



PAMOJA TECHNICAL TRAINING COLLEGE-NKUBU

PO BOX 511 – 60202, NKUBU-KENYA.

WEBSITE: www.pamojatechnical.ac.ke

EMAIL: pamojatechnical@gmail.com

TEL: +254 768166450

PTTC/CT/08

02/01/2025

MS. MERCY NKATHA

ID: 22331510

Cellphone: 0726376561

Dear Sir

REF: OFFER OF EMPLOYMENT (PART-TIME LECTURER)

I am pleased to convey the decision of the Pamoja Technical Board of Governors that you have been offered a contract from **13th Jan 2025** to **1st April 2025** as **Fashion Design Lecturer**.

The payments shall be **Ksh. 500** per lesson.

Terms of engagement are Contract period of three **(3) months** renewable subject to performance-based on the training of trainees.

Duties and Responsibilities will include:

1. Facilitating the trainees with training.
2. Preparing and maintaining of scheme of work, lesson plan, lesson notes, trainee assessment report, record of work and any other relevant records.
3. Assessing and evaluating trainees' performance and provision of remedial action.
4. Maintain and improve trainees' discipline
5. Guiding and counselling trainees
6. Organizing curricular and co-curricular activities
7. Ensuring all assets, equipment and machines in your area of duty are secured and safe.
8. Any other relevant duties assigned by the principal or the head of department.

The contract can be terminated before the expiry date by

- i) Non-performance by failing to attain 75% pass in two consecutive series
- ii) Absenteeism and failing to attend classes

Kindly accept this offer with kind regards and wish you well as you continue to serve the institute.

Note: Renewal of the contract will be performance-based appraisal

Regards.

Letting Kennedy

Principal

Cc: Chairperson BOG

File

**PAMOJA TECHNICAL TRAINING
COLLEGE**

PRINCIPAL'S OFFICE