



# The Kisumu National Polytechnic

*Industry Succeeds*

Date: 17<sup>th</sup> March, 2025

## 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.    | Human Resources and Administration Manager        | J/G 'P' (CSG 7)  | 1         | Permanent and Pensionable |
| 2.    | Senior Human Resources Officer                    | J/G 'N' (CSG 8)  | 1         | Permanent and Pensionable |
| 3.    | Human Resources Officer II                        | J/G 'K' (CSG 10) | 1         | Permanent and Pensionable |
| 4.    | Supply Chain Manager                              | J/G 'P' (CSG 7)  | 1         | Permanent and Pensionable |
| 5.    | Supply Chain Management Officer I                 | J/G 'L' (CSG 9)  | 1         | Permanent and Pensionable |
| 6.    | Supply Chain Management Officer III               | J/G 'J' (CSG 11) | 1         | Permanent and Pensionable |
| 7.    | Senior Finance Officer                            | J/G 'N' (CSG 8)  | 1         | Permanent and Pensionable |
| 8.    | Senior Accountant                                 | J/G 'L' (CSG 9)  | 1         | Permanent and Pensionable |
| 9.    | Security Officer II                               | J/G 'K' (CSG 10) | 1         | Permanent and Pensionable |
| 10.   | Security Officer III                              | J/G 'J' (CSG 11) | 1         | Permanent and Pensionable |
| 11.   | Internal Audit Manager                            | J/G 'P' (CSG 7)  | 1         | Permanent and Pensionable |
| 12.   | Librarian I                                       | J/G 'L' (CSG 9)  | 1         | Permanent and Pensionable |
| 13.   | Public Relations and Marketing Officer II         | J/G 'K' (CSG 10) | 1         | Permanent and Pensionable |
| 14.   | CBET Technologist-Pharmacy                        | J/G 'K' (CSG 10) | 4         | Permanent and Pensionable |
| 15.   | CBET Technologist-Nutrition & Dietetics           | J/G 'K' (CSG 10) | 2         | Permanent and Pensionable |
| 16.   | CBET Technologist-Medical Laboratory Sciences     | J/G 'K' (CSG 10) | 2         | Permanent and Pensionable |
| 17.   | CBET Technologist-Food Production                 | J/G 'K' (CSG 10) | 1         | Permanent and Pensionable |
| 18.   | CBET Technician-Electrical/Electronic Engineering | J/G 'J' (CSG 11) | 2         | Permanent and Pensionable |
| 19.   | CBET Technician-Carpentry                         | J/G 'J' (CSG 11) | 1         | Permanent and Pensionable |
| 20.   | German Language Trainer                           | TKNP Terms       | 2         | Contractual Terms         |

## 1.Human Resources & Administration Manager-J/G ‘P’ (CSG 7)

|                           |  |
|---------------------------|--|
| <b>Post</b>               | Human Resources & Administration Manager-J/G ‘P’ (CSG 7) |
| <b>No. of Posts</b>       | 1  |
| <b>Basic Salary Scale</b> | 92,030-133,410 p.m.                                      |
| <b>House Allowance</b>    | 28,000 p.m.  |
| <b>Commuter Allowance</b> | 12,000 p.m.  |

### **Job Summary:**

Reporting to the Chief Principal, Human Resources & Administration Manager will oversee the day-to-day operations of the HR department at the polytechnic. This position is integral to ensuring that the institution attracts, retains, and nurtures the most talented staff and faculty while maintaining a positive and legally compliant work environment. The HR & Administration Manager will manage all HR functions including recruitment, training and development, employee relations, compensation and benefits, performance management, and advising the Chief Principal on employment matters, in line with the provisions of employment act compliance with labor laws.

### **Requirements:**

For appointment to this grade, an officer must have: -

- a) Bachelor’s degree in Human Resource Management, with eight (8) years of relevant work experience from a recognized institution
- b) Master’s degree in Human Resources or an MBA with HR specialization will be an added advantage.
- c) Membership of IHRM and in good standing, and must be Licensed to practice as a human resource professional with a valid practicing License.
- d) Senior management/ leadership training will be an added advantage.

