



The Kisumu National Polytechnic

Industry Succeeds

Date: 13th November, 2023

RE-ADVERTISEMENT.

The Kisumu National Polytechnic (TKNP) is a reputable Public TVET institution located in Kisumu County.

Applications are invited for the following positions:

| S/No. | Post | Grade | No. of Vacancies |
|-------|--------------------------------------|--------------|------------------|
| 1. | ICT Manager | CSG 7/JG 'P' | 1 |
| 2. | Income Generating Unit (IGU) Manager | CSG 7/JG 'P' | 1 |

Post : ICT Manager, Job Group 'P' (CSG 7).
No. of Posts : One (1)
Salary Scale : Kshs. Ksh. 87,360 x 3,190 - 90,550 x 4,490 - 95,040 x 4,860 - 99,900
x 5,010 - 104,910 x 5,240 - 110,150 x 5,500 - 115,650 x 5,780 - 121,430 p.m.
House Allowance : Kshs. 28, 000 p.m.
Commuter Allowance : Kshs. 12,000 p.m.
Leave Allowances : Kshs. 6,000 p.a
Leave Entitlement : 30 days per financial year excluding weekends and Public holidays
Medical Benefits : As per existing TKNP Scheme
Terms of Service : Permanent and Pensionable

Position Summary:

Reporting to the Principal the ICT Manager shall have an overall responsibility for provision of strategic direction, policy development, management and administration of the ICT initiatives, reviewing, articulating and implementing the TKNP ICT Strategy through a robust and customer-focused set of infrastructure systems, to support the Polytechnic's Strategy.

Key Duties and Responsibilities:

1. Oversee the formulation, implementation and review of ICT Plans.
2. Responsible for design, development and implementation of the Institution's IT projects for progressive realization of the Institution's objectives.
3. Control ICT resources in the institution for optimal utilization.
4. Monitor performance of information technology systems to determine cost and productivity levels and make recommendations for improving IT infrastructure.
5. Manage ICT staff through mentorship, coaching and communicating job expectations.
6. Provide advice on ICT Technical matters within the Institution.
7. Safeguard the Institution's assets and other resources under the jurisdiction of the Institution.
8. Prepare and submit periodic reports to the Ministry of ICT, Communication Authority and ICT Authority.





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9. Ensure timely provision of technical support for all Polytechnic's core business applications.
10. Ensure efficient and effective operations by guiding the formulation, development and user needs anticipation.
11. Coordinate the formulation of ICT budgets for all departments and sections.
12. Establish protection and security of Polytechnic's ICT assets.
13. Ensure the Polytechnic is represented in relevant professional bodies and ICT forums.
14. Manage information technology and computer systems.
15. Ensure security of data, network access and backup systems
16. Assess and develop test strategies for new hardware and software
17. Ensuring proper training and deployment of all ICT Officers in the institution.

Required Qualifications and Competencies:

For appointment to this grade an officer must have the following qualifications and experience;

1. Bachelor's Degree in Computer Science/Information Communication Technology, Information Security and Forensics, Business Information Technology, Telecommunications Engineering or related discipline from a recognized and accredited institution;
2. Have a minimum of five (5) years relevant work experience, two (2) of which should have been in a management position preferably in an educational Institution or equivalent.
3. Master of Science: Computer Information Systems (MSc CIS) or Master of Science: Information Technology (MSc.IT) or a (Masters) Degree in a related field is an added advantage;
4. Professional qualifications in Information Security (CISA or its equivalent), Network Administration (CCNA or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent);
5. Demonstrate outstanding qualities of leadership, coordination and organizational capabilities, at top management level.
6. Membership with recognized and relevant professional body of good standing is a must.

| | | |
|---------------------|---|---|
| Post | : | IGU Manager, Job Group 'P' (CSG 7). |
| No. of Posts | : | One (1) |
| Salary Scale | : | Ksh. 87,360 x 3,190 - 90,550 x 4,490 - 95,040 x 4,860 - 99,900 x 5,010 - 104,910 x 5,240 - 110,150 x 5,500 - 115,650 x 5,780 - 121,430 p.m. |
| House Allowance | : | 28,000. |
| Commuter Allowance: | : | 12,000. |
| Leave Allowances | : | Kshs. 6,000 p.a |
| Annual Leave | : | 30 days per financial year excluding weekends and Public holidays |
| Medical Benefits | : | As per existing TKNP Scheme |
| Terms of Service | : | Permanent and Pensionable |

Position Summary:

Reporting to the CEO, the job holder will be responsible for the overall management, administration, and supervision of the Income Generating Unit Company a Special Purpose Vehicle





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(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.

Key Duties and Responsibilities:

1. Provide visionary leadership and direction to the Special Purpose Vehicle (SPV) and ensure that the Company mandate and policies are implemented fully and effectively in line with the strategic plan;
2. Develop and recommend the long-term strategy, business plans, and annual operating budgets;
3. Establish proper internal monitoring and control systems and procedures;
4. Identify and secure sustainable revenue generating streams through domestic and international market development.
5. Identify value adding marketing services that the company can provide;
6. Ensure the Company is self-sustainable and independently become an income generation entity;
7. Coordinate and prepare business related proposals, reports and other submissions for consideration by the Board;
8. Ensure that there is effective communication within the company;
9. Ensure continuous improvements in the quality and value of products provided by the company;
10. Ensure continuous achievement of the Company financial, operating goals and objectives.
11. Maintain a conducive work environment for attracting, retaining and motivating employees;
12. Foster a corporate culture that promotes ethical practices and good corporate citizenship.
13. Ensure compliance with the national, regional and international laws as may be applicable;
14. Ensure proper management and custody of all the Company assets and property;
15. Any other functions as may from time to time be assigned under the establishing legislation.

Required Qualifications and Competencies:

1. Must have a Bachelor's degree in Business, Accounting, Finance or its equivalent from a university recognized in Kenya;
2. Must have at least Five years (5) years' relevant post qualification working experience, (2) of which should have been in Senior Management position in public or private sector institution/company; with a focus on income generation.
3. Must be a Member of a Professional Body and in good standing;
4. MBA or a relevant Master's degree from a university recognized in Kenya will be an added advantage;
5. Experience working within income generation or handling a SPV would be an added advantage.

HOW TO APPLY





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Interested candidates who meet the above requirements should submit their applications online via the link <https://forms.gle/mzyMk9KwUVY4VZkY8> attaching detailed Curriculum Vitae, copies of Academic and Professional Certificates and other testimonials. Please note that we may use this information to conduct background verification during the recruitment process. Quote the title of the position you are applying for and include your mobile telephone contact, email addresses to be received not later than **Monday 27th November, 2023**.

The applications should be addressed to:

The Chief Principal/Council Secretary
Kisumu National Polytechnic,
P.O Box 143-40100,
Kisumu.



Only candidates offered employment shall be expected to present the following clearance certificates;

- i. Valid Certificate of Good Conduct;
- ii. Valid Clearance from the Ethics and Anti – Corruption Commission;
- iii. Valid Certificate of Compliance from the Higher Education Loans Board (HELB);
- iv. Kenya Revenue Authority (KRA) Tax Compliance Clearance; and
- v. Valid Certificate of Clearance from the Credit Reference Bureau (CRB).

TKNP is an equal opportunity employer and encourages all qualified persons; including Women, Persons with Disability and persons from Minority Groups to apply. Canvassing will lead to disqualification.

Only Shortlisted candidates will be contacted for interview.