



THE KISUMU NATIONAL POLYTECHNIC

JOB ADVERTISEMENT

14TH JUNE 2022

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

INTERNAL AUDIT ASSISTANT CSG 11 (2 Positions)

Requirements for appointment

- Bachelor's degree in the following area:
- Commerce, Finance or Accounting Option/Business related course
- Certified Public Accountant 11 (CPA11) Qualification
- Must have worked in the Internal Audit department in Public or Private Institution for at least one year.
- Knowledge in ICT is desired.

Job Description

Duties and responsibilities

- i. Assist the Internal Auditor in implementing internal audit policies and procedures.
- ii. Assist in determining internal audit scope and develop annual work plans and programmes.
- iii. Carry out post audit reviews to ensure implementation of agreed corrective action plans.
- iv. Reviewing procedures and policies to ensure that adequate internal controls are in place.
- v. Reviewing of the procurement processes and procedures.
- vi. Vouching and verification of transactions.
- vii. Preparing audit working papers.

- viii. Verifying assets and liabilities.
- ix. Compiling periodic and special audit reports as may be requested by the management.
- x. Undertaking financial and nonfinancial audit assignments
- xi. Ensuring internal control systems are in place and reporting on any detected weakness.
- xii. Assist in the application of risk based approach to review the institution's system and controls to identify any gap in the management of risks and recommend appropriate strategies.
- xiii. Assist in Audit investigations.
- xiv. Assist in conducting follow up audits to monitor operations interventions.
- xv. Provide administrative support to the audit department.
- xvi. Perform any other duties as may be assigned

Contract duration: 2years

MECHANICAL ENGINEERING TECHNICIAN 1 CSG 11 (2 Positions)

Requirements for appointment

- Holder of a Diploma in Mechanical Engineering (Plant Option/Industrial Plant Maintenance/Refrigeration and Air Conditioning) OR Diploma in Automotive Engineering or equivalent with minimum three(3) years working experience
- Should have at least two (2) years relevant work experience
- Certificate in computer applications will be an added advantage.

Job Description

Duties and responsibilities at this level will entail:

- i. Installing and maintaining Technical equipment used in engineering training services;
- ii. Serving and maintenance of all machinery, equipment and tools of the department and workshop in general
- iii. Keep inventory and records of all tools and equipment in the workshop
- iv. Ensure safety in the workshop

- v. Prepare and issue materials for practical lessons
- vi. Undertaking more complex repairs and maintenance works
- vii. Ensure cleanliness in the Workshops
- viii. Offering technical support in workshops; and
- ix. Determining equipment specifications for Workshop
- x. Any other duties assigned by HOD or Authorized personnel

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 **28TH JUNE, 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 INSITUTION is an equal opportunity employer. Women, the marginalized and persons living with disability are encouraged to apply.