



Approved for circulation

MITUNGUU TECHNICAL TRAINING INSTITUTE

COMPETENCY IN SKILLS TRAINING
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6th February 2023

MTTI/ADV/01/2023

INTERNSHIP OPPORTUNITIES

Mitunguu Technical Training Institute provides an excellent learning environment for young graduates wishing to gain the much-needed experience in a job-based setting under the direct supervision of qualified professionals through the internship programme.

Applications are, therefore, invited from recent diploma holders in the below categories for an internship programme

S/NO	Job Title	Required minimal qualifications	Number of posts
1	Administration Assistant Intern	Diploma in secretarial studies or Business education single and group (KNEC) in the following subjects Shorthand II (80 w.p.m.) Computerized Document Processing III Business English II/Communications II; Commerce II; Office Practice II; ICT II; Office Management III/Principles and practice of management III.	One
2	Procurement Intern	Bachelor's Degree in any of the following fields: Procurement and Supply Chain Management, Purchasing and Supplies Management, Procurement and Logistics, Business Administration (Supplies Management Option).	One

In addition, the applicant should;

- Have good written and verbal communication skills;
- Have working knowledge of computer applications;
- Be persons of high integrity

How to apply

Qualified interested candidates should submit their applications addressed to the Principal, Mitunguu Technical Training Institute, P.O Box 64-60204 Mitunguu - Meru or send via email [address\(hr@mitunguutechnical.ac.ke\)](mailto:address(hr@mitunguutechnical.ac.ke)) quoting the **Job Title** as the **subject** on or before **28th February, 2023 latest 5.00 p.m.**

Please Note:

- Only shortlisted candidates will be contacted via their mobile phone numbers.
- Shortlisted candidates shall be required to produce Originals of their National Identity Card, Academic and Professional certificates and transcripts during interview.
- The Institute is committed to implementing the provisions of the Constitution – Article 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.

Mitunguu Technical Training Institute is an equal opportunity employer