COAST INSTITUTE OF TECHNOLOGY
VOI CAMPUS
P.O. BOX 34 CODE 80300 TEL:0202169229, VOI

Email: voicampuscit@yahoo.com/principal@cit.ac.ke
www.cit.ac.ke.

ISO 9001:2015 Certified

Our Vision: To Be A Centre Of Excellence For Education & Training In Science and Technology

Our Ref: CIT/A/5/VOL.5/ (48)   **DATE:** JANUARY 8, 2024

Your Ref: ………………………....

The Coast Institute of Technology wishes to recruit a dynamic, result oriented, and self-motivated professional for the vacant position below:

GENERAL MAINTENANCE OFFICER: JOB GROUP: CIT 8

<u>PERMANENT AND PENSIONABLE</u>

REQUIREMENTS FOR APPOINTMENT
1. Be a Kenya citizen.
2. Be in possession of a minimum grade of KCSE C- or its equivalent
3. Diploma in building /Civil engineering and or its equivalent.
4. Minimum 3 years relevant experience.
5. Excellent knowledge of MS Office Suites

DUTIES AND RESPONSIBILITY
1. Conducting general maintenance and repairs on facility equipment and property structures.
2. Ensure plumbing system perform at optimum functionality.
3. Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocol.
4. Managing the inventory.
5. Preparation of bill of materials for works.

How To Apply

(a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.

Persons with disabilities, youth, women, the marginalized and the minorities are encouraged to apply. Candidates found canvassing will automatically be disqualified.

Coast Institute of technology is an equal opportunity employer. Please note that only shortlisted candidates shall be contacted.

All applications should be addressed to:

THE PRINCIPAL/SECRETARY-BOG

COAST INSTITUTE OF TECHNOLOGY

PO BOX 34-80300

Approved

PRINCIPAL
COAST INSTITUTE OF TECHNOLOGY - VOI CAMPUS
P. O. Box 34 - 80300, VOI
TEL: 020 2169229 / 041 2011393

Applications should reach the Principal **on** or **before 24th January 2024** by close of business.

Kenya

KENYA VISION 2030

UKAS MANAGEMENT SYSTEM