



Date: 29th December, 2023

VACANT POSITIONS.

The Kisumu National Polytechnic is a leading TVET institution dedicated to excellence in Technical and Vocational Education and Training (TVET). We are currently seeking passionate and skilled individuals to join our team in the following positions:

S/No.	Position	Grade	Vacancies	Terms of Service
1.	CBET Technologist-Pharmacy	JG 'K' (CSG 10)	3	2Year Fixed Term Contract
2.	CBET Technologist-Food Science Technology	JG 'K' (CSG 10)	1	2Year Fixed Term Contract
3.	CBET Technician-Land Surveying	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
4.	CBET Technician-Plumbing	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
5.	CBET Technician-Construction Plant	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
6.	CBET Technician-Industrial Plant Operations Maintenance	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
7.	CBET Technician-Agriculture	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
8.	CBET Technician-Material Testing	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
9.	CBET Technician-Carpentry	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
10.	CBET Technician-Masonry	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
11.	Supply Chain Officer	JG 'L' (CSG 9)	2	2Year Fixed Term Contract
12.	Supply Chain Officer	JG 'K' (CSG 10)	2	2Year Fixed Term Contract
13.	Information Systems Audit Officer	JG 'K' (CSG 10)	1	2Year Fixed Term Contract
14.	Internal Audit Assistant	JG 'J' (CSG 11)	1	2Year Fixed Term Contract
15.	Finance Officer-Reporting	JG 'L' (CSG 9)	1	2Year Fixed Term Contract
16.	Accountant-Receiveable	JG 'K' (CSG 10)	1	2Year Fixed Term Contract
17.	Driver I	JG 'H' (CSG 12)	1	2 Year Fixed Term Contract
18.	Apprentice-Human Resources		1	1 Year Fixed Term Contract
19.	Apprentice-Research		2	1 Year Fixed Term Contract
20.	Internship-Monitoring and Evaluation		1	1 Year Fixed Term Contract
21.	Internship-Public Relations and Communication		1	1 Year Fixed Term Contract

Detailed Job Descriptions:

Post	CBET Technologist-Pharmacy, Job Group 'K' (CSG 10).
No. of Posts	Three (3)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.5,000 p.m.



Job Summary:

- Prepare learning materials and carry out instructions to learners during practical lessons.
- Supporting pharmacological services
- Maintaining records by recording and filing the prescriptions.
- Sorting, stocking and labelling medications and monitoring inventory.
- Complying with rules, regulations and procedures to help maintain a clean and safe pharmacy.
- Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- Minimum of a Degree in Pharmaceutical Technology from an institution recognized by the Pharmacy and Poisons Board (PPB).
- Registration Certificate issued by the Pharmacy and Poisons Board and a valid license by the Pharmacy and Poisons Board and
- A two (2) year working experience in the relevant field must be well conversant in pharmacy compounding, quality analysis of drugs & analytical techniques in pharmaceutical chemistry, experimental techniques in pharmacology and drug inventory management.
- Proficiency in computer applications.
- Good communication skills and Teaching Skills
- Experience in inventory management and Animal Husbandry will be an added advantage.

Post	CBET Technologist-Food Science Technology, Job Group 'K' (CSG 10).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.5,000 p.m.

Job Summary:

- Prepare learning materials and carry out instructions to learners during practical lessons.
- Keep inventory and records of all tools and equipment.
- Ensure maintenance and compliance with health and safety standards at all times.
- Offer technical support in workshops and participate in day to day workshop operations.
- Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- Minimum of a Degree in Applied Sciences, Food Science Technology, Applied Biology, Analytical Chemistry or related fields.
- A two (2) year working experience in the relevant field
- Proficiency in computer applications.
- Good communication skills and Teaching Skills

Posts:	CBET Technicians- <ol style="list-style-type: none">Land SurveyingPlumbingConstruction Plant
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	vi. Material Testing vii. Carpentry viii. Masonry Job Group 'J' (CSG 11).
No. of Posts	As indicated in the introduction summary above.
Basic Salary Scale	Ksh. 31,270 - 41,260 p.m.
House Allowance	Kshs.7,500 p.m.
Commuter Allowance	Kshs.4,000 p.m.

