



MINISTRY OF EDUCATION
SOT TECHNICAL TRAINING INSTITUTE

P.O. BOX 665 - 20400, BOMET. Tel: 0707-042-067

Website: www.sotinstitute.ac.ke

Email: sottechnicaltraininginstitute@gmail.com



REF/STTI/RC/02/04/2022

ADVERTISEMENT!!!

ADVERTISEMENT!!!!

26th APRIL 2022

ADVERTSISMENT!!!!!!

SOT Technical Training Institute wishes to advertise for the vacant position of **Registry Clerk** under Board of Governors.

| | |
|----------------------------|--|
| Position | Registry Clerk |
| Number of Vacancies | 1 |
| Reporting to | Registrar |
| Duty Station | Sot Technical Training Institute Merigi Campus. |
| Job Group | SOTTTI JOB GROUP 'D' |
| Terms Of Service | Contract |

Key Main Responsibilities/Duties/Tasks.

1. Receiving new students admissions details and issue admission forms, brochures and guidelines.
2. Admit enrolled students in the system as directed by the Registrar's Office.
3. Give advice to the students on matters related to KUCCPS and HELB Loan and maintain the database for KUCCPS allocations from time to time as directed by registrar.
4. Fill in and put in the system the details of students applying for KUCCPS.
5. Advice the Registrar's office on the required materials to be procured oftenly.
6. Find, retrieve, and make copies of information from files in response to requests and deliver information to authorized users.

Job Competencies-Qualifications and Requirements.

1. Should have at least Diploma in Information Communication Technology
2. Have at least two years of experience using a system (MIS or ERP).
3. Be Computer Proficient.

Those who are interested and meet the requirement are invited to apply for the position. The application should have a **cover letter, detailed resume (CV) with three referees, copies of certificates and testimonials** addressed to the Principal not later than **6th May 2022 5:00PM.**

Application should be sent through hand delivery to Sot Technical Training Institute Merigi or Through Postal Address below.

The Principal,
Sot Technical Training Institute,
P.O. Box 665,
Bomet.

Sot TTI is an equal employer and both Gender & PLWDS are encouraged to apply.

N/B: We do not charge any fee for the recruitment process.

SOT TECHNICAL TRAINING COLLEGE

PRINCIPAL

[Signature]
26 APR 2022
[Signature]

"Training for industrial development"