### **Personal Attributes and Key Competencies**

- a) Ability to articulate and implement institutional mandate
- b) Organizational, analytical, managerial and decision-making skills
- c) Creativity and innovation
- d) Develops others
- e) Manages Quality and Risk
- f) Managing Change and Ambiguity
- g) Managing and Executive Strategy
- h) Technical Problem solving and
- i) Resource management skills
- j) Financial Management
- k) People management
- l) Policy implementation
- m) Planning and coordination and
- n) Guidance and Counselling

## 2.Senior Human Resources Officer- J/G ‘N’ (CSG 8)

|                           |   |
|---------------------------|---|
| <b>Post</b>               | Senior Human Resources Officer- J/G ‘N’ (CSG 8) |
| <b>No. of Posts</b>       | 1   |
| <b>Basic Salary Scale</b> | 52,330-96,130 p.m.                              |
| <b>House Allowance</b>    | 25,500 p.m.                                     |
| <b>Commuter Allowance</b> | 8,000 p.m.                                      |

### Job Summary

The officer responsible will be reporting to the Human Resources and Administration Manager in the institution. Specific duties will include: preparing budgets for the division and personnel emoluments for the institution; training and development of staff; placement, deployment and transfer of staff; discipline and promotion of staff; staff establishment and their optimal utilization in the institution. In addition, the officer will ensure that quality management standards area maintained.

### Requirements

For appointment to this grade, an officer must have: -

- a) Bachelor’s degree in Human Resource Management or its equivalent from a recognized institution with 9 years of relevant experience.
- b) Membership and holder of a practicing certificate of the Institute of Human Resource Management (IHRM).
- c) Professional qualifications in HR i.e. Higher National Diploma, CHRP, Postgraduate Diploma or its equivalent.
- d) Senior management/ leadership training will be an added advantage
- e) Served in a management position or equivalent for at least three (3) years in public service or comparable organization.
- f) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

### Personal Attributes and Key Competencies

- a) Ability to articulate and implement institutional mandate
- b) Organizational, analytical managerial and decision-making skills
- c) Creativity and innovation
- d) Technical problem solving and
- e) Resource management skills
- f) Punctuality
- g) Financial Management
- h) People management
- i) Policy implementation
- j) Planning and coordination and
- k) Guidance and Counselling

### 3. Human Resources Officer II-J/G 'K' (CSG 10)

|                           |  |
|---------------------------|--|
| <b>Post</b>               | Human Resources Officer I-J/G 'K' (CSG 10) |
| <b>No. of Posts</b>       | 1  |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.                         |
| <b>House Allowance</b>    | 12,800 p.m.                                |
| <b>Commuter Allowance</b> | 5,000 p.m.                                 |

#### Job Summary

An officer at this level will be involved in various human resource management activities, which will include: recruitment, appointment, promotion, remuneration, training, development and welfare of staff for the college. In addition, the officer will be responsible for development, interpretation and updating of human resource management policies and procedures in conjunction with the Heads of departments within the institution.

#### Requirements

For appointment to this grade, an officer must have: -

- a) Bachelor's degree in Human Resource Management, or equivalent qualification from a recognized institution with three (3) years of relevant experience.
- b) Membership of the institute of Human Resource Management (IHRM).
- c) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

#### Personal Attributes and Key Competencies

- a) Organizational, managerial and administrative skills
- b) Ability to work with minimum supervision
- c) Good communication skills
- d) Professionalism and integrity; and
- e) Policy implementation skills
- f) Punctuality
- g) Supervisory management
- h) Oral and written skills
- i) Budget setting
- j) Administrative skills

### 4. Supply Chain Manager-J/G 'P' (CSG 7)

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>Post</b>               | Supply Chain Manager-J/G 'P' (CSG 7) |
| <b>No. of Posts</b>       | 1                                    |
| <b>Basic Salary Scale</b> | 92,030-133,410 p.m.                  |
| <b>House Allowance</b>    | 28,000 p.m.                          |
| <b>Commuter Allowance</b> | 12,000 p.m.                          |

**Job Summary:**

Reporting to the Chief 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: -

- a) Bachelor's Degree in Commerce, Procurement and Supplies Management, Logistics or Equivalent qualification from a Recognized Institution.
- b) A Master's Degree in Commerce, Procurement and Supplies Management, Logistics or Equivalent qualification from a Recognized Institution is an added advantage;
- c) A minimum of eight (8) years relevant work experience, preferably in an educational institution or equivalent.
- d) Full Membership and license by Kenya Institute of Supplies management /CIPS, and in good standing;
- e) Working knowledge of computerized procurement management systems
- f) Demonstrated outstanding qualities of leadership, coordination and organizational capabilities, at top management level.
- g) Senior management/ leadership training will be an added advantage.

