

RIAMO TECHNICAL AND VOCATIONAL COLLEGE

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P.O. Box 2656 – 40200

KISII

Date 17th January, 2025

RTVC/HR/001/2025/1

VACANCY ADVERTISEMENT

Riamo TVC invites applications from qualified and competent candidates to fill the position of **Registry Clerk** on BOG terms.

Duties and Responsibilities

- i. Responding to registry front desk enquiries.
- ii. Prepare and maintain registry records.
- iii. Compiling registry data, documents and information.
- iv. Prepare reports related to registry activities.
- v. Manage files and their movements.
- vi. Ensuring security of registry records.
- vii. Any other duties assigned.

Minimum Qualifications and Requirements

- i. Diploma in Record management or Information Science
- ii. Computer literate

Interested and qualified applicants are requested to submit hard copies of their application letter, curriculum vitae, Copies of certificates, ID and other testimonials to the undersigned on or before **27th January, 2025 at 5.00pm**. Only shortlisted candidates will be contacted.

THE PRINCIPAL/SECRETARY BOG,

RIAMO TVC,

PO BOX 2656-40200,

KISII.

RVTC IS AN EQUAL OPPORTUNITY EMPLOYER, YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.



Approved for Circulation.