



THE KISUMU NATIONAL POLYTECHNIC

JOB ADVERTISEMENT

The Kisumu National Polytechnic invites applications from qualified Kenyans in the following vacant positions. Female candidates are strongly encouraged to apply.

1. HUMAN RESOURCE MANAGER - (1 Post) CSG 8
2. HUMAN RESOURCE ASSISTANT - (2 Posts) CSG 11
3. MEDICAL LABORATORY TECHNICIAN 1 - (1 Post) CSG 11
4. ELECTRICAL TECHNICIAN 1 - (1 Post) CSG 11
5. BUILDING CONSTRUCTION TECHNICIAN 1 - (2 Posts) CSG 11
6. AGRICULTURE TECHNICIAN 1 - (1 Post) CSG 11
7. TECHNICIAN, FOOD AND BEVERAGE 1 - (1 Post) CSG - 11
8. APPLIED SCIENCES LABORATORY TECHNICIAN 1 - (1 Post) CSG - 11

How to apply:

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit hard copies of their applications which should clearly be marked 'Application for the position'.
3. Applications must be submitted on or before **Friday 13th May, 2022** latest by 5.00 p.m. (East African Time).
4. Applications should be addressed to:-

THE CHIEF PRINCIPAL
THE KISUMU NATIONAL POLYTECHNIC
P.O BOX 143-40100 KISUMU
Email: info@kisumupoly.ac.ke.

NOTE: The institution is an equal opportunity employer. Women, the marginalized and persons living with disability are encouraged to apply.

FOR FURTHER DETAILS VISIT OUR WEBSITE:
www.kisumupoly.ac.ke

THE KISUMU NATIONAL POLYTECHNIC
IS AN ISO 9001:2015 CERTIFIED INSTITUTION





THE KISUMU NATIONAL POLYTECHNIC

JOB ADVERT

29TH APRIL 2022

The Kisumu National Polytechnic invites applications from qualified Kenyans for the following vacant positions. Female candidates are strongly encouraged to apply.

1. HUMAN RESOURCE MANAGER - (1 Post) CSG 8

Job Description

Duties and responsibilities at this level will entail.

- i. Ensure efficient operational management of the human resource function in the Polytechnic;
- ii. Initiate, develop and implement appropriate human resource policies.
- iii. Enhance the polytechnics human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices;
- iv. Maintains the work structure by updating job requirements and job descriptions for all positions;
- v. Develop and implement HR and people strategies aligned to the polytechnic's Strategic objectives;
- vi. Support and coach the management team on all people leadership matters including change and transformation forming strong relationships with the management team;
- vii. Be responsible for all HR management and development (including recruitment, and selection policy, discipline, grievance, mentoring, contracts of employment, training and development, talent management, succession planning and driving performance appraisals.

Job Specification

For appointment to this grade, an officer must have:

- i. Served in the grade of Human Resource Management Officer III or in a equivalent position in the Public Service or Private Sector for a minimum period of three (3) years;
- ii. Bachelor's degree in Human Resource Management, or equivalent qualification from a recognized Institution.
- iii. Or Bachelor's degree with diploma/Higher Diploma/Post Graduate Diploma in Human Resource Management from a recognized Institution,
- iv. Or Diploma or Higher Diploma in Human Resource Management with at least three (3) years' experience in a comparable institution or wider public service
- v. Must be a registered member of the Institute of Human Resource Management (IHRM).
- vi. Attended a Senior Management Course lasting not less three (3) weeks from a recognized Institution.
- vii. Certificate in computer application skills; and
- viii. Shown merit, integrity and ability as reflected in work performance and results.

Personal Attributes and Core Competences

- i. Have mentorship and coaching skills;
- ii. Be versed with modern performance-based evaluation tools;
- iii. Have excellent innovative and strong analytical skills;
- iv. Have excellent communication and interpersonal skills;
- v. Have demonstrated excellent qualities of a team player;
- vi. People management Skills;
- vii. Ability to undertake policy implementation;
- viii. Planning and coordination skills; and
- ix. Guidance and Counselling.