**Personal Attributes and Key Competencies**

- a) Organizational, analytical, managerial and decision-making skills
- b) Technical problem skills
- c) Appreciation and application of technology in the work environment
- d) Demonstrate experience in executive management, leadership in training with knowledge of trends in Supply chain skills training and competencies
- e) Emotionally intelligent
- f) Good planner and organizer
- g) Excellent analytical, negotiation, interpersonal and communication skills
- h) Good understanding of management in public sector
- i) Proficiency in the use of computer application
- j) Change agent
- k) Good counselling skills
- l) Initiative to achieve expected results
- m) Ability to work under pressure
- n) IT proficiency skills
- o) Uphold exemplary Corporate Governance in line with the Government values and promote a robust performance driven culture
- p) Highest level of integrity

## 5. Supply Chain Management Officer I-J/G 'L' (CSG 9)

|                           |   |
|---------------------------|---|
| <b>Post</b>               | Supply Chain Management Officer I-J/G 'L' (CSG 9) |
| <b>No. of Posts</b>       | 1   |
| <b>Basic Salary Scale</b> | 46,120-65,860 p.m.                                |
| <b>House Allowance</b>    | 22,000 p.m.                                       |
| <b>Commuter Allowance</b> | 6,000 p.m.  |

### Job Summary

Reporting to the Senior Supply Chain Management Officer, 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

For appointment to this grade, an officer must have: -

- a) A Bachelor's degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent qualifications from a recognized institution.
- b) Proven Supply Chain Management experience of a minimum of three (3) years in the Public Service or in a reputable private sector organization; OR
- c) Demonstrated general administrative ability required for direction, control and implementation for Public Procurement and Disposal Act.

### Personal Attributes and Key Competencies

- a) Organizational, managerial and administrative skills
- b) Positive working attitude and ability to give and take instructions
- c) Ability to get on well with diverse work force
- d) Good communication skills
- e) Creativity and innovativeness
- f) Professionalism and integrity; and
- g) Interpersonal skills including being a team player
- h) Punctuality
- i) Supervisory management

## 6. Supply Chain Management Officer III-J/G 'J' (CSG 11)

|                           |  |
|---------------------------|--|
| <b>Post</b>               | Supply Chain Management Officer III-J/G 'J' (CSG 11) |
| <b>No. of Posts</b>       | 1  |
| <b>Basic Salary Scale</b> | 34,420-46,120 p.m.                                   |
| <b>House Allowance</b>    | 7,500 p.m.   |
| <b>Commuter Allowance</b> | 4,000 p.m.   |

### **Job Summary**

An officer at this level will assist in procurement activities, prepare procurement plans, carry out market survey and research; disposal of stores and equipment in accordance to the laid down regulations and procedures; and prepare periodic and annual supply chain management reports and returns.

### **Requirements**

For appointment to this grade, an officer must have: -

- a) A Diploma in any of the following fields: Supply Chain Management, Procurement Logistics or its equivalent from a recognized institution with at least three (3) years' experience or served in the grade of Supply Chain Management Assistant or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years
- b) Demonstrated a high administrative capability in the management of procurement services.

### **Personal Attributes and Key Competencies**

- a) Personal attributes
- b) Organizational, managerial and administrative skills
- c) Positive working attitude and ability to give and take instructions
- d) Ability to get on well with a diverse work force
- e) Good communication skills
- f) Creativity and innovativeness
- g) Professionalism and integrity; and
- h) Interpersonal skills including being a team player
- i) Punctuality
- j) Supervisory management
- k) Policy implementation
- l) Target setting
- m) Administrative skills
- n) Team leadership; and
- o) Problem solving skills
- p) Oral/written communication skills
- q) Ability to work with minimum supervision

## **7.Senior Finance Officer- J/G 'N' (CSG 8)**

|                           |   |
|---------------------------|---|
| <b>Post</b>               | Senior Finance Officer- J/G 'N' (CSG 8) |
| <b>No. of Posts</b>       | 1                                       |
| <b>Basic Salary Scale</b> | 52,330-96,130 p.m.                      |
| <b>House Allowance</b>    | 25,500 p.m.                             |
| <b>Commuter Allowance</b> | 8,000 p.m.                              |

