website [www.sikriblinddeaf.ac.ke](http://www.sikriblinddeaf.ac.ke). Applications for the above to include copies of academic and professional certificates, testimonials, day time telephone number and should be sent to [sikriblinddeaf@gmail.com](mailto:sikriblinddeaf@gmail.com) or delivered to the undersigned to be received on or before 20<sup>th</sup> September 2023 at 5:00pm.

Principal/BOG Secretary  
Sikri Technical & Vocational College for the Blind and Deaf  
P.O. Box 194 - 40222  
OYUGIS.



STVCBD is an equal opportunity employer; persons with disability, women and minority groups are encouraged to apply.  
Only shortlisted candidates will be contacted.

**SECRETARIAL STUDIES TRAINER REF: STVCBD/2023/003 (2POSTS)**

**Requirement for Appointment**

For appointment to the position, a candidate must have:

- a. A Diploma in Secretarial Studies or equivalent and relevant qualifications from a recognized institution.
- b. 2 years of relevant experience
- c. Background in Special Needs Education and pedagogy is an added advantage.

**Duties and Responsibilities:**

Duties include but not limited to;

- a. undertaking training in areas of specialization in accordance with the syllabus;
- b. preparing teaching/learning materials and schemes of work;
- c. setting and marking examination/assignment;
- d. carrying out research work under the guidance and supervision of a senior trainer; and
- e. supervising trainees' projects and practical work

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