



1st March, 2022

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Maasai Mara Technical and Vocational College has the pleasure to extend the invitation of applications for the following vacant Training positions in the college;

| S/No. | Vacancy (Department) | No. of Vacancies |
|-------|----------------------------|------------------|
| 1. | Secretarial Studies | 1 |
| 2. | Business Studies | 3 |
| 3. | Food and Beverage | 1 |
| 4. | Electrical Engineering | 1 |
| 5. | Tourism Management | 1 |
| 6. | Food & Beverage Technician | 1 |

1. Secretarial Studies

Duties and Responsibilities

- ✓ Undertaking training in area of specialization in accordance with the syllabus.
- ✓ Preparing Teaching/ Learning Materials and Scheme of work.
- ✓ Setting and marking examinations and assignments.
- ✓ Carry out research work under the guidance and supervision of a senior trainer.
- ✓ Supervising trainees' projects and practical work.

Requirements

For the appointment to this post an officer must have;

- i. Bachelors Degree/Diploma in Secretarial Studies and Office Management or equivalent qualification from a recognized institution
- ii. Diploma in Technical Education from a recognized institution
- iii. Registered with relevant professional bodies.
- iv. Proficiency in Computer application skills.



2. Business Studies

Duties and Responsibilities

- ✓ Undertaking training in area of specialization in accordance with the syllabus.
- ✓ Preparing Teaching/ Learning Materials and Scheme of work.
- ✓ Setting and marking examinations and assignments.
- ✓ Carry out research work under the guidance and supervision of a senior trainer.
- ✓ Supervising trainees' projects and practical work.

Requirements

For the appointment to this post an officer must have;

- i. Bachelors Degree in any of the following disciplines ; Bachelors of Commerce, Business Management, Human Resource Management, Development Studies, Social Science or equivalent qualification from a recognized institution
- ii. Diploma in Technical Education from a recognized institution
- iii. A certified Course e.g CPA, CHRP will be an added advantage
- iv. Registered with relevant professional bodies.
- v. Proficiency in Computer application skills.

3. Food and Beverage

Duties and Responsibilities

- ✓ Undertaking training in area of specialization in accordance with the syllabus.
- ✓ Preparing Teaching/ Learning Materials and Scheme of work.
- ✓ Setting and marking examinations and assignments.
- ✓ Carry out research work under the guidance and supervision of a senior trainer.
- ✓ Supervising trainees' projects and practical work.



**MAASAI MARA TECHNICAL AND VOCATIONAL
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(MMTVC)
P.O BOX 577-20500 NAROK
PHONE NO: 0799-213-300/0774-213-300



Requirements

For the appointment to this post an officer must have;

- i. Bachelors Degree in any of the following fields; Food and beverage Industry, Food And Beverage Service Personnel, Service Equipment, menu knowledge, Types of Foods and Beverage service or equivalent qualification from a recognized institution.
- ii. Proficiency in Computer application skills

or

- i. Diploma in Food and Beverage and Catering and Accommodation and;
- ii. Diploma in Technical Education from a recognized institution
- iii. Proficiency in Computer application skills

4. Electrical Engineering

Duties and Responsibilities

- ✓ Undertaking training in area of specialization in accordance with the syllabus.
- ✓ Preparing Teaching/ Learning Materials and Scheme of work.
- ✓ Setting and marking examinations and assignments.
- ✓ Carry out research work under the guidance and supervision of a senior trainer.
- ✓ Supervising trainees' projects and practical work.

Requirements

For the appointment to this post an officer must have;

- i. Bachelors Degree in any of the following field; Electronics Engineering, Electrical and Electronics Engineering, Physical Electronics, Electrical Thermodynamics, Mechanical Engineering for Electrical Engineers, Physics, Mathematics or equivalent qualification from a recognized institution
- ii. Proficiency in Computer application skills

or



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- i. Diploma in Electrical Engineering and;
- ii. Diploma in Technical Education from a recognized institution
- iii. Proficiency in Computer application skills

5. Tourism Management

Duties and Responsibilities

- ✓ Undertaking training in area of specialization in accordance with the syllabus.
- ✓ Preparing Teaching/ Learning Materials and Scheme of work.
- ✓ Setting and marking examinations and assignments.
- ✓ Carry out research work under the guidance and supervision of a senior trainer.
- ✓ Supervising trainees' projects and practical work.

Requirements

For the appointment to this post an officer must have;

- i. Bachelors Degree in any of the following specialization; Tourism Marketing management, international Hotel Management, International Tourism, Leisure Management, Event Management, Cruise Management, Airport Management, Service marketing or equivalent qualification from a recognized institution.
- ii. Proficiency in Computer application skills

or

- i. Diploma in Tourism Management and;
- ii. Diploma in Technical Education from a recognized institution
- iii. Proficiency in Computer application skills

6. Food and Beverage Technician

Duties and Responsibilities

- ✓ Preparation of workshop requisition
- ✓ Liaising with head of department on workshop plan organizing for practicals.
- ✓ Managing for inventory.



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- ✓ Ensuring cleanness, safety and security in the workshops
- ✓ Any other related duties.

Requirements

- i. Diploma in Food and Beverage and Catering and Accommodation
- ii. Proficiency in Computer application skills
- iii. Three Years experience

Qualified candidates can apply to:

**THE PRINCIPAL/SECRETARY
BOARD OF GOVERNORS,
MAASAI MARA TECHNICAL AND VOCATIONAL COLLEGE (MMTVC)
P.O. BOX 577 – 20500, NAROK**

So as to reach the Board on or before **Monday, 14th March, 2022.**

NOTE: People living with Disabilities (PWDs), Women and Youth are encouraged to apply.

Applications can also be sent through the email: recruitment@mmtvc.ac.ke




JOHN M. KILONZO
PRINCIPAL/SEC. BOG