



Date: 3rd January, 2025

VACANT POSITIONS

The Kisumu national polytechnic is a leading TVET institution dedicated to Excellence in Technical Vocational Education and Training (TVET). We are currently seeking competent, skilled and passionate personnel for the following positions.

S/no.	Position	Grade	Vacancies	Terms of Service
1.	ICT officers	J/G 'K'(CSG10)	3	Permanent and Pensionable
2.	CBET Technician-Electrical Engineering	J/G 'J' (CSG 11)	3	Permanent and Pensionable
3.	CBET Technician-Land Surveying	J/G 'J' (CSG 11)	1	Permanent and Pensionable
4.	CBET Technician-Civil Engineering	J/G 'J' (CSG 11)	1	Permanent and Pensionable
5.	CBET Technician-Carpentry	J/G 'J' (CSG 11)	2	Permanent and Pensionable
6.	CBET Technician-Plumbing	J/G 'J' (CSG 11)	2	Permanent and Pensionable
7.	CBET Technician-Mechanical Engineering/ Welding and Fabrication	J/G 'J' (CSG 11)	2	Permanent and Pensionable
8.	CBET Technician-Bakery	J/G 'J' (CSG 11)	1	Permanent and Pensionable
9.	Incoming Generating Unit officer	J/G 'K'(CSG10)	1	Permanent and Pensionable
10.	Driving School Instructors	J/G 'G' (CSG 13)	2	Permanent and Pensionable
11.	Internship (Sales and Marketing)	Fixed Rate	1	1 Year Fixed Term Contract
12.	Internship (Kenya Registered Community Health Nurse)	Fixed Rate	1	1 Year Fixed Term Contract
13.	Internship (Research)	Fixed Rate	2	1 Year Fixed Term Contract
14.	Internship (Monitoring and Evaluation)	Fixed Rate	1	1 Year Fixed Term Contract
15.	Internship (Library)	Fixed Rate	2	1 Year Fixed Term Contract
16.	Apprentice (Masonry)	Fixed Rate	1	2 Year Fixed Term Contract
17.	Apprentice (Plumbing)	Fixed Rate	1	2 Year Fixed Term Contract
18.	Apprentice (Electrical/Electronics)	Fixed Rate	1	2 Year Fixed Term Contract
19.	Apprentice (Automotive/Mechanical/Welding and Fabrication/)	Fixed Rate	3	2 Year Fixed Term Contract
20.	Apprentice(Carpentry)	Fixed Rate	1	2 Year Fixed Term Contract
21.	Apprentice (Fashion & Design)	Fixed Rate	1	2 Year Fixed Term Contract

PRINCIPAL
THE KISUMU NATIONAL POLYTECHNIC
P.O. Box 143-40100, KISUMU
DATE:

DETAILED JOB DESCRIPTION

1. (a) ICT Officer (Networking) -J/G 'K' (CSG10)

No. of Posts	1
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	5,000 p.m.

Job Summary:

- i. Carrying out system analysis, design and programme specifications in liaison with users.
- ii. Developing, implementing and maintaining of systems.
- iii. Ensuring adherence to established ICT standards.
- iv. Supervising, compiling overall systems documentation and advising on ICT related issues.
- v. Supervising installation certification, repairs, maintenance of Information Communication Technology equipment and associated peripherals.
- vi. Developing and maintaining ICT standards, recommending and supervising Hardware/Software specifications for Information Communication Technology equipment.
- vii. Logging of problems, drawing and scheduling preventive maintenance, and assisting in feasibility studies as assigned.
- viii. Ensure maintenance and compliance with health and safety standards at all times.
- ix. Offer technical support in workshops and participate in day to day workshop operations.
- x. Configuration of network devices (Cisco and D-Link), Servers, systems and equipment.
- xi. Administration of ICT Infrastructure systems, and services (Active Directory, Domain Controllers, DNS, Windows Servers, Linux Servers).
- xii. Support and administration of firewall environments in line with IT security policy.
- xiii. Management of LAN and WAN infrastructure, including telephony (IP, and VOIP transport) QoS, and VPN.
- xiv. Any other duties assigned by the immediate supervisor or authorized.

(b) ICT Officer (Multimedia Services) -J/G 'K' (CSG10)

No. of Posts	1
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	5,000 p.m.

Job Summary:

- i. Carrying out system analysis, design and programme specifications in liaison with users.
- ii. Developing, implementing and maintaining of systems.
- iii. Ensuring adherence to established ICT standards.
- iv. Supervising, compiling overall systems documentation and advising on ICT related issues.
- v. Supervising installation certification, repairs, maintenance of Information Communication Technology equipment and associated peripherals.
- vi. Developing and maintaining ICT standards, recommending and supervising Hardware/Software specifications for Information Communication Technology equipment.