2. HUMAN RESOURCE ASSISTANT - (2 Posts) CSG 11

Job Description

Duties and responsibilities at this level will entail.

- i. Handling all human resource management matters within established policies, rules and regulations;
- ii. Making proposal on the human resource planning and succession management;
- iii. Provide assistance in the implementation of the human resource management and ensure compliance with government legal and statutory requirements;
- iv. Record data for each employee which includes employees' bio-data, supervisory reports, performance reports and ensuring accurate data is maintained;
- v. Gather and compile all information relating to training needs from all the departments to facilitate proper planning of training programs;
- vi. Monitor the working environment of the staff to ensure health and safety measures are observed;
- vii. Coordinate budget development for the personnel emoluments and ensuring that all HR related costs for assigned departments are within approved budgets and assist in Performance Management and employee evaluation
- viii. Maintain the human resource information system and ensure confidentiality of staffs' personal information;
- ix. Control staff establishment by facilitating updating and continual improvement of the Polytechnics HR policies and practice.

Job Specifications

For appointment or promotion to this grade, an officer must have:

- i. Bachelor's degree in Human Resource Management, or equivalent qualification from a recognized Institution.
Or
- ii. Bachelor's degree with diploma/Higher Diploma/Post Graduate Diploma in Human Resource Management from a recognized Institution,
Or

- iii. Diploma or Higher Diploma in Human Resource Management with at least three (3) years' experience in a comparable institution or wider public service
- iv. Must be a registered member of the Institute of Human Resource Management

3. MEDICAL LABORATORY TECHNICIAN I - (1 Post) CSG 11

Job Description

- i. Duties and responsibilities for this cadre include;
- ii. Carry out diagnostic technological procedure in the laboratory;
- iii. Carry out cleanliness and maintain equipment and other laboratory facilities;
- iv. Assist students on attachment in the laboratory.
- v. Maintain safety storage of laboratory chemicals and equipment to prevent incidences of accidents in the laboratory.
- vi. Ensure safe disposal of laboratory waste as per the occupational safety and health standards
- vii. Maintain laboratory inventory and ensure that all the required equipment and chemicals are available for use when required

Job Specification

For appointment or promotion to this grade an officer must:

- i. Served in the grade of Medical Laboratory Technician I or comparable position for a minimum period of three (3) years in a comparable institution or wider public sector or private sector;
- ii. Be registered with Kenya Medical Laboratory Technicians and Technologists Council;
- iii. Be in Possession of Medical Laboratory diploma from the Kenya Medical Training college or any other recognized institution; and

4. ELECTRICAL TECHNICIAN I - (1 Post) CSG 11

Job Description

Duties and responsibilities at this level will entail:

- i. Responsible for day to day running of the workshop ie setting up work stations for experiments
- ii. Ensure all required documentation, reports and record are prepared and well kept
- iii. Advice the HOD and staff on all matters related to the safety and equipment within the workshops
- iv. Monitor and ensure the safety and security of the workshops and equipment
- v. Develop the specifications for any procurement to ensure purchase of right equipment/item/materials.
- vi. Any other duty as assigned by the Principal, HOD or subject trainer

Job Specification

For appointment to this JOB SCALE, an officer must have:

- i. Holder of a Diploma in Electrical Engineering (electronic/telecommunication option) from a recognised Institution
- ii. Should have at least two (2) years relevant work experience
- iii. Computer literate and knowledge of related electrical /Electronic software i.e. circuit maker, electronic workbench. Auto CAD etc
- iv. Must be trained on safety and workshop environment

5. BUILDING CONSTRUCTION TECHNICIAN I - (2 Posts) CSG 11

Job Description

Duties and responsibilities for this cadre entails;

- i. Responsible for day to day running of the workshop i.e. setting up work stations for training.
- ii. Ensure all required documentation, reports and record are prepared and well kept
- iii. Advice the HOD and staff on all matters related to the safety and equipment within the workshops

- iv. Monitor and ensure the safety and security of the workshops and equipment
- v. Develop the specifications for any procurement to ensure purchase of right equipment/item/materials.
- vi. Any other duty as assigned by the Principal, HOD or subject trainer

