

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING
SOTIK TECHNICAL TRAINING INSTITUTE



P.O BOX 895-20406, SOTIK. TEL: 0792 518 945

Email Address: technicalsotik@gmail.com

Website: www.sotiktti.ac.ke



VISION	MISSION
To be a Centre of Excellence in Offering Technical & Vocational Education & Training for Advancement of Humanity	To provide Quality Technical Education, Skills & Competencies that Promotes Innovation & Creativity for Sustainable Development

CITIZEN'S SERVICE DELIVERY CHARTER

NO	SERVICES	REQUIREMENTS	CHARGES	TIMELINE	PERSONNEL RESPONSIBLE
1	A) Inquiries B) Response to Telephone Calls	- Voluntary Visit - Call	- Nil - Nil	- 5 Minutes - 30 Seconds	Public Relations Officer (PRO)
2	Response to Written Correspondence	Written Correspondence	- Nil	7 Days	Principal
3	Processing of Application for Admission	Application with relevant Certificates	- Nil	7 Days	Registrar (AA)
4	Admission of Students	Admission Letter and all required Documents	Kshs. 1000	1 Hr	Registrar (AA)
5	Processing and Awarding of Tenders	- Request from User Department - Submission of Bid Documents	- Nil	Within 30 Days of Receipt of Tenders	Procurement Officer
6	Payment of Procured Goods and Services	Valid Invoices, Delivery Notes, LPOs/LSOs and other Relevant Procurement Documents	- Nil	90 Working Days	Finance Officer
7	Training Programmes	Lesson Attendance	Institute Fees	As per	Head of Department

				Timetable	
8	Processing of Registration for National Exams	Payment Receipts and Clearance	Relevant Exam Fees	3 Days	Examination Officer
9	Industrial Attachment	Payment Receipts and Clearance	Kshs. 2150	As per Schedule	Industrial Liaison Officer
10	Teaching	- Registration of Units - Class Attendance - Learning Materials	Upon Fee Payment	Term	Deputy Principal (Academics)
11	Issuance of Academic Certificates upon Graduation and Final Year Transcript	- Successful Completion of Course - National ID/Passport - Clearance from the Institute - Evidence of Payment of Graduation Fee	Nil	Within 10 Days upon Graduation	Registrar (AA)
12	Recruitment A) Interviews B) Response to Successful and Unsuccessful Candidates after Interviews	- Invitation for the Interview - Contact Details - Email Address - Telephone No.	Nil Nil	Within 2 Months from the Close of Application Within one Month after Date of Interview	Principal

Technology is Power

FOR COMMENTS OR SUGGESTIONS PLEASE WRITE TO:

THE PRINCIPAL
SOTIK TECHNICAL TRAINING INSTITUTE
P.O BOX 895-20406,
SOTIK, KENYA

FOR MORE INFORMATION LOG ON TO

WWW.SOTIK.AC.KE

OFFICE WORKING HOURS

MONDAY – FRIDAY 8.00AM- 5.00PM