



17th August 2026

VACANCY ADVERTISEMENT

The Board of Governors of Manyatta Technical and Vocational College is inviting applications to fill the following vacant positions:

PRINCIPAL'S SECRETARY (1 POST)

Ref No: MTVC/SECR/08/2026/03

Key Responsibilities

- Manage day-to-day operations of the Principal's office, including scheduling, correspondence, and call management.
- Receive, screen, and direct visitors, official inquiries, and appointments with high levels of professionalism.
- Draft, format, and process official college communications, memorandums, reports, and confidential records.
- Organize and coordinate administrative logistics for Board meetings, management committees, and institutional events.
- Maintain an efficient, secure physical and digital document filing and retrieval system.
- Coordinate incoming and outgoing postal mail, emails, and internal institutional documents.

Academic & Professional Qualifications

- Diploma in Secretarial Studies / Office Administration Level 6/ Single and Group Stage 3 from a recognized institution.
- Minimum of 1 year of relevant experience in a busy administrative or executive office environment (experience within TVET or educational institutions is an added advantage).

- High proficiency in computer applications, Microsoft Office Suite, digital record management, and basic internet tools.
- Exceptional written and verbal communication skills in English and Kiswahili.
- Strong organizational skills, personal integrity, discretion, and ability to handle confidential information with strict professional ethics.

Interested applicants should drop their application letters to reach the undersigned on or before 8th September 2026 not later than 5:00pm with position being applied for as subject line.

The Principal

Manyatta Technical and Vocational College

P.O Box 2824- 60100

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Manyatta Technical and Vocational College is an equal employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification.

Women, youth and persons abled differently are encouraged to apply. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce originals of their certificates, ID, Professional certificates and Transcripts during interview.



A handwritten signature in black ink, appearing to be "Mary N. Ngoci".

Mary N. Ngoci
PRINCIPAL / BOG SECRETARY

Approved for
Circulation.