### **Job Summary**

The officer responsible will be reporting to the Finance Manager, and 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**

For appointment to this grade, an officer must have: -

- a) Bachelor's degree in Accounting, Finance, Business Administration, Economics or its equivalent with six (6) years of experience.
- b) Served as Accountant I or equivalent for at least three (3) years in an educational institution or equivalent relevant experience.
- c) CPA(K), ACCA, CIFA or equivalent qualification.
- d) Membership of a relevant professional body
- e) Senior management/ leadership training will be an added advantage.
- f) Working knowledge of computerized financial management systems.
- g) Demonstrated outstanding qualities of leadership, coordination, and organizational capabilities.

### **Personal Attributes and Key Competencies**

- a) Budgeting skills to ensure prudent allocation of resources
- b) Financial reporting skills in presentation and understanding
- c) Financial management
- d) Project management
- e) Coordination and monitoring skills
- f) Interpersonal and communication skills
- g) Team management geared towards realization of goals
- h) Analytical skills
- i) Stress management skills

### **8.Senior Accountant- J/G 'L' (CSG 9)**



|                           |                                    |
|---------------------------|------------------------------------|
| <b>Post</b>               | Senior Accountant- J/G 'L' (CSG 9) |
| <b>No. of Posts</b>       | 1                                  |
| <b>Basic Salary Scale</b> | 46,120-65,860 p.m.                 |
| <b>House Allowance</b>    | 22,000 p.m.                        |
| <b>Commuter Allowance</b> | 6,000 p.m.                         |

### **Job Summary**

The officer shall be responsible for timely and accurate preparation of quality management reports that fall under his/her section; planning, directing, coordinating and supervising staff; training and development of staff; setting targets for the section; verifying vouchers and committal documents in accordance with laid down rules and regulations; data capturing and maintaining primary records such as cashbooks, ledgers; vote books; registers and preparation of simple management reports and imprest reconciliation statements, assets, records and custody of accountable documents under his/her sections; receiving duly processed payments and receipt vouchers; posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis and receipting of all polytechnic money as and when required; remit salaries to respective banks as required.

### **Requirements**

For appointment to this grade, an officer must have: -

- a) A Bachelor's degree in Commerce (Finance/Accounting option) or Business Administration (Accounting option) and be in possession of CPA(K) or its recognized equivalent qualification from a recognized institution
- b) Proven financial management experience of a minimum of three (3) years in the Public Service or in a reputable private sector organization; OR
- c) Membership of a relevant professional body
- d) Demonstrated merit, integrity and ability as reflected in work performance and merits.

### **Personal Attributes and Key Competencies**

- a) Budgeting skills to ensure prudent allocation of resources
- b) Financial reporting skills in presentation and understanding
- c) Financial management
- d) Positive mindset and team player
- e) Good communication and interpersonal skills
- f) Interpersonal and communication skills
- g) Ability to work under pressure
- h) Positive working attitude and ability to give and take instruction
- i) Ability to work with minimum supervision
- j) Creativity and innovativeness
- k) Professionalism and integrity
- l) Supervisory management

### **9.Security Officer II-J/G 'K' (CSG 10)**

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>Post</b>               | Security Officer II-J/G 'K' (CSG 10) |
| <b>No. of Posts</b>       | 1                                    |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.                   |
| <b>House Allowance</b>    | 12,800 p.m.                          |
| <b>Commuter Allowance</b> | 5,000 p.m.                           |

### **Job Summary**

An officer at this level will be responsible for maintaining records of acts of unlawful interference; updating of emergency procedures and contingency planning; maintaining crimes and incidents records and charts, security surveys, inspections, periodic returns on operational affairs; and planning and designing security documents e.g. passes, registers etc. In addition, the officer will also be responsible for training and staff development matters; liaise with relevant security agencies through security meetings and attend meetings for senior administrators on security matters and budgets.

### **Requirements**

For appointment to this grade, an officer must have: -

- a) A Bachelor's Degree in any Social Science with a Diploma in a security related course from a recognized institution;
- b) A certificate of Good Conduct;
- c) Relevant experience in an educational institution
- d) A First Aid Certificate or its equivalent from a recognized institution

### **Personal Attributes and Key Competencies**

- a) Good knowledge in the field of specialization
- b) Ability to get on well with diverse work force;
- c) Good communication skills;
- d) Ability to take instructions; and
- e) Good organizational and supervisory skills.
- f) Team playing skills
- g) Accuracy
- h) Manual dexterity
- i) Care for resources
- j) Interpersonal skills
- k) Analytical skills and
- l) Records management skills.