Job Summary:

- Designing, Installing, repairing and maintaining related equipment and machinery in area of specialization.
- Prepare learning materials and carry out instructions and guide learners during practical lessons.
- Keep inventory and records of all tools and equipment.
- Ensure maintenance and compliance with health and safety standards at all times.
- Offer technical support in workshops and participate in day to day workshop operations.
- Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- Diploma in the following areas of specialization; Building Technology, Mechanical Engineering, Land Surveying, Civil Engineering, Agriculture or other relevant disciplines with at least a one-year relevant experience in the areas of specialization.
- Computer literacy will be an added advantage

Post	Supply Chain Officer I-Job Group 'L' (CSG 9).
No. of Posts	Two (2)
Basic Salary Scale	Ksh. 42,970 - 59,120 p.m.
House Allowance	Kshs.22,000 p.m.
Commuter Allowance	Kshs.6,000 p.m.

Job Summary:

Reporting to the Supply Chain Manager, specific duties at this level will involve: planning and co-ordination of supplies management services; enforcement of Government regulations, systems and procedures; preparation of supplies estimates of expenditure and control of the supplies vote; initiation of procurement policy; reviewing and updating of existing procurement regulations, supplies management instructions; monitoring the implementation of supply chain management policies, guidelines, and procedures issued from time to time; training and development of the supply chain management personnel.

Requirements:

- A Bachelor's degree in Procurement or its equivalent qualification from a recognized institution.
- Minimum experience of three (3) years in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- Membership/Registration with the relevant professional body is a must have.
- Demonstrated general administrative ability required for direction, control and implementation for public procurement and Disposal Act.



Job Summary:

- a) Prepare learning materials and carry out instructions to learners during practical lessons.
- b) Supporting pharmacological services
- c) Maintaining records by recording and filing the prescriptions.
- d) Sorting, stocking and labelling medications and monitoring inventory.
- e) Complying with rules, regulations and procedures to help maintain a clean and safe pharmacy.
- f) Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- a) Minimum of a Degree in Pharmaceutical Technology from an institution recognized by the Pharmacy and Poisons Board (PPB).
- b) Registration Certificate issued by the Pharmacy and Poisons Board and a valid license by the Pharmacy and Poisons Board and
- c) A two (2) year working experience in the relevant field must be well conversant in pharmacy compounding, quality analysis of drugs & analytical techniques in pharmaceutical chemistry, experimental techniques in pharmacology and drug inventory management.
- d) Proficiency in computer applications.
- e) Good communication skills and Teaching Skills
- f) Experience in inventory management and Animal Husbandry will be an added advantage.

Post	CBET Technologist-Food Science Technology, Job Group 'K' (CSG 10).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.5,000 p.m.

Job Summary:

- a) Prepare learning materials and carry out instructions to learners during practical lessons.
- b) Keep inventory and records of all tools and equipment.
- c) Ensure maintenance and compliance with health and safety standards at all times.
- d) Offer technical support in workshops and participate in day to day workshop operations.
- e) Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- a) Minimum of a Degree in Applied Sciences, Food Science Technology, Applied Biology, Analytical Chemistry or related fields.
- b) A two (2) year working experience in the relevant field
- c) Proficiency in computer applications.
- d) Good communication skills and Teaching Skills

Posts:	CBET Technicians- <ul style="list-style-type: none">i. Land Surveyingii. Plumbingiii. Construction Plant
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Post	Supply Chain Officer II-Job Group 'K' (CSG 10).
No. of Posts	Two (2)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.6,000 p.m.

Job Summary:

An officer at this level will be responsible for the initiation of procurement policies; reviewing, up-dating, interpretation and implementation of existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; planning and coordinating supply chain management activities in procurement, warehousing, distribution and fleet management; processing of agenda for the tender committees; and processing of contracts.

