



Turbo TVC is a public TVET institution under the Ministry of Education, State Department of TVET — located 5 km from JuaKali along Sugoi Road, off the Eldoret–Webuye Road, Uasin Gishu County.

WE ARE HIRING

3 VACANT POSITIONS - BOG TERMS

Applications are invited to fill the following vacant positions under Board of Governors (BOG) terms.

BUILDING AND CIVIL ENGINEERING

Advert No. TVC/ADM/ADVERT/01/26

Workshop Technician

KEY RESPONSIBILITIES

- Install, service and repair building and civil engineering workshop tools, machinery and equipment.
- Assist trainers in preparing and conducting practical training sessions and demonstrations.
- Maintain an up-to-date inventory and register of workshop tools, equipment and consumables.
- Carry out routine and preventive maintenance to keep workshop machinery in good working condition.
- Supervise trainees during practical sessions to ensure correct and safe use of tools and equipment.
- Enforce occupational health and safety (OHS) standards within the workshop.
- Requisition tools, spare parts and materials needed for workshop operations.
- Maintain accurate workshop records, including maintenance logs and fault reports.

QUALIFICATIONS & REQUIREMENTS

- Diploma in Building Technology / Civil Engineering from a recognized institution.
- Strong problem-solving, analytical and practical/technical skills.
- Sound knowledge of workshop tools, machinery and safety procedures.
- Basic computer literacy.
- Good interpersonal and communication skills.
- Ability to work independently with minimal supervision.
- At least 2 years experience.

ELECTRICAL AND ELECTRONICS ENGINEERING

Advert No. TVC/ADM/ADVERT/02/26

Workshop Technician

KEY RESPONSIBILITIES

- Install service and repair electrical and electronic workshop tools, machines and equipment.
- Assist trainers in setting up practical demonstrations and laboratory sessions.
- Maintain an inventory and register of electrical/electronic tools, equipment and consumables.
- Carry out routine inspection, testing and preventive maintenance of workshop machinery.
- Supervise and guide trainees during hands-on practical sessions.
- Ensure compliance with electrical safety codes and occupational health and safety standards.
- Requisition tools, spares and materials required for workshop operations.
- Maintain proper workshop documentation, including maintenance and fault reports.

QUALIFICATIONS & REQUIREMENTS

- Diploma in Electrical & Electronics Engineering from a recognized institution.
- Strong problem-solving and practical/technical skills.
- Sound knowledge of electrical/electronic tools, equipment and safety procedures.
- Basic computer literacy.
- Good interpersonal and communication skills.
- Ability to work independently and as part of a team.
- At least 2 years experience.



Approved for circulation
[Signature]

ADMINISTRATION

Advert No. TVC/ADM/ADVERT/03/26

Office Assistant

KEY RESPONSIBILITIES

- Provide general administrative and clerical support to the office.
- Receive, sort and distribute correspondence, mail and documents.
- Maintain proper filing systems (physical and electronic) for easy retrieval of records.
- Schedule appointments and meetings, and maintain office diaries and calendars.
- Handle telephone calls, enquiries and visitors in a professional manner.
- Ensure the office environment is well-organized and adequately stocked with supplies.
- Assist with data entry, record-keeping and other basic office administration duties.

QUALIFICATIONS & REQUIREMENTS

- Diploma in Secretarial Studies or Office Administration from a recognized institution.
- Proficiency in MS Office applications (Word, Excel, PowerPoint).
- Excellent organizational skills with strong attention to detail.
- Ability to multitask and work under minimal supervision.
- Good communication and interpersonal skills.
- High level of integrity and confidentiality.
- At least 2 years experience.

HOW TO APPLY

Send your CV and testimonials to:

THE PRINCIPAL / BOG SECRETARY

Turbo Technical and Vocational College, P.O. Box 9722-30100, Eldoret

DEADLINE: 20th August 2026, 5:00 PM

Only shortlisted applicants will be called for an interview.

Turbo TVC is an equal opportunity employer. Disability, marital status and PWDs are encouraged to apply.

TECHNOLOGY FOR GROWTH™