- vii. Logging of problems, drawing and scheduling preventive maintenance, and assisting in feasibility studies as assigned.
- viii. Ensure maintenance and compliance with health and safety standards at all times.
- ix. Offer technical support in workshops and participate in day to day workshop operations.
- x. Conceptualize, design, and produce high-quality visual materials for various platforms, including social media, website, email campaigns, advertisements, and print materials (brochures, posters, banners, etc.).
- xi. Edit artwork, photos, charts, tables and other graphic elements.
- xii. Proficiency in video and photo editing software such as Adobe Creative Suite and Final Cut Pro.
- xiii. Any other duties assigned by the immediate supervisor or authorized.

(c) ICT Officer (Support Services) -J/G 'K' (CSG10)

No. of Posts	1
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	5,000 p.m.

Job Summary:

- i. Carrying out system analysis, design and programme specifications in liason with users.
- ii. Developing, implementing and maintaining of systems.
- iii. Ensuring adherence to established ICT standards.
- iv. Supervising, compiling overall systems documentation and advising on ICT related issues.
- v. Supervising installation certification, repairs, maintenance of Information Communication Technology equipment and associated peripherals.
- vi. Developing and maintaining ICT standards, recommending and supervising Hardware/Software specifications for Information Communication Technology equipment.
- vii. Logging of problems, drawing and scheduling preventive maintenance, and assisting in feasibility studies as assigned.
- viii. Ensure maintenance and compliance with health and safety standards at all times.
- ix. Experience with e-learning platforms support and maintenance preferably Moodle
- x. Responsible for providing support to staff and trainees on e-learning use of e-learning platform.
- xi. Coordinate the designing, developing and delivering of training programs on essential computer skills, software applications and digital literacy
- xii. Any other duties assigned by the immediate supervisor or authorized.

Requirements:



- i. Bachelor's degree in Computer Science, Information Science, Mathematics & Computer Science, Software Engineering, Information Technology, Business Information Technology or equivalent qualifications from a recognized institution.
- ii. Served in the grade of ICT Officer III or in an equivalent and relevant position in the Public Service for a minimum period of two (2) years; and demonstrated professional ability, initiative and competence in organizing and directing work.

2. (a) CBET Technician-Electrical- J/G 'J' (CSG 11

No. of Posts	3
Basic Salary Scale	34,420-46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

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

Requirements:

- i. Diploma in the following areas of specialization; Electrical Engineering (Power option), Electrical Engineering (Telecommunications option) with relevant experience in the area of specialization.
- ii. Computer literacy will be an added advantage.

**(b) CBET Technician (Land Surveying, Civil Engineering, Carpentry and Plumbing)
J/G 'J' (CSG 11**

No. of Posts	As indicated in the introduction summary above
Basic Salary Scale	34,420-46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

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

Requirements:

- i. Diploma in the following areas of specialization; Building Technology, Land Surveying, Civil Engineering, Carpentry, Plumbing or other relative disciplines with relevant experience in the area of specialization.
- ii. Computer literacy will be an added advantage.

(c) CBET Technician (Mechanical Engineering/Welding & Fabrication) - J/G 'J' (CSG 11)

No. of Posts	As indicated in the introduction summary above
Basic Salary Scale	34,420-46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

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

Requirements:

- i. Diploma in the following areas of specialization; Mechanical Engineering, Welding and Fabrication with relevant experience in the area of specialization.
- ii. Computer literacy will be an added advantage.

(d) CBET Technician (Bakery Production) - J/G 'J' (CSG 11)

No. of Posts	1
Basic Salary Scale	34,420-46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

- i. Designing, executing, and improving recipes
- ii. Performing quality checks on ingredients and finished products
- iii. Using icing, glazes, fillings, and decorations to enhance item presentation
- iv. Processing orders from customers
- v. Preparing dough, mixing batters, and creating new recipes
- vi. Adhering to food quality and workplace safety protocols
- vii. Ensuring timely completion of baked products
- viii. Decorating baked goods using a pastry bag.
- ix. Maintain proper production records
- x. Monitoring of time-temperature relationships during processing.



Requirements:

- i. Diploma in Baking Technology or other relative disciplines with at least a one year relevant experience in the area of specialization.
- ii. Experience working within income generation unit would be an added advantage
- iii. Computer literacy will be an added advantage.

4. IGU Officer (Agriculture and Resource Economics) -J/G 'K' (CSG10)

No. of Posts	1
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	5,000 p.m.

Job Summary:

- i. Coordinating the identification of potential areas of resources;
- ii. Creating and maintaining network outreach for sustainable resource mobilization;
- iii. Identifying gaps in the area of operation
- iv. Assist in developing business plans and annual operating budgets.
- v. Assist in implementation of the policies, procedures and mandate in line with the institution strategic plan.

Requirements:

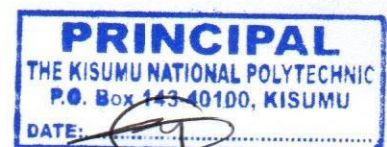
- i. Bachelor's degree in Agricultural Economics and Rural Development or equivalent qualifications from a recognized institution.
- ii. Demonstrate ability, initiative and competence in organizing and directing work.
- iv. Computer literacy will be an added advantage.