Requirements:

- A Bachelor's degree in Procurement or its equivalent qualification from a recognized institution.
- Minimum experience of two (2) years in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- Membership/Registration with the relevant professional body is a must have.
- Demonstrated a high administrative capability in the management of procurement services.

Post	Information Systems Audit Officer-Job Group 'K' (CSG 10).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.6,000 p.m.

Job Summary:

Under supervision of the Internal Auditor, he/she performs detailed evaluation and internal control and audit reviews of computer information systems, Develops and maintains audit softwares, Consults with departmental heads and staff on computer information systems operational issues.

Duties and Responsibilities:

- Performs general and application control reviews for simple to complex computer information systems.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Maintains and develops computerized audit software.
- Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- Consults with and advises departmental heads, and staff on various operational issues related to computerized information systems, and on general institutional operations as needed.
- Follows up on audit findings to ensure that management has taken corrective action(s).



- i) Coordinates and interacts with external auditors, departmental heads, staff and law enforcement officials as appropriate; may be required to testify in court.
- j) Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- k) Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- l) Conduct operational, compliance, financial and investigative audits, as assigned.
- m) Performs miscellaneous job-related duties as assigned.

Requirements:

- a) Bachelor's degree in Computer Science or Business-related field;
- b) At least two (2) years experience directly related to the duties and responsibilities specified.
- c) Additional certifications as Certified Information Systems Auditor (CISA), OR Certified Internal Auditor (CIA), OR Certified Public Account (CPA) is highly desired.

Post	Internal Audit Assistant-Job Group 'J' (CSG 11).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 31,270 - 41,260 p.m.
House Allowance	Kshs.7,500 p.m.
Commuter Allowance	Kshs.4,000 p.m.

Job Summary:

Reporting to the Internal Auditor, The Officer shall have an overall responsibility for conducting independent and objective quality assurance reviews aimed at adding value and improving the operations of the Kisumu National Polytechnic. The position also provides advice to enhance internal control, risk management and compliance and audit support to the Internal Audit department.

Requirements:

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

- a) Bachelors of commerce degree (Accounting/ Finance) option with at least (1) one years' experience.
- b) CPA Part II or its equivalent recognized qualifications.
- c) Certificate in computer application skills.
- d) Must possess working knowledge of computerized financial management/audit systems.

Post	Finance Officer-Reporting -Job Group 'L' (CSG 9).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 42,970 - 59,120 p.m.
House Allowance	Kshs.22,000 p.m.
Commuter Allowance	Kshs.6,000 p.m.

Job Summary:

Reporting to the Finance Manager, The Finance Officer-Reporting shall coordinate the activities in finance department; preparation of financial statements; ensure all reconciliations are done in time; support in budget preparation and monitoring. Analysis of all the reports prepared before they are reviewed by the finance manager. Monitor all activities to ensure compliance to laws/regulations and smooth flow of the operations of the institution.

Requirements:



- a) Bachelor's degree in Accounting, Finance, Business Administration, Economics or its equivalent with three (3) years of experience.
- b) CPA (K), ACCA, or equivalent qualification.
- c) Must possess working knowledge of computerized financial management systems.
- d) Must have served in a middle level management position or equivalent for at least a year.
- e) Must demonstrate outstanding qualities of leadership, coordination, and organizational capabilities.

Post	Accountant-I -Revenue-Job Group 'K' (CSG 10).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 38,270 - 51,170 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.6,000 p.m.

Job Summary:

Reporting to the Finance Officer, The Accountant shall be in charge of the daily reconciliation between bank and institutional accounts as well as handling daily receipts, monthly revenue intake sheets, spreadsheet files, and preparation of financial statements; ensure all reconciliations are done in time; support in budget preparation and monitoring, Analysis of all the reports prepared before they are reviewed by the Finance Officer and Monitoring of all activities to ensure compliance to laws/regulations and smooth flow of the operations of the institution.

