

# VACANCIES

National Industrial Training Authority (NITA) is a State Corporation established under the Industrial Training Act of 2011. The Authority's mission is to enhance skills development, productivity and employability through effective regulation of demand driven training at all levels of industry.

The Authority therefore wishes to recruit result oriented Kenyans to fill the following vacancies in the Authority: -

S/ No	Job Title	NITA Job Grade	No. of Vacancies	Location	Reference Number
1.	Corporation Secretary and Director Legal Services	2	1	HQ	NITA/CS/1/09/2025
2.	Director Internal Audit	2	1	HQ	NITA/CS/2/09/2025
3.	Manager Industrial Training Centre	3	1	Centers	NITA/CS/3/09/2025
4.	Manager Industrial Training Research & Curriculum Development	3	1	HQ	NITA/CS/4/09/2025
5.	Manager Industrial Training Development	3	1	HQ	NITA/CS/5/09/2025
6.	Manager Industrial Training Standards and Quality Assurance	3	1	HQ	NITA/CS/6/09/2025
7.	Manager Industrial Training Accreditation and Registration	3	1	HQ	NITA/CS/7/09/2025
8.	Manager Assessment and Certification	3	1	HQ	NITA/CS/8/09/2025
9.	Manager Planning & Risk Management Coordination	3	1	HQ	NITA/CS/9/09/2025
10.	Manager Industrial Training Levy Administration	3	1	HQ	NITA/CS/10/09/2025
11.	Manager Corporate Communications	3	1	HQ	NITA/CS/11/09/2025
12.	Manager Resource Mobilization and Enterprise Development	3	1	HQ	NITA/CS/12/09/2025

## INTERESTED CANDIDATES SHOULD NOTE THE FOLLOWING:

1. Shortlisted candidates must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and submit valid and current copies of the following documents during interviews:
  - a) National Identity Card
  - b) 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. Officers in NITA Grade 2&3 shall be appointed on a contract of five (5) years renewable subject to performance.

## 3. 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 [recruitment25@nita.go.ke](mailto:recruitment25@nita.go.ke) or physically delivered to **NITA Headquarters Chairman's office**, clearly marking the position applied for on the envelope.

4. **Deadline:** All applications should reach the Authority on or before **22<sup>nd</sup> September 2025 latest 05:00pm (East African Time).**

5. Canvassing will lead to automatic disqualification.

6. Only shortlisted candidates shall be contacted.