### **10.Security Officer III-J/G 'J' (CSG 11)**

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Post</b>               | Security Officer III-J/G 'J' (CSG 11) |
| <b>No. of Posts</b>       | 1                                     |
| <b>Basic Salary Scale</b> | 34,420-46,120 p.m.                    |
| <b>House Allowance</b>    | 7,500 p.m.                            |
| <b>Commuter Allowance</b> | 4,000 p.m.                            |

### **Job Summary**

An officer at this level will assist in the management of security services and will be responsible for security, discipline, training and development matters of the security staff; security inspections; detection and prevention of crimes; crowd control; detention of unauthorized persons and vehicles; designing security documents and related information; administration of emergency operations; and prevention and detection of crimes.

**Requirements**

For appointment to this grade, an officer must have: -

- a) A Diploma in any Social Science, Diploma in Security or related course from a recognized institution;
- b) Relevant working experience in an educational institution
- c) A certificate of Good Conduct.

**Personal Attributes and Key Competencies**

- a) Good knowledge in the field of specialization;
- b) Ability to get on well with diverse work force;
- c) Good communication skills;
- d) Ability to take instructions; and
- e) Good organizational and supervisory skills.
- f) Punctuality;
- g) Team playing skills;
- h) Accuracy;
- i) Manual dexterity;
- j) Care for resources;
- k) Interpersonal skills;
- l) Analytical skills; and
- m) Records management skill

**11.Internal Audit Manager-J/G ‘P’ (CSG 7)**

|                           |  |
|---------------------------|--|
| <b>Post</b>               | Internal Audit Manager-J/G ‘P’ (CSG 7) |
| <b>No. of Posts</b>       | 1                                      |
| <b>Basic Salary Scale</b> | 92,030-133,410 p.m.                    |
| <b>House Allowance</b>    | 28,000 p.m.                            |
| <b>Commuter Allowance</b> | 12,000 p.m.                            |

**Job Summary:**

Reporting functionally to the Governing Council and administratively to the Chief 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: -

- 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) Membership of the Institute of Certified Public Accountants Kenya (ICPAK) and in good standing
- e) Membership of the Institute of Internal Auditors of Kenya and in good standing.
- f) Senior management/ leadership training will be an added advantage.

**Personal Attributes and Key Competencies**

- a) Good communication skills
- b) Reporting skills
- c) Organizational and interpersonal skills
- d) Analytical skills
- e) Business presentation skills
- f) Financial management skills
- g) Computer literacy
- h) Mentoring, coaching and leadership skills
- i) Ability to work under pressure, prioritize and multi task
- j) Team player
- k) Professionalism
- l) Ethics and integrity

**12.Librarian I-J/G 'L' (CSG 9)**

|                           |                              |
|---------------------------|------------------------------|
| <b>Post</b>               | Librarian I-J/G 'L' (CSG 9)) |
| <b>No. of Posts</b>       | 1                            |
| <b>Basic Salary Scale</b> | 46,120-65,860 p.m.           |
| <b>House Allowance</b>    | 22,000 p.m.                  |
| <b>Commuter Allowance</b> | 6,000 p.m.                   |

**Job Summary**

Reporting to the Chief Principal, the Librarian's duties and responsibilities will involve; general management of library services and facilities; ensuring implementation of work programmes; information retrieval and dissemination; budgeting for library services; supervising and guiding library staff; conducting an evaluation of library services, assisting in formulation and implementation of library policies; and participating in professional and institutional meetings, maintaining classification and catalogue standards in the library; shelving and circulating periodicals and other publications.

