

# VACANCY

National Industrial Training Authority (NITA) is a State Corporation established under the Industrial Training Act of 2011. The mandate of the Authority is to promote the highest standards in the quality and efficiency of industrial training in Kenya and ensure an adequate supply of properly trained manpower at all levels in the industry.

The Authority invites applications from suitably qualified and experienced individuals with excellent credentials to fill the position of Director General as detailed below.

S/No	Position	NITA Job Grade	Vacancy	Location	Reference Number
1.	Director General	1	1	HQ	NITA/DG/1/09/2025

## INTERESTED CANDIDATES SHOULD NOTE THE FOLLOWING:

1. Applicants must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and submit valid and current copies of the following documents:
  - a) National Identity Card/Passport
  - b) Relevant academic and professional certificates together with transcripts
  - c) Any other supporting documents and testimonials; and
  - d) Current Clearance Certificates from the following bodies;
    - i. Tax Compliance Certificate from Kenya Revenue Authority
    - ii. Clearance Certificate from Higher Education Loans Board
    - iii. Clearance Certificate from Ethics and Anti-Corruption Commission
    - iv. Report from any of the registered Credit Reference Bureaus (CRB); and
    - v. A Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
  - e) Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign universities; and
  - f) Recommendations from the relevant professional bodies (where applicable).
2. **The Director General shall be appointed on contract terms of up to five (5) years renewable once subject to performance.**

## HOW TO APPLY

Interested candidates should submit their applications which should include:

- a) A detailed Curriculum Vitae
- b) Certified Copies of Academic and Professional Certificates
- c) A cover letter demonstrating suitability for the position applied for
- d) Contacts of at least three professional referees
- e) Visit NITA website at [www.nita.go.ke](http://www.nita.go.ke) for detailed job description and specifications and download and duly fill the **NITA APPLICATION FOR EMPLOYMENT FORM**  
**REF. NO. NITA /HR & ADM/HRP/01**
- f) Applications should be addressed to:

**The Chairman**  
**National Industrial Training Authority**  
**Commercial Street, Industrial Area**  
**P.O Box 74494 - 00200**  
**Nairobi.**

- g) Applications can also be submitted online in a single file in pdf format to [recruitment25dg@nita.go.ke](mailto:recruitment25dg@nita.go.ke) or physically delivered to NITA Headquarters Chairman's Office, clearly marking the position applied for on the envelop.
4. Deadline: All applications should reach the Authority on or before **30<sup>th</sup> September 2025 latest 05:00pm (East African Time).**
5. Canvassing will lead to automatic disqualification.
6. Only shortlisted candidates shall be contacted.