



**The Kisumu National
Polytechnic**
Industry Succeeds

P.O Box 143-40100, Tel: 057-2501501/2501502/2501503/0202046190
Cellphone: 0723 446 773, 0732 058 378, KISUMU, KENYA. Email: info@kisumupoly.ac.ke

OFFICE OF THE REGISTRAR ACADEMICS AND TRAINEE AFFAIRS

Job Re-Advertisement

The Kisumu National Polytechnic invites applications from qualified Kenyans for **ONE-YEAR CONTRACT** in the following vacant positions. Female candidates are strongly encouraged to apply.

1. **OFFICE ADMINSTRATOR (1 POST) CSG 10**
2. **INCOME GENERATING UNIT MANAGER (1 POST) CSG 8**
3. **DRIVER (1 POST) CSG 13**
4. **eLEARNING TECHNICIAN (ICT OFFICER (1 POST) CSG 11**
5. **SUPPLY CHAIN MANAGEMENT OFFICER I (1. POST) CSG 10**
6. **SENIOR ACCOUNTANT (1 POST) CSG 10**
7. **CLERK OF WORKS (1 POST) CSG 8**
8. **WEBDESIGNER/ WEB ADMINISTRATOR (1. POST) CSG 10**
9. **FASHION AND DESIGN TECHNICIAN I, (2 POSTS) CSG - 11**
10. **LAUNDRY TECHNICIAN (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 25th March, 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.**

5. Those who had applied 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.

FOR FURTHER DETAILS VISIT OUR WEB SITE www.kisumupoly.ac.ke

INVITATION FOR TENDER/PREQUALIFICATION

S/N	ITEM DESCRIPTION	REF .No	ELIGIBILITY
1	Tender for provision of Catering services at the Kisumu National Polytechnic	TKNP/2022/23/24/14	Open
2	Prequalification of Hotels and conference facilities	TKNP/2022/23/24/56	open

The **KISUMU NATIONAL POLYTECHNIC** invites sealed tenders for the provision of the above services.

NOTE

1. Tendering will be conducted under open competitive method using a standardized tender document. Tendering is open to **all qualified and interested Tenderers**.
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours, **8.00am to 5.00pm** at the address given below. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of Kshs.1000 in cash or Banker's Cheque and payable to the address given below.
4. Tender documents may be viewed and downloaded for free from the website www.kisumupoly.ac.ke
5. Tenderers who download the tender document must forward their particulars immediately to procurement@kisumupoly.ac.ke. To facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a **Tender-Securing Declaration," as appropriate**.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before **Friday 25th March, 2022, 10:00AM. Electronic Tenders will not be permitted**.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
10. Late tenders will be rejected.
11. The addresses referred to above are:

**THE CHIEF PRINCIPAL
THE KISUMU NATIONAL POLYTECHNIC
P.O.BOX 143-40100
TECHNOLOGY ROAD, KISUMU**

Youth ,Women and Persons with disabilities are encouraged to apply.

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





THE KISUMU NATIONAL POLYTECHNIC

11th March 2022

JOB RE-ADVERTISEMENT

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The Kisumu National Polytechnic invites applications from qualified Kenyans for **ONE-YEAR CONTRACT** in the following vacant positions. Female candidates are strongly encouraged to apply.

1. OFFICE ADMINSTRATOR (1 POST) CSG 10.

Job Description

Duties and responsibilities at this level will entail: -

- (i) Providing administrative and operation support on implementation of project;
- (ii) Maintaining an effective record and filing system for quick and easy reference
- (iii) Supporting the coordination of team meetings and external meetings
- (iv) Maintaining and organizing physical and electronic documents, and performing other basic office duties.
- (v) Ensuring optimal operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment.
- (vi) Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies etc.
- (vii) Any other duty assigned

Job Specification

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

Served at the grade of Administration Officer II, for a minimum period of three (3) years in a comparable institution or wider public service or private sector;

A Bachelor's Degree or its equivalent relevant to training in TVET Institutions from a recognized institution;

Or

A Higher Diploma in Business Administration or its equivalent and part III of the Certified Public Secretaries Examination (CPS K) or its equivalent qualification from a recognized institution;

- Attended an Administrative Officers' Induction Course;
- Certificate in computer application skills; and
- Shown merit, integrity and ability as reflected in work performance and results.

Personal Attributes and Core Competencies

- Organizational, managerial and administrative skills;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation
- Professionalism and integrity.
- Punctuality;
- Team player

2. INCOME GENERATING UNIT MANAGER (1 POST) CSG 8

Job Responsibilities: -

Reports to the Chief Executive Officer will be responsible for the overall management, administration, and supervision of the Income Generating Unit Company a Special Purpose Vehicle (SPV); fiscal and financial oversight; policy and planning; managing work planning activities and growth of the SPV; liaising with strategic buyers, vendors, government agencies and all other institutions.

