



The Kisumu National Polytechnic

Industry Succeeds

Opening Date: 31st May, 2024

Closing Date: 14th June, 2024

VACANCIES

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
1.	Supply Chain Manager	JG 'P' (CSG 7)	1
2.	Internal Audit Manager	JG 'P' (CSG 7)	1
3.	Finance Manager	JG 'P' (CSG 7)	1

Detailed Job Descriptions:

1. Supply Chain Manager-Job Group 'P' -(CSG 7).

Job Summary:

Reporting to the Principal the Supply Chain Manager shall have an overall responsibility for providing leadership in procurement issues of the Polytechnic including the coordination of procurement and disposal process, provision of secretariat services to procurement and Asset disposal committees and advising the Chief Principal on procurement matters, in line with the provisions of Public Procurement and Asset Disposal Act 2015 and Regulation 2020.

Requirements:

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

- Have a minimum of eight (8) years relevant work experience, preferably in an educational Institution or equivalent.
- Bachelor Degree in Commerce, Procurement and Supplies Management, Logistics or Equivalent qualification from a Recognized Institution.
- Master Degree in Commerce, Procurement and Supplies Management, Logistics or Equivalent qualification from a Recognized Institution is an added advantage;
- Full and licensed member of the Kenya Institute of Supplies management /CIPS in good standing;
- Must possess working knowledge of computerized procurement management systems
- Demonstrate outstanding qualities of leadership, coordination and organizational capabilities, at top management level.
- Senior management course lasting not less than 4 weeks.
- Served in the grade of Supply Chain Management Officer or its equivalent, for a minimum period of three (3) years.

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2. Internal Audit Manager-Job Group 'P' -(CSG 7).

Job Summary:

Reporting functionally to the Governing Council and administratively to the Principal, the Internal Audit Manager shall have an overall responsibility of providing independent, strategic leadership, objective assurance and consultancy to the Council Audit, Risk and Compliance Committee with a view to adding value and improving the operations of the Institution and shall be responsible for carrying out internal audits in relation to the TKNP operations and providing technical advice to Council and management to enhance internal control, risk management, compliance, and corporate governance.

Requirements:

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

- a) Bachelor's degree in Finance, Accounting, Economics or its equivalent with eight (8) years of relevant experience.
- b) A Master's degree in any of the following fields: Business Administration, Finance, Accounting or equivalent from a recognized institution is an added advantage.
- c) Certified Public Accountant of Kenya CPA(K),
- d) Member of the Institute of Certified Public Accountants Kenya (ICPAK) in good standing
- e) Member of the Institute of Internal Auditors of Kenya and in good standing.
- f) Senior management Course lasting not less than four (4) weeks from a recognized institution.
- g) At least 2 week's trainings on Audit, investigations; Enterprise Risk management and Financial Management from a recognized institution.
- h) Served in the grade of Internal Auditor or its equivalent, for a minimum period of three (3) years.

3. Finance Manager-Job Group 'P' -(CSG 7).

Job Summary:

Reporting to the Principal, The Finance Manager shall have an overall responsibility to provide leadership in financial matters of the Polytechnic including the preparation of comprehensive financial statements, monitoring the budget and the finance department operations and ensure that the financial reports comply with the international Public Sector Accounting Standards and other relevant regulations and guidelines for the proper running of the Polytechnic.

Requirements:

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

- a) Bachelor's degree in Finance, Accounting, Economics or its equivalent with eight (8) years of relevant experience.
- b) Master's Degree in a relevant field is an added advantage.
- c) Must have a CPA (K), ACCA or CIMA (UK), or equivalent qualification.

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- d) Must be a member of ICPAK in good standing.
- e) Must possess working knowledge of computerized financial management systems.
- f) Senior Management Course from a recognized institution lasting not less than four (4) weeks.
- g) Served in a management position or equivalent for at least three (3) years in an educational Institution or equivalent.
- h) Served in the grade of a Finance Officer or its equivalent, for a minimum period of three (3) years.

HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/YU4EgdJuEbmTL134A> 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 14th June, 2024.

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;

- 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 all qualified internal candidates are encouraged to apply.

Only Shortlisted candidates will be contacted for interview.