NAIROBI TECHNICAL TRAINING INSTITUTE

VACANCIES ADVERTISEMENT

Nairobi Technical Training Institute wishes to recruit qualified personnel to fill the following positions

1) Information Communication Technology Technician
2) Analytical Chemistry Technician
3) Pharmaceutical Technology Technician

REQUIRED MINIMUM QUALIFICATIONS

a) K.C.S.E C-
b) KNEC Diploma Certificate in relevant Field
c) Computer Literacy
d) Knowledge of Occupational Safety and Health Act
e) Experience of 2 years in a similar position in an institution or industry

Other requirements:

a) Certificate of Good conduct
b) HELB clearance
c) KRA Tax compliance certificate

Applications and relevant testimonials to reach the undersigned on or before 28th August 2019

The Chief Principal/Secretary BOG

P.O Box 30039-00100

NAIROBI

*For duties and responsibilities visit NTTI website http://nairobitti.ac.ke
**ICT TECHNICIAN**

Managerial and Operational Responsibilities:

1. Supervise the assistant technician/attendant in the laboratory to ensure the operations runs smoothly
2. Appraise the assistant technicians to track performance in the implementation of individual work plans
3. Provide support to trainers and trainees in solving technical problems and practicals.
4. Instruct students in computer laboratory technology and software applications through answering questions for the purpose of enhancing their understanding of lab operations and reinforcing academic concepts.
5. Maintain computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer laboratory.
6. Monitor student activities while in computer laboratory for the purpose of maintaining a safe environment that is conducive to learning.
7. Perform routine and preventive maintenance of computer laboratory and classroom equipment such, dusting, cleaning, virus scanning for the purpose of ensuring the availability of equipment in safe operating condition.
8. Prepare documentation such as instructions, memos for the purpose of providing written support and/or conveying information.
9. Troubleshoot malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer laboratory operations.
10. Prepare a report of malfunctioning computers and equipment in the laboratory and maintain a requisite records on repair schedule on various computers and equipment to ensure they are repaired or replaced in a timely manner.
11. Provide procurement specifications for computers and equipment to be purchased to ensure the right computers are procured.
12. Ensure and observe general cleanliness of the laboratory, computers and other equipment.
ANALYTICAL CHEMISTRY AND PHARMACEUTICAL TECHNOLOGY
TECHNICIAN

DUTIES AND RESPONSIBILITIES

1) Undertaking repairs and maintenance in their area of specialization in the department
2) Report major repairs required
3) Ensuring proper usage, safe custody and inventory of kits, tools and equipment
4) Assist students on projects
5) Organize for practicals lessons
6) Fabricate simple structures needed research work and innovation
7) Ensure safety and security in the science Laboratories
8) Maintain cleanliness of the Laboratory at all times
9) Keeping records and inventories and carry out stock take
10) Any other duty that may be assigned.