**Requirements**

For appointment to this grade, an officer must have: -

- a) A Bachelor’s degree in Library Studies or Information Science or equivalent qualification from a recognized institution with 6 years of relevant experience.
- b) Membership of the Kenya Association of Library and Information Professionals (KLA)
- c) A certificate in Computer Applications
- d) Demonstrated professional and administrative ability required for efficient performance of duties at this level

**Personal Attributes and Key Competencies**

- a) Organizational, managerial and administrative skills
- b) Positive working attitude and ability to give and take instructions
- c) Ability to get on well with diverse work force
- d) Good communication skills
- e) Creativity and innovativeness
- f) Professionalism and integrity; and
- g) Interpersonal skills including being a team player
- h) Punctuality
- i) Supervisory management
- j) Policy implementation
- k) Target setting
- l) Administrative skills
- m) Team leadership; and
- n) Problem solving skills

**13.Public Relations and Marketing Officer II-J/G ‘K’ (CSG 10)**

|                           |  |
|---------------------------|--|
| <b>Post</b>               | Public Relations and Marketing Officer II-J/G ‘K’(CSG10) |
| <b>No. of Posts</b>       | 1  |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.                                       |
| <b>House Allowance</b>    | 12,800 p.m.  |
| <b>Commuter Allowance</b> | 5,000 p.m.   |

**Job Summary**

An officer at this level will be involved in the preparation and dissemination of corporate publicity information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters; contribute stories, photos, and editing of the internal newsletter; coverage of TKNP activities (both print and electronic); preparing advertisements for media houses; participating in organizing and coordinating the institution exhibitions and marketing activities.

**Requirements**

For appointment to this grade, an officer must have: -

- a) A Bachelor’s degree in Communication and Public Relations, Marketing, Social Sciences course or its equivalent with at least three (3) years relevant experience
- b) A Relevant Postgraduate Diploma qualifications or its equivalent from a recognized institution.

## Personal Attributes and Key Competencies

- a) Excellent communication skills both orally and in writing
- b) Excellent interpersonal skills
- c) Presentation skills
- d) The ability to prioritize and plan effectively
- e) Digital media skills, such as graphic design, video editing and blog administration
- f) Social media management experience

## 14. CBET Technologist-Pharmacy-J/G 'K' (CSG 10)

|                           |  |
|---------------------------|--|
| <b>Post</b>               | CBET Technologist -Pharmacy-J/G 'K' (CSG 10) |
| <b>No. of Posts</b>       | 4  |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.                           |
| <b>House Allowance</b>    | 12,800 p.m.                                  |
| <b>Commuter Allowance</b> | 5,000 p.m.                                   |

### Job Summary:

- a) Prepare learning materials and carry out instructions and guide 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:

For appointment to this grade, an officer must have: -

- a) 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
- f) Experience in inventory management and Animal Husbandry will be an added advantage

## 15. CBET Technologist-Nutrition & Dietetics-J/G 'K' (CSG 10)

|                           |   |
|---------------------------|---|
| <b>Post</b>               | CBET Technologist -Nutrition & Dietetics-J/G 'K' (CSG 10) |
| <b>No. of Posts</b>       | 2   |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.  |
| <b>House Allowance</b>    | 12,800 p.m.   |

|                           |            |
|---------------------------|------------|
| <b>Commuter Allowance</b> | 5,000 p.m. |
|---------------------------|------------|

**Job Summary:**

- a) Prepare learning materials and carry out instructions and guide learners during practical lessons
- b) Supporting Nutrition & Dietetics services
- c) Maintaining records by recording and filing the prescriptions.
- d) Sorting, stocking and monitoring inventory
- e) Complying with rules, regulations and procedures to help maintain a clean and safe working environment
- f) Ensure maintenance and compliance with health and safety standards at all times
- g) Offer technical support in workshops and participate in day-to-day workshop operations
- h) Any other duties assigned by the immediate supervisor or authorized personnel

**Requirements:**

For appointment to this grade, an officer must have: -

- a) A Minimum of a Degree in Nutrition and Dietetics from an institution recognized by the Kenya Nutritionist and Dieticians Institute (KNDI).
- b) A Registration Certificate by the Kenya Nutritionist and Dieticians Institute (KNDI), and a Valid Practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI)
- c) A two (2) year working experience in the relevant field
- d) Proficiency in computer applications
- e) Good communication skills

**16. CBET Technologist-Medical Laboratory Science-J/G 'K' (CSG 10)**

|                           |   |
|---------------------------|---|
| <b>Post</b>               | CBET Technologist-Medical Laboratory Science-J/G 'K' (CSG 10) |
| <b>No. of Posts</b>       | 2   |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.  |
| <b>House Allowance</b>    | 12,800 p.m.   |
| <b>Commuter Allowance</b> | 5,000 p.m.  |

