



MACHAKOS TEACHERS COLLEGE
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ISO 9001:2015 CERTIFIED

VACANCY RE-ADVERTISEMENT

The college invites applications from suitably qualified persons to fill following posts:

- 1. Office Clerk (1 post)**
- 2. Assistant librarian (1 post)**

REQUIREMENTS.

The details of the requirements of each of the posts can be obtained from the college website – www.mateco.ac.ke.

Application with detailed C.V., including phone number(s), copies of professional and academic certificates and other testimonials should be addressed to:

The Secretary Board of Management
Machakos Teachers College
P.O. Box 124 – 90100
MACHAKOS

So as to reach the college on or before **Friday, 12th April 2019.**

NB:

-) Only shortlisted applicants will be contacted**
-) Application may be posted or hand delivered.**

JOB QUALIFICATIONS/REQUIREMENTS

1. Office Clerk (1 post).

-) Must be a Kenyan Citizen.
-) KCSE mean grade C- (minus) and above or its equivalent.
-) At least 1 year experience in a relevant field.
-) Certificate in computer applications which includes:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Windows
 - Internet and Email
 - Microsoft Access
 - Microsoft PowerPoint
 - Antivirus and Virus management
-) A valid certificate of good conduct.
-) Typewriting skills.
-) Should have good Customer Service Skills.

2. Assistant Librarian (1 post)

-) Must be a Kenyan Citizen.
-) KCSE mean grade C- (minus) and above or its equivalent.
-) Certificate in Library and Information Studies.
-) At least one (1) year experience in a relevant field.
-) A valid certificate of Good Conduct.
-) Computer knowledge and skills.