



ADVERT NO. 001/FY2025/2026

December 1, 2025

EXTERNAL ADVERTISEMENT FOR 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;

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

Post	Human Resources & Administration Manager-J/G 'P' (CSG 7)
No. of Posts	1
Basic Salary Scale	92,030-133,410 p.m
House Allowance	28,000 p.m.
Commuter Allowance	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: -

- Bachelor's degree in Human Resource Management, with eight (8) years of relevant work experience from a recognized institution
- Master's degree in Human Resources or an MBA with HR specialization will be an added advantage.
- Membership of IHRM and in good standing, and must be Licensed to practice as a human resource professional with a valid practicing License.
- 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 Internal Auditor -J/G 'N' (CSG 8)

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

Job Summary

Reporting to the Internal Audit Manager, the Senior Internal Auditor shall have an overall responsibility for conducting independent and objective quality assurance reviews aimed at adding value and improving the operations of the Kisumu National Polytechnic. The position also provides advice to management in order to enhance internal control, risk management and compliance.

Requirements

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

- a) A Bachelor's degree in Finance or Accounting, or equivalent from a recognized institution;
- b) Certified Public Accountant CPA (K)
- c) Member of the Institute of Certified Public Accountants Kenya (ICPAK) and in good standing

- d) Membership to the Institute of Internal Auditors (IIA) and in good standing
- e) A minimum period of Six (6) years relevant work experience three (3) of which should be in a management position;

Personal Attributes and Key Competencies;

- a) Strong communication and reporting skills;
- b) Organization and interpersonal skill;
- c) Result oriented;
- d) Strong analytical skills;
- e) Business presentation skills;
- f) Ability to work under pressure, prioritize and multi-task;
- g) Team player;
- h) Professionalism;
- i) Ethics and integrity;
- j) Compliance to statutory requirements; and
- k) Proficiency in computer applications;

3. CBET Technologist -Food Production - J/G 'K' (CSG 10)

Post	CBET Technologist -Food Production- J/G 'K' (CSG 10)
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:

- 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 Higher National Diploma in Food and Beverage, Culinary Arts, Hospitality or its equivalent from a recognized institution.

- b) Relevant work experience
- c) Skills in cooking techniques, food presentation, kitchen management, customer service, and creativity.
- d) Proficiency in computer applications
- e) Good communication skills

4. CBET Technologist-Material Testing (J/G 'K' CSG 10)

Post	CBET Technologist-Material Testing (J/G 'K' CSG 10)
No. of Posts	2
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	5,000 p.m.

Job Summary:

- a) Designing, installing, repairing and maintaining related equipment and machinery in an 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) Carry out research and innovation in material testing, and construction related areas.
- g) Any other duties assigned by the immediate supervisor or authorized.

Requirements:

- a) Minimum of Higher National Diploma in Civil Engineering, or a related field.
- b) Relevant work experience in area of specialization
- c) Computer literacy will be an added advantage

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

Post	CBET Technologist -Nutrition & Dietetics-J/G 'K' (CSG 10)
No. of Posts	2
Basic Salary Scale	41,420-57,230 p.m.
House Allowance	12,800 p.m.
Commuter Allowance	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 Higher National Diploma 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) Relevant working experience
- d) Proficiency in computer applications
- e) Good communication skills

6. CBET Technician- Animal Production and Health Management (J/G 'J' CSG 11)

Post	CBET Technician - Animal Production and Health Management (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:

- a) Designing, Installing, repairing and maintaining related equipment and machinery in area
- b) of specialization.
- c) Prepare learning materials and carry out instructions and guide learners during practical
- d) lessons.
- e) Keep inventory and records of all tools and equipment.
- 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:

- a) A minimum in Higher National Diploma in Animal Production and Health Management from a recognized institution
- b) Computer literacy will be an added advantage.
- c) Relevant work experience

7. CBET Technician- Health Records J/G 'K' (CSG 10)

Post	CBET Technician- Health Records (J/G 'K' CSG 10)
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:

- a) Assist in the management and maintenance of electronic health records, ensuring data accuracy and compliance with healthcare regulations
- b) Perform data entry tasks to input patient information into the EHR system, including demographic data, medical histories, and treatment plans
- c) Review and verify data for completeness and accuracy, escalating discrepancies as needed
- d) Support healthcare providers by retrieving and organizing patient records for clinical use
- e) Contribute to quality assurance efforts by participating in audits and assisting with the resolution of data integrity issues
- f) Required and Preferred Qualifications

Requirements:

- a) A minimum of Diploma in health records preferably from an institution recognized by HRIM
- b) Registration certificate issued by Health Records and Information Management board (HRIM) and a valid license in good standing
- c) Basic understanding of electronic health record systems and healthcare documentation standards
- d) Minimum working experience of 1 year
- e) Must be computer literate.
- f) Experience working with EHR systems in a clinical setting
- g) Familiarity with health information privacy regulations such as HIPAA
- h) Strong organizational skills and ability to manage multiple tasks efficiently
- i) Proficiency in data entry and management software
- j) Proficiency in computer application skills.

8. Nursing Officer II, J/G 'J' (CSG 11)

Post	Nursing Officer II, J/G 'J' Grade CSG 11
No. of Posts	2
Basic Salary Scale	34,420 - 46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary

Duties and responsibilities at this level will include: planning, evaluating and undertaking nursing care at the Clinic; ensuring availability of supplies and equipment; providing support and health education to patients; and counselling and guiding of patients.

Requirements

- a) Have a Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community
- b) Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized institution;
- c) Have demonstrated professional competence and ability in organizing and discharging nursing duties.
- d) Be registered by the Nursing Council of Kenya.
- e) Relevant work experience

Personal Attributes and Key Competencies;

- a) Ability to get on well with a diverse workforce;
- b) Good knowledge in the professional field of specialization;
- 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) Care for resources;
- j) Interpersonal skills;
- k) Analytical skills; and
- l) Records management skills

HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/ALBUfDMrSuLnMGGw5> 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 **Monday 15th December, 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.