



The Kisumu National Polytechnic

Industry Succeeds

Opening Date: 31st May, 2024

Closing Date: 14th June, 2024

VACANCY

The Kisumu National Polytechnic is a leading TVET institution dedicated to excellence in Technical and Vocational Education and Training (TVET). We are executing the Regional Flagship TVET Institute for Textile Technology (RFTITT) within the manufacturing sector. The project adopts a learning factory model, comprising office spaces and a factory equipped with cutting-edge textile technology machinery. The RFTITT aims to become a world-class center of excellence in textile innovation, training, research, and global community service. The objective is to contribute to the regional textile industry's development by offering high-quality products and services to ensure sustained customer satisfaction and profitable growth. To achieve this vision, the Polytechnic seeks to recruit a dynamic Factory Manager to support organizational objectives.

We are currently seeking a passionate and skilled individual to oversee facility operations and lead a team of production employees in the following position:

S/No.	Position	Grade	Vacancies	Terms of Service
1.	Textile Technology Institute Manager	JG 'P' (CSG 7)	1	Three (3) Year Contract

Detailed Position Description:

1. Textile Technology Institute Manager-Job Group 'P' -(CSG 7).

Job Summary:

Reporting to the Principal the Textile Technology Institute Manager will manage and lead all facility production and administrative departments; Ensure efficient facility operations with maximum productivity; Ensure each department produces high-quality products; Conduct periodic inspections to ensure standards compliance; Maintain communication with employees, suppliers, and vendors, Stay updated on manufacturing industry developments, Oversee safety protocols and programs and Ensure compliance with safety protocols by all employees and subcontractors.

Detailed Duties & Responsibilities:

1. Coordinate preparation of periodic textile and apparel production plans.
2. Ensure proper balancing of apparel production lines for target output.
3. Coordinate with the Quality Manager to ensure high-quality product production.
4. Train, motivate, and supervise factory operations while adhering to safety, performance, and environmental standards.
5. Provide accurate costing of orders to maintain gross margins.
6. Prepare and submit contract invoices for payment.
7. Process purchase orders.

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8. Manage inventories of trims and fabrics to support order flow.
9. Provide periodic sales forecasts and manage production schedules.
10. Ensure continuous training of machine operators and helpers.
11. Ensure smooth execution of apparel production meeting buyers' specifications and schedules.
12. Take ownership of goal achievement and job targets.
13. Create work schedules, assign tasks, and coordinate manufacturing activities.
14. Allocate resources to maintain production standards.
15. Collaborate with quality control teams to ensure finished goods meet standards.
16. Monitor production output and adjust processes to meet deadlines.
17. Review and audit production processes for improvement strategies.
18. Train, motivate, and supervise factory operations while adhering to safety, performance, and environmental standards.

Requirements:

1. Bachelor's degree in Textile Technology/Engineering or equivalent from a recognized university. Master's degree is an added advantage.
2. Be registered with the relevant professional body
3. Should have worked preferably as a factory manager in a reputable textile factory.
4. At least 5 years' experience in designing and developing textile manufacturing processes.

Desirable Competencies:

1. Exhibit a creative problem-solving approach and ability to work under pressure to meet deadlines.
2. Strong leadership and team-building skills.
3. Demonstrate knowledge of textile manufacturing, industrial safety standards and procedures.
4. Demonstrate excellent organizational and planning skills.
5. Proven ability to manage multiple sections with constant focus on quality.

HOW TO APPLY

Interested candidates who meet the above requirements should submit their applications online via the link <https://forms.gle/CHZ76QZbEBMWnxKLA> 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 and include your mobile telephone contact, email addresses to be received not later than Friday 14th June, 2024.

The applications should be addressed to:
The Chief Principal/Council Secretary
Kisumu National Polytechnic,
P.O Box 143-40100,
Kisumu.



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Only the candidate 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.

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