



THE KISUMU NATIONAL POLYTECHNIC

JOB ADVERT

1. Internal Audit Assistant. Job Group CSG 11 (2 POSTS)

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 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

Job Specification

A candidate must have:

- i. Bachelors degree in the following disciplines: Auditing, Accounting, Finance, Economics, Mathematics, Business Administration or equivalent qualification from recognized institution.
- ii. Must have pass in CPA Part II or it's recognized equivalent qualifications.
- iii. Certificate in computer application skills.
- iv. Must have served in the audit department for three years.

2. Library Assistant II, Job Group CSG 12. (2 POSTS)

Duties and responsibilities

- i. Provision of reference services to readers
- ii. Cataloguing and recording of new publications and revised holdings;
- iii. Inducting and supervising junior officers;
- iv. Preparation of materials for binding;
- v. Filing of catalogue cards and press cuttings;

- vi. Charging and discharging Library materials.
- vii. Shelf arrangement;
- viii. Perform any other duties as may be assigned

Job Specifications

For appointment to this grade a candidate must have:

- i. A Diploma in Library Studies or Information Science or its equivalent.
- ii. Served in the grade of Library Assistant III, for a minimum period of three (3)years;
- iii. Certificate in computer application skills; and
- iv. Shown merit, integrity and ability as reflected in work performance and results.

3. DRIVER JOB GROUP CSG 13 (2 POSTS) Duties and Responsibilities

- i. Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure.
- ii. Detecting and reporting malfunction of vehicle system Maintenance of work tickets for the vehicle assigned.
- iii. Ensuring the safety and security of the vehicle assigned.
- iv. Overseeing safety of passengers and or goods there in and maintaining cleanness of the vehicle.
- v. Transporting authorized staff to designated locations in a safe and timely manner.
- vi. Maintain all valid legal documents such as driving license, work tickets insurance and safety hazards
- vii. Any other duties as assigned.

Requirements for Appointment

- i. Served in the grade of driver I for minimum of 3 years
- ii. A valid driving license free from any current endorsement for the classes of vehicles driver is to drive
- iii. Much be at least a KCSE certificate and able to Communicate
- iv. Occupational Trade Test 1 for Drivers
- v. Defensive Driving Certificate from the Automobile Association of Kenya or equivalent qualification from a recognized institution.
- vi. Attended a refresher course for driving lasting not less than 1 week within every 3 years of Kenya TKNP of Highway and Building Technology (KIHBT) or any other recognized institution
- vii. FISRT AID certificate course lasting not less than one week from St. John ambulance or TKNP of Highway and Building Technology (KIHBT) or any other recognized institution
- viii. Valid PSV
- ix. Any other qualification as may be adjudged to be equivalent by NTSA

4. DRIVING SCHOOL INSTRUCTOR Job Group CSG 13 (2 POSTS) Duties and Responsibilities

- i. Develop plans and design curriculum to ensure all areas of driving course work are covered.
- ii. Teach students motor vehicle operation, road rules and safe driving practices to impact driving skills
- iii. Provide practical lessons on the road to ensure lesson learnt in class are put into practice.
- iv. Offering advice and assistance to students.
- v. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenances.
- vi. Assess students' class work and driving abilities and register students online.

Requirement for Appointment

For appointment to this position, one must have.

- i. A valid driving license.
- ii. At least a KCSE certificate, possess good Communication Skills and be computer literate.
- iii. Valid NTSA Instructors license
- iv. NTSA Instructor Training certificate
- v. Defensive Driving Certificate from the Automobile Association of Kenya or equivalent qualification from a recognized institution.
- vi. Valid PSV
- vii. Good customer service, interpersonal, presentation and communication skills
- viii. Ability to work with minimum supervision
- ix. Any other qualification as may be adjudged to be equivalent by NTSA

5. SECURITY OFFICER, JOB GROUP CSG II (1 POST).

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Maintaining records of occurrence;
- ii. Surveying security within TKNP
- iii. Receiving, recording and reporting security information from contracted security agency.
- iv. Custody of all TKNP keys
- v. Inspecting periodic returns on operation affairs; and
- vi. Developing procedures for crime prevention and security enhancement.
- vii. Planning and executing security arrangement as required by TKNP;
- viii. Ensuring maintenance of law and order within the TKNP;
- ix. Liaising with police and other security agencies regarding TKNP security matters;
- x. Investigating criminal cases affecting the TKNP; and
- xi. Facilitating and developing regular and special security training programs in liaison with the relevant security agencies.

Job Specification

For appointment to this grade an officer must have:

- i. Served in the grade of Security Officer III, for a minimum period of three(3) years;
- ii. Must have training in Criminology or its equivalent qualifications from a recognized Institution;
- iii. Undergone a six (6) weeks Security Course at the CID training School or other approved equivalent training from a recognized institution;
- iv. Certificate in computer application skills; and
- v. Shown merit, integrity and ability as reflected in work performance and results.

**6. Income Generation Unit Officer JOB GROUP CSG 9 (1 POST).
Job Responsibilities**

Duties and responsibilities will entail:

- i. To receive on behalf of the IGC all IGA proposals for consideration.
- ii. To help conduct due diligence on the IGA proposals to ensure their viability
- iii. To help Mobilize and disburse resources to IGUs.
- iv. Maintain records and prepare income statements for all the IGAs
- v. Coordinate IGA programmes in all departments.
- vi. To help monitor the operations of IGAs in all departments
- vii. To help Market the IGAs available in the Polytechnic.
- viii. To make periodic reports to the IGC regarding IGAs.
- ix. To prepare budgets and annual estimates for the IGAs and IGUs.
- x. Help undertake comparative studies for the success if IGUs.

Job Specification

For appointment to this position, one **must** have:

- i. Bachelors Business Management or Marketing or any related field from recognised university. Masters in project management/finance/accounting or entrepreneurship is an added advantage.
- ii. At least 3year experience in a similar position.
- iii. Excellent communication skills.
- iv. Shown merit, integrity and ability as reflected in work performance and results

NB: Income Generation Unit Officer Position is subject to renewable contract of 2years based on performance.

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 **29th December, 2021. 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.