



Empowering, Educating and Equipping

TRELISS INTERNATIONAL TRAINING COLLEGE (TITC)

P. O. BOX 75 – 40105,

MASENO

[Phone: 0712829362](tel:0712829362)

POSITIONS FOR ANNOUNCEMENT

Trelliss International Training College, is a Christian institution committed to academic excellence and the integration of faith into learning, invites applications from suitably qualified and motivated professionals to apply for the following positions:

| S/N | POSITION | JOB TYPE | NO. OF POSITIONS |
|------------|--|-----------------|-------------------------|
| 1 | Tutors Nursing and Midwifery | Full Time | 5 |
| 2 | Tutors Nursing and Midwifery | Part Time | 2 |
| 3 | Registrar Academic Affairs | Full Time | 1 |
| 4 | Instructor, tailoring and Dress making | Part Time | 1 |
| 5 | Instructor, hair dressing and beauty therapy | Part Time | 1 |
| 6 | Driver | Full Time | 1 |
| 7 | Construction and General skilled personnel | Full Time | 1 |

TUTORS, NURSING AND MIDWIFERY

Job Description

A tutor in this level shall:

- i. Deliver high-quality lectures and practical training in Nursing and Midwifery courses
- ii. Prepare lesson plans, teaching materials, and assessments
- iii. Supervise students during clinical practice and academic projects
- iv. Participate in curriculum development and academic evaluations
- v. Support students' academic and professional growth
- vi. Uphold institutional and professional standards

Requirements for Appointment

- i. Bachelor's Degree in Nursing, Midwifery, or related field (Master's degree is an added advantage)
- ii. Valid professional registration with the relevant Nursing/Midwifery Council
- iii. At least **2–3 years** of teaching or clinical experience
- iv. Strong communication and instructional skills
- v. Ability to work effectively in a team and with diverse learners
- vi. Must have undergone training in pedagogy/Andragogy in a recognized institution

REGISTRAR – ACADEMIC AFFAIRS

Job Description

- i. Oversee and coordinate all academic and training programs of the College;
- ii. Ensure compliance with institutional, national, and accreditation standards;
- iii. Manage academic records, student admissions, examinations, timetabling, and certification;
- iv. Coordinate curriculum development, implementation, and review;
- v. Supervise academic staff and support departments;
- vi. Prepare academic reports and documentation for management and regulatory bodies;
- vii. Ensure quality assurance in teaching, learning, and assessment processes;
- viii. Coordinate graduation activities;
- ix. Participate in the establishment of linkages with the industry and external organizations;
- x. Provide secretarial services to the College academic Board and all committees relating to academic matters;
- xi. Communicate, follow-up and implement decisions of the Management Board within the Academic Affairs Division;

Requirements for Appointment

For appointment to this position, the candidate must have:

- i. Bachelor's Degree in Education, Administration, Management, or a related field
(*A Master's Degree will be an added advantage*)
- ii. Proven experience in academic administration within a training institution or College
- iii. Strong knowledge of academic policies, regulations, and quality assurance systems
- iv. Excellent leadership, organizational, and communication skills
- v. High level of integrity, professionalism, and attention to detail
- vi. Computer literacy and experience with academic management systems

INSTRUCTOR, TAILORING AND DRESSMAKING

Job Description

An instructor at this level shall:

- i. Teach tailoring and dressmaking courses at Levels III, II, I and Certificate
- ii. Prepare lesson plans, training materials, and practical demonstrations
- iii. Guide students in garment construction, pattern drafting, cutting, and finishing
- iv. Assess student performance through practical and theoretical evaluations
- v. Maintain a safe, organized, and creative training environment
- vi. Mentor students on professional and entrepreneurial skills in fashion and tailoring

Requirements for Appointment

- i. Diploma, in Tailoring, Dressmaking, Fashion Design, or a related field
- ii. Proven practical experience in tailoring and garment construction
- iii. Teaching or training experience will be an added advantage
- iv. Good communication and classroom management skills
- v. Passion for skills development and student mentorship
- vi. Must have done pedagogy/Andragogy from a recognized institution

INSTRUCTOR, HAIR DRESSING AND BEAUTY

Job Description

An instructor at this level shall:

- i. Train students in hairdressing and beauty therapy at Level III, II, and Certificate
- ii. Deliver both theoretical lessons and practical demonstrations
- iii. Instruct learners in areas such as hair care, styling, treatments, skincare, makeup, and salon hygiene
- iv. Prepare lesson plans, schemes of work, and training materials
- v. Assess and evaluate student performance
- vi. Maintain high standards of safety, hygiene, and professionalism in the training salon
- vii. Mentor students on career development and salon entrepreneurship

Requirements for Appointment

- i. Diploma, or Degree in Hair Dressing, Beauty Therapy, Cosmetology, or a related field
- ii. Relevant practical experience in hairdressing and beauty therapy
- iii. Teaching or instructional experience will be an added advantage
- iv. Strong communication and interpersonal skills
- v. Passion for training and skills development
- vi. Must have done pedagogy/Andragogy from a recognized institution

DRIVER

Job Description

A personnel at this level shall:

- i. Safely drive College staff, students, and visitors as assigned
- ii. Transport College equipment, materials, and documents when required
- iii. Ensure the assigned vehicle is clean, well-maintained, and roadworthy
- iv. Carry out routine vehicle checks and report any mechanical issues promptly
- v. Maintain accurate vehicle logbooks and fuel records
- vi. Observe all traffic laws and College transport policies
- vii. Support other administrative duties when required

Requirements for Appointment

- i. Valid driving license (*appropriate class*)
- ii. Proven driving experience with a clean driving record
- iii. Knowledge of traffic laws and road safety regulations
- iv. Good communication and interpersonal skills
- v. High level of integrity, responsibility, and time management
- vi. Ability to work flexible hours when required

CONSTRUCTION AND GENERAL SKILLED PERSONNEL

Job Description

A personnel at this level shall:

- i. Carry out construction, renovation, and maintenance works within the College
- ii. Perform tasks such as masonry, carpentry, painting, plumbing, and basic electrical work
- iii. Follow construction plans, instructions, and safety guidelines
- iv. Operate and maintain construction tools and equipment responsibly
- v. Ensure work is completed to required quality and safety standards
- vi. Report progress, challenges, and material needs to supervisors

Requirements for Appointment

- i. Certificate or proven experience in construction or a related trade

- ii. Practical experience in building and maintenance works
- iii. Knowledge of workplace safety and use of construction tools
- iv. Ability to work independently and as part of a team
- v. Physically fit, disciplined, and dependable

Mode of Application

Interested applicants are required to send their applications containing cover letter, Updated Curriculum Vitae, ALL academic and professional qualifications including transcripts, work experience and other relevant certificates and testimonials, letter of reference from your clergy/pastor, and copy of ID. The job type **MUST** be indicated on the application letter.

Applications should be addressed to:

**The Human Resource Officer
Trelliss International Training College
P. O. Box 75 – 40105,
MASENO.
Email: hrm@titc.co.ke**

Applicants are advised to contact their referees and request them to send references to the above email address. For further details and job requirements of the positions, please visit the Trelliss International Training College website www.titc.co.ke Trelliss International Training College is an equal opportunity employer and therefore applicants of either gender, persons with disabilities and those from marginalized areas are encouraged to apply. Interested applicants should submit their applications so as to be received on or before Tuesday **23rd June 2026** at 5:00pm.

Applications received latter than the deadline will NOT be considered. Only shortlisted candidates will be contacted.