Job Specification

For direct appointment or promotion to this grade, a candidate must have: -

- i. Served as Building Construction I or its equivalent for a minimum period of three (3) years in a comparable institution or Wider Public Service or Private Sector;
- ii. Diploma in any of the following disciplines: - Building and Construction, Hydraulics and Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Computer applications skills;

6. AGRICULTURE TECHNICIAN I - (1 Post) CSG 11

Job Description

- i. Coordinating the preparation of field sites;
- ii. Maintaining and monitoring health of animals and crops;
- iii. Participating in agricultural outreach activities;
- iv. Supervising implementation of agriculture protocols, schedules, standard operating procedures and informed consents;
- v. Ensuring timely calibration and maintenance of agriculture equipment;
- vi. Maintaining of agriculture assets inventory and updating database
- vii. Participating in developing field data collection tools, protocols and standard operating procedures;
- viii. Compiling experimental data and its preliminary analysis;
- ix. Maintaining Agricultural notebooks;
- x. Preparing and submitting agriculture reports;
- xi. Allocating duties and supervising field staff; and ensuring cleanliness of farm implements.

Job Specification

For direct appointment or promotion to this grade, a candidate must have: -

- i. Relevant experience for a minimum period of three (3) years Years in a comparable institution or wider public service or private sector;
- ii. Diploma in any of the following disciplines; General Agriculture; Agricultural Extension and Community Development; Agriculture and Biotechnology; Animal Production and Health Management; Animal Health Management; Agribusiness Management and Marketing; Postharvest Technology; Dairy Technology; Agricultural Engineering or equivalent and relevant qualification from a recognized institution.
- iii. Certificate in computer applications from a recognized institution

7. TECHNICIAN, FOOD AND BEVERAGE I, CSG - 11

Job Description

- i. Coordinate Food and Beverage Options while overseeing kitchen operations
- ii. Monitor Adherence to Regulations
- iii. Create and design food and drink menus
- iv. Ensure adherence to food sanitation and safety guidelines
- v. Maintain food and drink inventory
- vi. Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head;
- vii. Provide procurement specifications for all the equipment and food items to be purchased to ensure purchase of the correct equipment/machinery.

Job Specification

For direct appointment or promotion to this grade, a candidate must have:-

- i. Relevant experience of three (3) years in comparable institution or its equivalent or wider public service or private sector;
- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade C- (Minus) or equivalent qualification from recognized institution;

- iii. Diploma in any of the following disciplines: - Food and Beverage Production, Food and Beverage Management, Catering and accommodation or its equivalent from a recognized institution;
- iv. Valid Certificate of Health for food handlers from recognized institution;

8. APPLIED SCIENCES LABORATORY TECHNICIAN 1 - (1 Post) CSG - 11

Job Description

Duties and responsibilities at this level will entail:

- i. Maintaining laboratory equipment/instruments;
- ii. Responsible for day to day running of the laboratory operations
- iii. Ensure cleanliness in the workshops and safety of the laboratory apparatus and equipment
- iv. Maintain laboratory records/inventory
- v. Monitor and ensure safety of laboratory
- vi. Budgeting for laboratory requirements
- vii. Any other duty assigned by the HOD/ management

Job Specification

For appointment to this JOB SCALE, a candidate must have:

- i. Holder of Diploma in either of the following; Science Laboratory, Analytical Chemistry or applied Biology from a recognised Institution with at least a pass
- ii. Have knowledge in principles underlying laboratory techniques in relation to Science Laboratories
- iii. Be conversant with safety precautions in the Science laboratory with respect to equipment and personnel
- iv. Relevant Certificate in Computer application skills from a recognized institution
- v. Be result oriented and a team player

HOW TO APPLY:

1. Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit hard copies of their applications which should clearly be marked "Application for the position".
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THE CHIEF PRINCIPAL,
THE KISUMU NATIONAL POLYTECHNIC,
P.O.BOX 143 - 40100 KISUMU.
Email info@kisumupoly.ac.ke.
5. Those who had apply for the earlier advert need not to apply again.

NOTE: The INSITUTION is an equal opportunity employer. Women, the marginalized and persons living with disability are encouraged to apply.