In addition, the candidate will be required to:

- (i) Provide visionary leadership and direction to the SPV and ensure that the Company mandate and policies are implemented fully and effectively in line with the strategic plan;
 - (ii) Develop and recommend to the Council the long-term strategy, business plans, and annual operating budgets;
 - (iii) Establish proper internal monitoring and control systems and procedures;
 - (iv) Identify and secure sustainable revenue generating streams through domestic and international market development.
 - (v) Identify value adding marketing services that company can provide;
 - (vi) Ensure the Company is self-sustainable and independently become an income generation entity;
 - (vii) Coordinate and prepare business related proposals, reports and other submissions for consideration by the Council;
 - (viii) Ensure that there is effective communication within the company;
 - (ix) Ensure continuous improvements in the quality and value of products provided by the company;
 - (x) Ensure continuous achievement of the Company financial, operating goals and objectives;
 - (xi) Maintain a conducive work environment for attracting, retaining and motivating employees;
 - (xii) Foster a corporate culture that promotes ethical practices and good corporate citizenship;
 - (xiii) Ensure compliance with the national, regional and international laws as may be applicable;
 - (xiv) Take custody of all the Company assets and property;
- Any other functions as may from time to time be assigned under the establishing legislation or by the Council.

Job Specification

For appointment to this grade, a person:

Must have a Bachelor's degree in Business, Accounting, Finance or its equivalent from a university recognized in Kenya;

Must have at least eight years (8) years' relevant post qualification working experience, and five (5) of which should have been in Senior Management position in public or private sector institution/company;

Must be a Member of a Professional Body and in good standing;

a relevant Master's degree from a university recognized in Kenya will be an added advantage;

Having worked in a manufacturing industry would be an added advantage

3. DRIVER JOB GROUP CSG 13 (1 POST)

Job Responsibilities

Duties and responsibilities at this level will entail:

- (i) Driving a vehicle as authorized and carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure etc.
- (ii) Detecting and reporting malfunction of vehicle system
- (iii) Maintaining work tickets for the vehicle assigned.
- (iv) Ensuring the safety and security of the vehicle on and off the road.
- (v) Overseeing safety of passenger and/or goods there in
- (vi) Maintaining cleanness of the vehicle.
- (vii) Transporting authorized staff to designated locations in a safe and timely manner
- (viii) Maintaining all valid legal documents such as driving license, work tickets insurance and safety hazards

Requirements for Appointment

Served in the grade of driver I for minimum of 3 years

A valid driving license free from any current endorsement for the classes of vehicles driver is to drive

- Must be at least a KCSE certificate and able to Communicate
- Occupational Trade Test 1 for Drivers

- Defensive Driving Certificate from the Automobile Association of Kenya
- Attended a refresher course for driving lasting not less than 1 week within every 3 years of Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- FISRT AID certificate course lasting not less than one week from St. John ambulance or Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- Valid PSV and certificate of good conduct from Kenya
- Any other qualification as may be adjudged to be equivalent by NTSA

4. eLEARNING TECHNICIAN (ICT OFFICER II) (1 POST) CSG 11

The holder of this position will be responsible for design and implementation of eLearning opportunities for Kisumu National Polytechnic. S/he will be responsible for providing technical expertise to assist trainers and trainees in the area of developing new e-learning courses and revising e-learning courses

Duties and Responsibilities

- (i) An Officer in this position shall perform duties and responsibilities such as
- (ii) Gather information and course elements from Heads of Department
- (iii) Support the deployment of learning programs including uploading and updating courseware and curricular, training assignments, learner notification text and rules in LMS.
- (iv) Utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.
- (v) Utilize LMS reporting capabilities and developing custom reports to assist with planning and managing the Polytechnic's training and development initiatives.
- (vi) Ensure that participants are registered for training courses
- (vii) Coordinate and conduct the webinars using approved platforms programs and upload recordings into LMS.
- (viii) Lend expertise in the technical aspects of eLearning to all departments as requested.

- (i) Perform any other duties as may be assigned by the Chief Principal

Requirements for Appointment.

- Bachelor's degree in any of the following fields: Computer Science, ICT or equivalent
- At least 3 years' experience with eLearning Management System as a developer or administrator.
- Experience with HTML and audio and video editing software will be an added advantage.
- Ability to work effectively and collegially with all staff, especially with IT, Communications, and Marketing.

5. SUPPLY CHAIN MANAGEMENT OFFICER I (1. POST) CSG 10

Job Description

Duties and responsibilities at this level will entail: -

- (ii) Undertaking inventory and stock control;
- (iii) Processing of agenda for the tender committees;
- (iv) Preparation of reports;
- (v) Keeping track of performance contracting targets;
- (vi) Preparing procurement plans;
- (vii) Assisting in implementation of decisions of tender committees; and
- (viii) Coordinating disposal of stores and equipment.