5. Driving School Instructors - J/G 'G' (CSG 13)

No. of Posts	2
Basic Salary Scale	25,420-33,170 p.m.
House Allowance	4,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

- i. Develop lesson plans and implement the driving school curriculum to ensure all areas are covered
- ii. Deliver comprehensive classroom and on-the-road driver training programs
- iii. Monitor student's driving, offering advice and assistance as needed to help the students develop their driving skills.
- iv. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenance
- v. Evaluate driver performance and provide constructive feedback to help them improve
- vi. Adhere to the driving school code of conduct, policies and procedures
- vii. Maintaining accurate records of training activities and driver progress
- viii. Ensure all assigned vehicles are clean and serviced
- ix. Perform any other duties that may be assigned from time to time.

Requirements:

- i. K.C.S.E Certificate
- ii. Valid Driving Licence and possess a clean record for class (B, C, C1, D1 and D2)
- iii. NTSA Instructor Training certificate
- iv. Valid NTSA Instructor's licence
- v. Certificate of Good Conduct
- vi. Good communication, interpersonal and instructional skills
- vii. First Aid skills and defensive driving techniques will be an added advantage
- viii. Ability to create a positive and motivating learning environment
- ix. Conversant with NTSA Act and Regulations
- x. Knowledge of National Highway Traffic Safety Administration.
- xi. Three (3) years of relevant working experience

6. Internship (Kenya Registered Community Health Nurse, Sales and Marketing, Research, Monitoring and Evaluation)

No. of Posts	As indicated in the introduction summary above
Remuneration	Monthly stipend
Terms of Service	12months Contract (Non-Renewable)

(a) Internship (Kenya Registered Community Health Nurse)

Duties and Responsibilities

- i. Completing duties mutually agreed upon and assigned by the supervisors;
- ii. Actively participating in any relevant mentorship activities and additional responsibilities;
- iii. Documenting relevant skills acquired in their areas of deployment.
- iv. Perform any other duties that may be assigned from time to time.

Requirements:

- i. Have a minimum of a Diploma in Community Health Nursing from a recognized institution.
- ii. Registration certificate issued by the Nursing Council of Kenya.
- iii. Valid practising licence from Nursing Council of Kenya.
- iv. Certificate in computer application skills from a recognized institution.

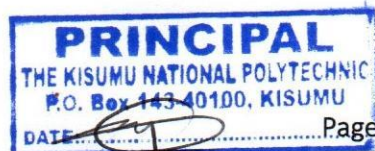
(b) Internship (Library, Sales and Marketing, Research, Monitoring and Evaluation)

Duties and Responsibilities

- i. Completing duties mutually agreed upon and assigned by the supervisors;
- ii. Actively participating in any relevant mentorship activities and additional responsibilities;
- iii. Documenting relevant skills acquired in their areas of deployment.
- iv. Perform any other duties that may be assigned from time to time.

Requirements:

- i. Have a minimum of a Certificate in Library, Sales and Marketing, Research, Monitoring and Evaluation or relevant discipline.
- ii. Must be able to demonstrate excellent technical skills.
- iii. Must have graduated not earlier than the year 2023



7. Apprentice (Masonry, Plumbing, Electrical, Carpentry, Fashion & Design, Automotive Engineering, Mechanical Engineering, Welding and Fabrication)

No. of Posts	As indicated in the introduction summary above
Remuneration	Monthly stipend
Terms of Service	24months Contract (Non-Renewable)

Duties and Responsibilities

- v. Completing duties mutually agreed upon and assigned by the supervisors;
- vi. Actively participating in any relevant mentorship activities and additional responsibilities;
- vii. Documenting relevant skills acquired in their areas of deployment.
- viii. Perform any other duties that may be assigned from time to time.

Requirements:

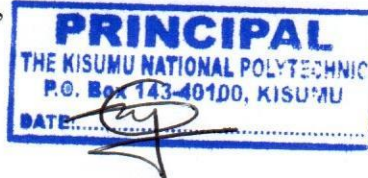
- i. The age of enrolment into the apprenticeship programme shall be 18-35 years.
- ii. Demonstrate a proven ability to work collaboratively in a team environment with other staff.
- iii. Have a minimum of a Certificate in Masonry, Plumbing, Electrical, Carpentry, Fashion & Design, Automotive Engineering, Mechanical Engineering, Welding and Fabrication or a related field from a recognized TVET institution;

HOW TO APPLY

Interested candidates who meet the above requirements should submit their applications via the online link <https://forms.gle/bxumCXDHtHfW2esp7> attaching detailed curriculum vitae, copies of Academic and Professional Certificates and other testimonial. 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 phone contact and personal email address to be received not later than **Monday 13th January, 2025.**

The applications should be addressed to:

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



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.