



The Kisumu National Polytechnic

Industry Succeeds

Opening Date: 31st May, 2024

Closing Date: 7th June, 2024

VACANCIES

The Kisumu National Polytechnic is a leading TVET institution dedicated to excellence in Technical and Vocational Education and Training (TVET). We seek to engage **qualified staff who are currently serving in TKNP** for the positions listed below. Applicants must have demonstrated diligence, commitment and a positive attitude during the period they have served at TKNP.

S/No.	Position	Vacancies
1.	Registrar	1
2.	Dean of Students	1
3.	Industry Liaisons Officer	1

Detailed Job Descriptions;

1. Registrar.

Job Summary:

Reporting to the Deputy Principal, Academics and Student Affairs the Registrar has an overall responsibility of coordinating student admissions, registration activities and exchange programmes; developing and implementing relevant academic policies; coordinating preparation of academic schedules and graduation activities; ensuring safe custody of examination results and certificates; coordinating development and review of curricula; coordinating allocation of classrooms for optimum use of buildings and equipment; participating in both management and academic board meetings; coordinating marketing and publicity of the institution's academic programmes, research and innovation activities, issuance of transcripts, academic certificates and examination results analysis.

Requirements:

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

- Bachelor's degree or its equivalent in any of the TVET disciplines or Business Administration, Marketing, Finance, Public Administration, Human Resource Management or equivalent qualifications from a recognized Institution with a postgraduate diploma in education.
- At least six (6) years' experience, three (3) of which must have been in a management position in a tertiary learning institution or public service.
- Served as Deputy Registrar, Senior Vocational & Technical Trainer, Head of Department or Research & Development Officer for a minimum period of three (3) years.
- Attended Senior management course lasting not less than 4 weeks.



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2. Dean of Students

Job Summary:

Reporting to the Deputy Principal Academics and Student Affairs, the Dean of Students serves as a primary administrative contact and advocate for trainee welfare. The Dean works directly with trainees to provide services and programs that enhance trainee's life such as mentoring services, sports, clubs and societies; Providing general assistance to trainees on issues relating to their welfare; Coordinating the implementation of Trainee Welfare programs and provision of services that include provision of health and accommodation services; Overseeing the process of trainee leadership elections and serving as the primary administrative contact for parents to address their questions and concerns on trainee welfare.

Requirements:

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

- a) Bachelor's degree in any of the following disciplines: Counselling Psychology, Guidance & Counselling, Sociology, Education or equivalent qualification from a recognized Institution with a postgraduate diploma in education.
- b) At least six (6) years' experience, three (3) of which must be in a management level in a polytechnic or public service.
- c) Served as Deputy Dean of Students, Senior Vocational & Technical Trainer, Head of Department or Senior Research & Development Officer for a minimum period of three (3) years.
- d) Attended Senior management course lasting not less than 4 weeks.

3. Industrial Liaisons Officer.
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Job Summary:

Reporting to the Deputy Principal Academics and Student Affairs, The ILO is charged with the coordination of industrial attachment training for staff and trainees, Collaborating with industry for placement of trainees for attachment, Coordinating acquisition of insurance cover for trainees proceeding on attachment, Briefing trainees on industrial attachment requirements and their welfare during attachment, Coordinating supervision of trainees on attachment, Maintaining supervisors' and trainees' attachment reports, Coordinating integration of feedback arising from the industrial attachment experience to improve training and assessment and Chairing the industrial attachment committee.

Requirements:

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

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- Bachelor's degree in any of the following disciplines: Social Sciences, Counselling Psychology, Sociology, Education or its equivalent qualifications from a recognized Institution with a Post Graduate Diploma in Education.
- At least six (6) years' experience, three (3) of which must have been in a management position in a tertiary learning institution or public service.
- Served as Deputy Registrar, Senior Vocational & Technical Trainer, Head of Department or Research & Development Officer for a minimum period of three (3) years.
- Attended Senior management course lasting not less than 4 weeks.

N/B: Applicants for the above positions must currently be in Job Group 'P' and above.

HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/pBoTrQiEKmunvviP6> 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 7th June, 2024.

N/B: Candidates shall be required to produce their original Certificates and original letter of appointment to their current substantive position during the interviews.

The applications should be addressed to:

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



All successful candidates must fulfil the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- 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 all qualified internal candidates are encouraged to apply.

Only Shortlisted candidates will be contacted for interview.