Job Specification

For appointment to this grade, an officer must have:

- Served in the grade of Supply Chain Officer or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in the following disciplines: Business Management, Commerce, Business Administration (Supplies Management Option), Procurement and Supplies

Management, Supply Chain Management or equivalent qualifications from a recognized institution;

- Diploma in Purchasing and Supplies or Chartered Institute of Purchasing and Supplies (KISM) Final or equivalent qualification from a recognized institution; and
- Certificate in computer application skills; and
- Shown merit, integrity and ability as reflected in work performance and results

Personal attributes and Core Competence

Organizational, managerial and administrative skills;

- Adaptable, flexible, able to take initiative and prioritize among competing demands Professionalism and Integrity
- Positive working attitude and ability to give and take instructions.
- Ability to get on well with diverse workforce, outgoing personality and ability to work independently and effectively under pressure and on strict deadlines.
- A self-starter able to plan and manage his/her own work, takes initiatives and strives to meet deadlines
- Able to uphold and respect procurement ethics and conduct activities with integrity.
- Be willing and able to meet tight deadlines and work long hours when required.
- Team playing/ Interpersonal skills;

6. SENIOR ACCOUNTANT (1 POST) CSG 10

Job Description

- (i) The Senior Accountant is responsible for the following:
- (ii) Developing and overseeing the implementation of a dynamic finance strategy that is able to deliver exemplary services and results as envisioned in the strategic plan;
- (iii) Develop the Institution's/project budget and continuously monitor and evaluate its implementation;

- (iv) Support month end closing processes to ensure organized, complete and properly approved expense reports and reconciliations are delivered to Finance Manager as per approved month-end closing calendar.
- (v) Monitor and develop responses to external auditors or governmental auditors
- (vi) Perform monthly bank account reconciliation and review cash flow and replenishment needs of the Project Implementation Unit.
- (vii) Assist in preparing and furnishing to the NSC, the Association and the IUCEA not later than 30 days after the end of each calendar six months period, interim audited financial reports for the project covering six months in form and substance satisfactory to the Association.
- (viii) Giving oversight to the projects/department's financial affairs and advise the Finance Manager/Project Coordinator on financial planning strategies and policies;
- (ix) Ensuring effective and efficient management of the Institution's resources including finances and other assets and liabilities;
- (x) Ensuring the provision of meaningful, accurate and timely financial and management accounts and reports to the Finance Manager/Project Coordinator;
- (xi) Ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and other legal and regulatory policies;
- (xii) Reviewing the financial plans in line with the overall strategic objectives and government performance contract;
- (xiii) Construct and monitor reliable internal control systems;
- (xiv) Understand and mitigate key elements of the corporation financial risk profile;
- (xv) Overseeing the operations of Finance & Accounting divisions.

Job Specifications

- For appointment at this position, a candidate must have: –
- At least five (5) years' work experience with at least (3) years' experience in similar role.

- Bachelor’s Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution;
- Certified Public Accountant (CPA-K) or its equivalent
- Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK)
- Proficiency in computer applications with emphasis on Financial Management Information Systems;
- Fulfilled the requirements of Chapter Six of the Constitution.

7. CLERK OF WORKS (1 POST) CSG 8

Job Description:

- (i) Undertake regular inspection of construction work and compare it with drawings and specifications.
- (ii) Monitor and record the works in accordance with the technical specifications, bills of quantities and drawings
- (iii) Measuring and quality checking building materials.
- (iv) Identifying defects and suggesting ways to correct them
- (v) Monitoring progress and reporting to the Project Management Team of The Kisumu National Polytechnic
- (vi) Keeping detailed records of work and maintaining a filing system for all site memos and instructions, meeting notes, etc.
- (vii) Photograph and record completed works before they are covered by the contractor and measuring/sketching and duly maintain an electronic library of photos of the progress of the works
- (viii) Ensure that the daily records are kept on the site workbook; monitor the site workbook and inform the Project Management Team.
- (ix) Liaising with contractors, engineers and surveyors
- (x) Checking that building regulations, health and safety, legal and ecological requirements are met.

Any other duty that may be assigned from time to time.