**Job Summary:**

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

**Requirements:**

For appointment to this grade, an officer must have: -

- a) A Minimum of a Degree in Medical Laboratory Science from an institution recognized by the Kenya Medical Laboratory Technologist and Technician Board (KMLTTB)

- b) A Registration certificate issued by Kenya Medical Laboratory Technologist and Technician Board (KMLTTB)
- c) A two (2) year working experience in the relevant field, must be well conversant in Microbiology, Parasitology, Hematology, Histology and Immunohematology practicals.
- d) Proficiency in computer applications
- e) Good communication skills

**17. CBET Technologist-Food Production- J/G ‘K’ (CSG 10)**

|                           |   |
|---------------------------|---|
| <b>Post</b>               | CBET Technologist-Food Production- J/G ‘K’ (CSG 10) |
| <b>No. of Posts</b>       | 1   |
| <b>Basic Salary Scale</b> | 41,420-57,230 p.m.                                  |
| <b>House Allowance</b>    | 12,800 p.m.   |
| <b>Commuter Allowance</b> | 5,000 p.m.  |

**Job Summary:**

- a) Prepare learning materials and carry out instructions and guide learners during practical lessons
- b) Keep inventory records of all tools and equipment
- c) Complying with rules, regulations and procedures to help maintain a clean and safe working environment
- d) Ensure maintenance and compliance with health and safety standards at all times
- e) Offer technical support in workshops and participate in day-to-day workshop operations
- f) Any other duties assigned by the immediate supervisor or authorized personnel

**Requirements:**

For appointment to this grade, an officer must have: -

- a) A Minimum of a Degree in Food and Beverage, Culinary Arts or its equivalent from a recognized institution.
- b) Food Safety registration certificate
- c) Three (3) years relevant experience
- d) Proficiency in computer applications
- e) Good communication skills

**18. CBET Technician-Electrical/Electronic Engineering- J/G ‘J’ (CSG 11)**

|                           |   |
|---------------------------|---|
| <b>Post</b>               | CBET Technician-Electrical/Electronic Engineering- J/G ‘J’ (CSG 11) |
| <b>No. of Posts</b>       | 2   |
| <b>Basic Salary Scale</b> | 34,420-46,120 p.m.  |
| <b>House Allowance</b>    | 7,500 p.m.  |
| <b>Commuter Allowance</b> | 4,000 p.m.  |

**Job Summary:**



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

**Requirements:**

For appointment to this grade, an officer must have: -

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

**19.CBET Technician-Carpentry- J/G ‘J’ (CSG 11)**

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Post</b>               | CBET Carpentry- J/G ‘J’ (CSG 11) |
| <b>No. of Posts</b>       | 1                                |
| <b>Basic Salary Scale</b> | 34,420-46,120 p.m.               |
| <b>House Allowance</b>    | 7,500 p.m.                       |
| <b>Commuter Allowance</b> | 4,000 p.m.                       |

**Job Summary:**

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

**Requirements:**

For appointment to this grade, an officer must have: -

- a) Diploma in the following areas of specialization; Building Technology, Carpentry, or other relative disciplines with relevant experience in the area of specialization.
- b) Computer literacy will be an added advantage.

**20. German Language Trainer**

|                       |                         |
|-----------------------|-------------------------|
| <b>Post</b>           | German Language Trainer |
| <b>No. of Posts</b>   | 2                       |
| <b>Specialization</b> | German Language         |

**Job Summary:**

- a) Training in the area of specialization
- b) Development of Technical Teaching and Training materials
- c) Instructing, guiding and evaluating trainees in practical exercises
- d) Reporting progress and overall performance of individual trainees
- e) Participating in the development of the curriculum and training programmes
- f) Undertaking research in the respective training area

**Requirements:**

For appointment to this grade, an officer must have: -

- a) A Minimum of a Bachelor's degree in German studies, Education, Linguistics or a related discipline/subject area.
- b) Proficiency in German Language and of B1 level
- c) A recognized teaching certification, such as the "Green Diploma" offered by the Goethe-Institute is essential
- d) At least three (3) years' experience in teaching

## HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/PV1hGABBEp9PVB1r5> 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 and email address to be received on or before **Friday 28<sup>th</sup> March, 2025, at 4.00 p.m. EAT.**

**The applications should be addressed to:**

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



**All successful candidates must fulfill 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.**