



**BUNYORE TEACHERS TRAINING COLLEGE**  
**P.O. BOX 419-50300, MARAGOLI**  
**Email: bunyorettc@gmail.com**  
**Tel. 0113829695**

***Vision: Centre for provision of quality Teacher Education and Training***

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**ADVERT NO. BTTC/HR/OFFICE SECRETARY/01/2025-2026 - (ONE) POST**

The Board of Management, Bunyore Teachers Training College, is seeking to recruit an office secretary.

**Qualifications & Skills**

- A Kenyan citizen of between 30 and 45 years.
- A holder of a diploma in business administration / secretarial studies from the Kenya National Examination Council Business Education single and group certificates (BES & GC) from the Kenya National Examination Council or equivalent qualifications from a recognised institution.
- Short hand III (120 wpm)
- Type writing III (50 wpm) computerized document processing III.
- Office management III / Office Administration and Management
- Business English III / Communication II
- Commerce II
- Office Practice II
- Secretarial duties II
- Kenya National Secretaries Association membership
- Certificate in computer application skills
- Fulfil the requirement of chapter six of the constitution

**Terms of service**

- Permanent

**Competencies**

- Strong interpersonal and communication skill
- Mature empathetic and professional in dealing with staff, visitors and students.
- Independent self-starter with attention to detail.
- Possess integrity and ability to maintain accurate and confidential records
- Able to collaborate with and motivate others.
- Flexible, accepts and adopts to change
- Excellent typing and computer skills
- Ability to multi task.
- Able to manage CEOs calendar
- A positive 'can do' attitude
- Excellent communication both verbal and written

- Strong organizational and administrative skills and be able to use ICT effectively.
- Ability and temperament to work calmly under pressure in a busy office.
- Well developed interpersonal skills and ability to maintain confidentiality at all times.
- Have a confident, warm and welcoming manner in both person and on telephone
- Ability to get dictation from CEO and draft quality documents as directed with ease as well as sorting out mail and ensuring required timey actions.
- Development of CEO's office filling system.

### **How to Apply**

Interested and qualified candidates are invited to submit their written applications accompanied with a detailed CV and copies of the relevant certificates/testimonials by 26<sup>th</sup> January, 2026 to:

**THE SECRETARY,  
BOARD OF MANAGEMENT,  
BUNYORE TEACHERS TRAINING COLLEGE,  
P.O. BOX 419-50300,  
MARAGOLI.**

Or

**Email:** *bunyorettc@gmail.com*