Requirements:

- a) Bachelor's degree in Accounting, Finance, Business Administration, Economics or its equivalent with two (2) years of experience.
- b) CPA (K), ACCA, or equivalent qualification.
- c) Must possess working knowledge of computerized financial management systems.
- d) Must demonstrate outstanding qualities of leadership, coordination, and organizational capabilities.

Post	Driver I-Job Group 'H' (CSG 12).
No. of Posts	One (1)
Basic Salary Scale	Ksh. 25,470 - 33,950 p.m.
House Allowance	Kshs.4,500 p.m.
Commuter Allowance	Kshs.4,000 p.m.

Job Summary:

Duties and responsibilities at this level will involve: driving a motor-vehicle as authorized; carrying out minor mechanical repairs; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; and maintenance of work tickets for vehicle assigned.

Requirements:

- a) Served as an Executive Driver/CEO Driver in the public service or a reputable private sector organization for a minimum period of two (2) years;
- b) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- c) Passed the Occupational Trade Test Grade II;

- d) Demonstrated merit and ability in driving and maintenance of vehicles;
- e) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- f) A valid Certificate of Good Conduct from the Kenya Police; and
- g) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution

APPRENTICESHIP

Posts:	Apprentice <ul style="list-style-type: none"> • Human Resources (1) • Research Apprentice-Engineering & Applied Sciences (2)
Remuneration	Monthly stipend
Terms of Service	12 Months Contract -Non-Renewable

The Apprentice and Interns will work under the guidance and supervision of senior officers.

Duties and Responsibilities-Human Resources Management- Apprentices

- a) Completing duties mutually agreed upon and assigned by the supervisors;
- b) Documenting relevant skills acquired in their areas of deployment; and
- c) Actively participating in any relevant mentorship activities and additional responsibilities

Duties & Responsibilities-Research Apprentices-Engineering & Applied Sciences.

- a) Prepares interview questions and collects data.
- b) Conducts research experiments.
- c) Analyzes data and summarizes results.
- d) Fact checks and proofreads manuscripts.
- e) Generates graphs and spreadsheets to portray results.
- f) Maintains research equipment.

Requirements for Apprentice;

- a) The age of enrolment into the Apprenticeship programme shall be 18-35years.
- b) For Human Resources Management, desired qualifications for entry into the Apprenticeship programme is a Diploma in Human Resources Management or related field from a recognized TVET institution.
- c) For Research Apprentice, desired qualifications for entry into the Apprenticeship programme is a -Diploma certificate or sat for the final exams towards the award of a diploma certificate in engineering or applied sciences not earlier than 2022 from a recognized institution of higher learning.
- d) Possess proven skills and experience in applied research, including the ability to design and fabricate innovations, conduct research studies, analyse data, and interpret findings.
- e) Demonstrate a proven ability to work collaboratively in a team environment with other researchers, technicians, and trainers.

INTERNSHIP

Post	Internship <ul style="list-style-type: none"> • Monitoring & Evaluation (1)
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	<ul style="list-style-type: none">Public Relations and Communication (1)
Remuneration	Monthly stipend
Terms of Service	12 Months Contract-Non-Renewable

Requirements:

- Have a minimum of a Degree in Demographics, Public policy, International development, Economics, Monitoring & Evaluation, Applied Statistics, Mathematics, Public Relations and Communication or relevant discipline from a recognized university.
- Must be able to demonstrate excellent data analysis skills
- Have graduated not earlier than the year 2022 and proficient in computer skills.

HOW TO APPLY

Interested candidates who meet the above requirements should submit their applications online via the link <https://forms.gle/ypViPj8tPMik5L7E7> 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 Friday **12th January, 2024**.

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:

- Valid Certificate of Good Conduct;
- Valid Clearance from the Ethics and Anti – Corruption Commission;
- Valid Certificate of Compliance from the Higher Education Loans Board (HELB);
- Kenya Revenue Authority (KRA) Tax Compliance Clearance; and
- 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.