



## **THE KISUMU NATIONAL POLYTECHNIC**

### **JOB ADVERT**

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

#### **EASTRIP PROJECT**

##### **1. ACCOUNTANT I (1 POST)**

Reporting administratively to the center director and functionally to the Finance Manger, the Accountant I will be required to deal with diverse operations in the project.

##### **Duties and responsibilities**

The duties and responsibilities of the accountant will to:

1. Assist the center director with the overall project accounting from start to the finish of the project and, and taking ownership of the systems required for this.
2. Process accurately and promptly all accounting transactions in the project implementation unit including payroll, operating expenses, travel, consultant payments, vender payments, and other office running expenses.
3. Maintain reconciled accounts at any given point in the project implementation process including reconciliation of the general ledger and other office running expenses.
4. Keep relevant documents and invoices systematically to fully support the accounts.

5. Perform monthly bank account reconciliation and review cash flow and replenishment needs of the Project Implementation Unit.
6. Effect timely payments and resolve accounting related issues of the project
7. Produce monthly cost report of the project
8. Offer professional judgement on financial matters and advise on the ways of improving business performance.
9. Maintain the financial management system and prepare financial statements in accordance with the provision of section 4.09 of the general conditions set out in the PFA
10. 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.
11. Assist in the project audit.
12. Perform any other duties as may be assigned by the Chief Principal.

### **Requirements for appointment**

Bachelor of Commerce (Accounting or Finance) and CPA II; OR CPA (K).

Certificate in Computer Applications

Shown merit and ability as reflected in work performance and results.

At least 3 years' experience in a similar environment.

Compliance with CHAPTER SIX of the Constitution.

In addition to the above, the candidate **MUST** possess the following qualities:

- Ability to get on well with diverse workforce
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills
- Records Management and Analytical skills
- Good care for resources

## **EASTRIP PROJECT**

### **2. E – LEARNING TECHNICIAN (INFORMATION COMMUNICATION TECHNOLOGY OFFICER III) ( 2 POSTS)**

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

#### **(a) Duties and Responsibilities**

An Officer in this position shall perform duties and responsibilities such as

- Gather information and course elements from Heads of Department
- Support the deployment of learning programs including uploading and updating courseware and curricular, training assignments, learner notification text and rules in LMS.
- Utilize knowledge of LMS capabilities to recommend delivery strategies that yield a rich, meaningful, and dynamic end-user experience.
- Utilize LMS reporting capabilities and developing custom reports to assist with planning and managing the Polytechnic's training and development initiatives.
- Ensure that participants are registered for training courses
- Coordinate and conduct the webinars using approved platforms programs and upload recordings into LMS.
- Lend expertise in the technical aspects of eLearning to all departments as requested.
- Perform any other duties as may be assigned by the Chief Principal

#### **(b) Requirements for Appointment.**

1. Bachelor's degree in any of the following fields: Computer Science, ICT or equivalent
2. At least 3 years' experience with eLearning Management System as a developer or administrator.
3. Experience with HTML and audio and video editing software will be an added advantage.

4. Ability to work effectively and collegially with all staff, especially with IT, Communications, and Marketing.
5. Perform any other duties as may be assigned by the Chief Principal.

## **EASTRIP PROJECT**

### **3. SUPPLY CHAIN MANAGEMENT (SCM) ASSISTANT III 1 POST**

Under the guidance and direct supervision of the **Supply Chain Manager**, the **Supply Chain Management (SCM) Assistant III** is responsible for the effective delivery of procurement services reflecting best practices in international public procurement, compliance with PPDA procurement rules and regulations, appropriate risk management and obtaining the best value for money.

#### **Duties and Responsibilities**

##### ***Procurement Duties***

- Process purchase orders.
- Assist in the preparation of work plans, procurement plans and budgets
- Review purchase requests and specifications from users to ensure that the right items / services are procured.
- Evaluate overall price and past performance of each supplier and report to the management for further action.
- Responsible for maintaining cordial relationship with suppliers and clients.
- Prepare and maintain purchasing records, reports and price lists.
- Assist in suppliers sourcing.

##### ***Stores & Supplies***

- Stock taking
- Stores requisitions.
- Dispatching of materials.
- Stock & Inventory control
- Ensure timely delivery of construction materials to site

- Ensure materials are monitored from stores to sites
- Ensure safety of materials while in store.