Qualifications

Higher diploma in Civil Engineering and Construction Technology, Quantity Survey or its equivalent qualification from a recognized institution

OR

- Diploma in Building Construction Technology, Quantity Survey, Civil Engineering, Construction Management or its equivalent from a recognized institution
- At least five years' experience with projects of a similar magnitude in a government ministry or recognized practicing firm
- Must have supervised a project of at least Ksh.150 million in the last 5 years
- Certificate in computer application
- Must be a member of the relevant professional body
- Skills
- Overall professionalism, integrity, enthusiasm & commitment
- Sound knowledge of computer literacy such as Microsoft Word, Excel, Access, and PowerPoint Presentation
- Demonstrated good oral and written communication skills
- Excellent analytical and document drafting skills and ability to gather, analyze and evaluate data on technical aspects
- Good interpersonal skills and ability to establish and maintain effective teamwork and
- Ability to work efficiently with minimal direction;

8. WEBDESIGNER/ WEB ADMINISTRATOR (1. POST) CSG 10

Job Description:

Web-designer/Web Administrator is responsible for the designing and maintenance of the The Kisumu National Polytechnic and the EASTRIP - RFTITT website, from day-to-day site management to enhancing outreach toward wider audience for increased awareness. Additionally, s/he provides coordination and quality monitoring on web related issues for TKNP/EASTRIP. The Web-designer/Web Administrator is also

expected to work on the dissemination of the EASTRIP messages through the TKNP various multimedia tools including Facebook and Twitter.

Job Specification

- Repurposes and formats content received in a variety of formats from content experts to align with TKNP and EASTRIP communication strategy and publishes the materials on-line;
- Ensures that site content and design attract maximum audience
- Develops and enforces metadata, such as descriptions and keywords to aid in site indexing and improved search ability
- Functions in a help-desk system by interpreting and addressing user requests and troubleshooting users' technical web-related problems
- Analyzes the usage of web sites and interpreting web site impact on users and users' needs
- Extends the reach of online resources through various media tools and making those available to staff, partners, and clients
- Maximize the engagement of web audience to the TKNP and EASTRIP social media tools.
- Selection Criteria
- Undergraduate degree or above with a focus on a field related to learning or technology
- 3 years experiences in web site content management, web application development, and general graphic design, including versatility with a wide range of tools and software (Illustrator and HTML proficiency a requirement; Dreamweaver, Flash, Photoshop, Social Media expertise a strong plus.)
- Ability to write or understand programming language such as HTML, XML, etc.
- Experience in web site design, information architecture and usability, web site usability and tracking approaches.
- Web content writing and editing skills.
- Ability to handle multiple tasks and perform under stress.

- Strong interpersonal skills and oral communication skills.

9. FASHION AND DESIGN TECHNICIAN I, CSG - 11 (1 POST).

Job Description

Duties and Responsibilities for this cadre entails;

- Training the trainees in all pattern making garments to match the current fashion demand.
- Mobilizing and, identifying trainees on garment patterns to create fashionable designs as well as training them on operation and maintenance of the machines.
- Ensure the trainees are able to make paper patterns based on style specification sheet.
- Take lead in making sample fashion designs and produce samples that are trending in the market.
- Ensure that the trainees are able to make patterns in such a way that it fit to model body or dress form.
- Assist the trainees in identifying problems if a garment does not fit to a dress form.
- Take care of product design and make it production friendly
- Take care of those critical points to make sample production friendly.
- Do calculations on fabric used for a garment and lead in setting a competitive price for the market.
- Provide technical support in operation and maintenance of the machines.
- Prepare periodic reports as required by the supervisor;
- Maintain an inventory of tools and materials supplied and report the usage to your supervisor
- Prepare work plans and budgets
- Participate in equipment specification preparation and to verify compliance of order

Job Specification

- For direct appointment/promotion to this grade, a candidate must have:-
- Must have served as Fashion and designer Technician II for a minimum period of three (3) years or its equivalent in a comparable Polytechnic;

- Kenya Certificate of Secondary Education (KCSE) grade C- (minus) or its equivalent from a recognized Polytechnic;
- Diploma in any of the following discipline: Fashion and design, garment making, fashion design or its equivalent from a recognized Polytechnic;
- In-depth understanding of design principles, fashion, and the fashion industry
- Computer application certificate; and
- Shown merit and ability as reflected in work performance and results.

Personal Attributes and Core Competences

- Creativity
- Artistic Ability
- Strong communication skills
- Attention to detail
- Flexibility
- Technical Skills

10.LAUNDRY TECHNICIAN (1 POST) CSG - 11

Job Description

Duties and responsibilities at this level will involve:

Carrying out general maintenance of electrical and mechanical equipment used in clothing and textile department;

Job specifications

For appointment to this grade, an officer must have:

Served in the grade of Technician III for a minimum period of three (3) years;

Diploma in any of the following disciplines: Electrical, mechanical engineering or equivalent qualifications from a recognized Institution;

Certificate in computer application skills ; and shown merit, integrity and ability as reflected in work performance and results.

Personal Attributes and Core Competences

- Strong communication skills
- Attention to detail
- Flexibility
- Technical Skills

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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