

BUNGOMA NORTH TECHNICAL AND VOCATIONAL COLLEGE



P.O. BOX 72 — 50211, NAITIRI
TEL: 0740437371/0746825713

E-mail: info@bungomanorthtvc.ac.ke
Website: www.bungomanorthtvc.ac.ke



Bungoma North TVC is a premier institution dedicated to excellence in technical training and innovation. To further our mission of providing high-quality education and efficient administrative services, we are seeking to recruit highly motivated, competent, and result-oriented individuals to fill the following positions:

JOB ADVERT – INTERNSHIP OPPORTUNITY: BNTVC/ADM/ADVERT3/03/026

Position: Assistant Supply Chain Officer

Employment Terms: 12 Months Internship

Key Responsibilities

- Assist in preparing and processing procurement documents.
- Support supplier sourcing, evaluation, and follow-up.
- Assist in maintaining procurement records and update registers.
- Assist in ensuring compliance with procurement laws and internal procedures.
- Assist in handling quotations, LPO preparation, and supplier communication.
- Provide administrative support to the procurement unit.

Minimum Requirements

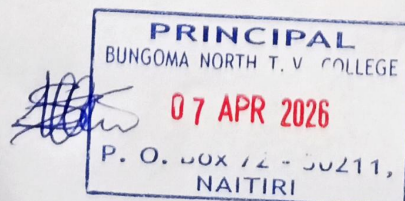
- Degree in Procurement, Supply Chain Management or Diploma in Supply Chain Management.
- Knowledge of procurement processes and regulations.
- Computer literacy and good record-keeping skills.
- Membership with KISM is an added advantage.
- Honest, organized, and attentive to detail.

Interested and qualified candidates should submit their applications, including a detailed CV, copies of academic and professional certificates, and a national ID, to the undersigned not later than 24th April 2026 at 5.00pm.

Only shortlisted candidates will be contacted for interview.

The Principal/ Secretary BOG
Bungoma North Technical and Vocational college
P O Box 72-50211

Bungoma North TVC is an equal opportunity employer. Women and PWDs are encouraged to apply.



*Approved for
Circulation.*