Perform any other duties as may be assigned by the Chief Principal

**(b) Requirements for Appointment**

- Diploma in purchasing and supplies/procurement/SCM;
- Served in the grade of Supply. Chain Management Assistant II or in comparable and relevant position for a minimum period of three 3 years
- Good understanding of the supply chain procedures
- Have demonstrated outstanding professional competence in procurement work;
- Be a member of CIPS

**EASTRIP PROJECT**

**4.SENIOR DRIVER (1POST)**

**DUTIES AND RESPONSIBILITIES**

Driving a vehicle as authorized, carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure etc. Detecting and reporting malfunction of vehicle system Maintenance of work tickets for the vehicle assigned. Ensure the safety and security of the vehicle on and off the road. Oversees safety of passenger and or goods there in and maintaining cleanness of the vehicle. Transport authorized staff to designated locations in a safe and timely manner -Maintain all valid legal documents such as driving license, work tickets insurance and safety hazards

**Requirements for Appointment**

1. Served in the grade of driver I for minimum of 3 years
2. A valid driving license free from any current endorsement for the classes of vehicles driver is to drive
3. Much be at least a KCSE certificate and able to communicate
4. Occupational Trade Test 1 for Drivers

5. Defensive Driving Certificate from the Automobile Association of Kenya
6. 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
7. 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
8. -Valid PSV and certificate of good conduct from Kenya
9. Any other qualification as may be adjudged to be equivalent by NTSA

## **EASTRIP PROJECT**

### **5 ASSISTANT OFFICE ADMINISTRATOR III (1 POST)**

#### **(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; managing e-office; ensuring security of office records; documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

#### **(b) Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili language or its equivalent qualification from a recognized institute;
- (ii) Diploma in Secretarial Studies from the National Examination Council (KNEC);

**OR**

Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects: -

- (a) Typewriting III (50w.p.m)/Computer Document Processing III;
  - (b) Shorthand II (80w.p.m);
  - (c) Business English II/Communications I;
  - (d) Office Practice II
  - (e) Secretarial Duties II;
  - (f) Commerce II;
  - (g) Office Management III/Office Administration and Management III;
- (iii) Certificate in computer application from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

## **TKNP DRIVING SCHOOL**

### **6. DRIVING SCHOOL INSTRUCTOR**

#### **(a) Duties and Responsibilities**

1. Develop plans and design curriculum to ensure all areas of driving course work are covered.
2. Teach students motor vehicle operation, road rules and safe driving practices to impact driving skills
3. Provide practical lessons on the road to ensure lesson learnt in class are put into practice.
4. Monitor students driving, offering advice and assistance as needed to help the students develop their driving skills.
5. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenances.
6. Assess student's class work and driving abilities to provide to provide a basic recommending issuance of driver's license to student who qualify.

#### **(b) Requirements s for Appointment**

1. Diploma in automotive engineering.
2. Driver's license for class BCE
3. Knowledge of National Highway Safety Traffic Administration.
4. Communication skills
5. Interpersonal skills
6. Basic vehicle maintenances skills
7. problem solving skills
8. organization skills.

## **TKNP APPLIED SCIENCE**

### **7. Medical Laboratory Technician**

#### **(a) Duties and Responsibilities**

- a) Supervise the laboratory assistant/ Laboratory Attendant for smooth training operations in the laboratory
- b) Oversee the trainees in the laboratory while carrying out practical's to ensure adherence to the laboratory rules and regulations so as to mitigate incidence of accidents
- c) Set up and dismantle apparatus and equipment for demonstration and practical lessons, as requested and detailed by teaching staff.
- d) Run trials of experiments prior to classes and then demonstrate techniques for experiments to the trainees to ensure the practical session runs smoothly
- e) Perform demonstrations and provide technical support to the trainees during the practical's
- f) Maintain laboratory inventory and ensure that all the required equipment and chemicals are available for use when required
- g) Requisition laboratory consumable to ensure they are replenished in a timely manner to ensure laboratory operations run smoothly
- h) Maintain safety storage of laboratory chemicals and equipment to prevent incidences of accidents in the laboratory
- i) Prepare a maintenance schedule for all laboratory equipment for approval by the section head to ensure that all laboratory equipment are in good working condition
- j) Ensure safe disposal of laboratory waste as per the occupational safety and health standards

Observe and ensure health and safety procedures are practiced and enforced and all accidents are reported to the section head.

**(b) Requirements s for Appointment**

- a) K.C.S.E C- (Minus)
- b) Diploma in Medical Laboratory Technology.
- c) Registered by the KMLTTB
- d) Current practicing license.

**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 five (5) hard copies of their applications which should clearly be marked "Application for the position".
3. Applications must be submitted on or before:  
**4<sup>TH</sup> JUNE, 2021. Latest by 5.00 p.m. (East African Time)**
4. Applications should be addressed to

**THE CHIEF PRINCIPAL,  
THE KISUMU NATIONALPOLYTECHNIC,  
P.O.BOX 143 - 40100 KISUMU.  
Email info@kisumupoly.ac.ke.**

**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**