

MASII BOYS' HIGH SCHOOL

P.O. BOX 7-90101, MASII

Date: 28th August, 2024


ADVERTISEMENT FOR A SCHOOL SECRETARY VACANCY

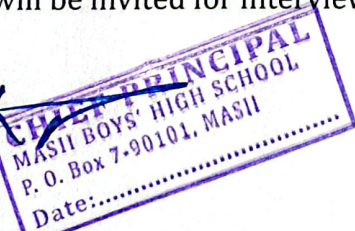
Masii Boys High School, in Mwala Sub-County, Machakos County has vacancy for a Secretary.

Required qualifications and competences

1. Be a Kenyan aged between 20 – 40 years
2. Education level: KCSE minimum mean grade C- (minus)
3. Diploma / certificate in secretarial studies/office administration
4. Typing speed of 80 wpm (words per minute)
5. Must be computer literate
6. Excellent communication, interpersonal and organizational skills
7. Ability to work under pressure, be self-driven, proactive and able to meet set timelines
8. Must be ready and willing to multitask
9. Experience in secondary school working set up will be an added advantage

Interested candidates are required to apply to the undersigned, attaching copies of ID card, KRA pin, CV, educational and professional certificates and testimonials. The application documents should reach the school (Principal's office) on or before **13th September, 2024**. Shortlisted candidates will be invited for interviews thereafter.


The BOM Secretary,
Masii Boys' High School,
P.O. Box 7,
MASII


PRINCIPAL
MASII BOYS' HIGH SCHOOL
P. O. Box 7-90101, MASII
Date:.....