

ADVERT NO. 002/FY2025/2026

December 1, 2025

INTERNAL 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. CBET Trainers and Industry Experts

| DEPARTMENT | SUBJECT AREA | POSITIONS |
|------------------------------|---|------------------|
| Computing & Informatics | Computer systems programming | 2 |
| | Data Communication & Computer Networking | 2 |
| | Electronics and Computer Repairs and Maintenance | 2 |
| | Computer Applications & Digital Literacy | 2 |
| | Library Information and Systems | 3 |
| SUB TOTAL | | 11 |
| Hospitality & Tourism | Hospitality & tourism Management | 4 |
| | Catering & Accommodation (Housekeeping) | 2 |
| | Food & Beverage Management (Production & Service) | 6 |
| SUB TOTAL | | 12 |
| Fashion Design & Cosmetology | Fashion Design | 6 |
| | Clothing Technology | 3 |
| SUB TOTAL | | 9 |
| Agriculture Studies | Agriculture Extension | 3 |

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|------------------------------|---|-----------|
| | Fisheries Technology | 1 |
| SUB TOTAL | | 4 |
| Liberal Studies | Communication Skills | 3 |
| | Kiswahili | 2 |
| | Social Work | 3 |
| | Community Development | 2 |
| SUB TOTAL | | 10 |
| Applied Science | Entrepreneurship | 1 |
| | Food Technology | 2 |
| | Analytical Chemistry | 3 |
| | Applied Biology | 4 |
| | Computer Applications | 1 |
| | Physics /Mathematics | 2 |
| | Laboratory Practice | 1 |
| | Environmental Science | 3 |
| SUB TOTAL | | 17 |
| Building & Civil Engineering | Land Surveying / Surveying | 2 |
| | Civil Engineering - Pavements construction | 2 |
| | Building Construction Technology | 3 |
| | Building Technology with Entrepreneurship / ICT | 1 |
| | Building Technology with Mathematics | 3 |
| | Quantity Surveying / Building Economics | 3 |
| | Civil Engineering with Structures | 2 |
| | Plumbing/ Water Engineering | 4 |

| | | |
|--------------------------------------|---|-----------|
| SUB TOTAL | | 20 |
| Business Studies | Supply Chain Management | 2 |
| | Finance | 1 |
| | Accounting | 2 |
| | Banking | 3 |
| | Business Management | 2 |
| | Shortthand | 2 |
| | Economics | 1 |
| | Human Resource | 3 |
| | Marketing / Entrepreneurship | 2 |
| | ICT | 2 |
| SUB TOTAL | | 20 |
| Electrical & Electronics Engineering | Electrical Engineering Power | 9 |
| | Telecommunication Engineering | 3 |
| | Electronic Engineering | 2 |
| | Control Engineering | 1 |
| SUB TOTAL | | 15 |
| Mechanical & Automotive Engineering | Mechanical Engineering Production Option | 1 |
| | Mechanical Engineering Plant Option | 5 |
| | Automotive Engineering | 5 |
| | Construction Plant Engineering with AUTOCAD | 1 |
| | Refrigeration & Air conditioning | 1 |
| | Welding and Fabrication | 2 |
| | Electrical Engineering with ICT | 3 |

| | | |
|------------------|-------------------------------------|------------|
| | Electrical & Electronics Principles | 3 |
| SUB TOTAL | | 18 |
| Health Science | Pharmacy | 10 |
| | Medical Laboratory Science | 4 |
| SUB TOTAL | | 14 |
| TOTAL | | 150 |

Duties and Responsibilities:

- Training in specific areas of specialization
- Development of Technical Teaching and Training materials
- Supervising students on attachment
- Instructing, guiding and evaluating trainees in practical exercises
- Reporting progress and overall performance of individual trainees
- Participating in the development of the curriculum and training programmes
- Undertaking research in the respective area.

Eligibility Criteria

- Minimum Higher National Diploma or Bachelor's Degree in the related discipline / subject area
- Background training in Competency Based Education Training (CBET) is desirable.
- Pedagogy in Education, TVETA registration with relevant and recognized professional bodies is an added advantage.

2. CBET Technician-Applied Science - J/G 'J' (CSG 11)

| | |
|---------------------------|--|
| Post | CBET Technician-Applied Science-J/G 'J' (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:

- Prepare learning materials and carry out instructions and guide learners during practical lessons
- Supporting Laboratory services
- Maintaining Laboratory records
- Sorting, stocking and monitoring inventory
- Complying with rules, regulations and procedures to help maintain a clean and safe 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 Diploma in Science Laboratory, Analytical Chemistry, Applied Biology Science from an institution recognized.
- b) A two (2) year working experience in the relevant field.
- c) Proficiency in computer applications
- d) Good communication skills

3. CBET Technician-Nutrition & Dietetics-J/G 'J' (CSG 11)

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|---------------------------|--|
| Post | CBET Technician-Nutrition & Dietetics-J/G 'J' (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:

- 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 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) A two (2) year working experience in the relevant field
- d) Proficiency in computer applications
- e) Good communication skills

4. CBET Technician -Food Production and Service J/G 'J' (CSG 11)

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|---------------------|---|
| Post | CBET Technician -Food Production and Service 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:

- 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 Diploma in Food and Beverage, Culinary Arts, Hospitality or its equivalent from a recognized institution.
- b) Culinary Arts program completion, Food Safety certification
- c) 2 years' experience in a professional kitchen or Food & Beverage setting
- d) Skills in cooking techniques, food presentation, kitchen management, customer service, and creativity.
- e) Proficiency in computer applications
- f) Good communication skills

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

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|---------------------------|---|
| Post | CBET Technician (Mechanical Engineering/Welding & Fabrication) - J/G 'J' (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:

- 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:

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

6. CBET Technician Building and Civil Engineering - J/G 'J' (CSG 11)

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|---------------------------|--|
| Post | CBET Technician Building and Civil Engineering (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 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:

- a) 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.
- b) Computer literacy will be an added advantage

7. CBET Technician - ICT J/G 'J' (CSG 11)

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|---------------------------|---------------------------------------|
| Post | CBET Technician- ICT (J/G 'J' CSG 11) |
| No. of Posts | 5 |
| Basic Salary Scale | 34,420-46,120 p.m. |
| House Allowance | 7,500 p.m. |
| Commuter Allowance | 4,000 p.m. |

Job Summary:

- a) Carrying out system analysis, design and programme specifications in liaison with users.
- b) Assist in Developing, implementing and maintaining systems.

- c) Ensuring adherence to established ICT standards.
- d) Supervising, compiling overall systems documentation and advising on ICT related issues.
- e) Supervising installation certification, repairs, maintenance of Information Communication Technology equipment and associated peripherals.
- f) Assist in Developing and maintaining ICT standards, recommending and supervising Hardware/Software specifications for Information Communication Technology equipment.
- g) Logging of problems, drawing and scheduling preventive maintenance, and assisting in feasibility studies as assigned.
- h) Ensure maintenance and compliance with health and safety standards at all times.
- i) Experience with e-learning platforms support and maintenance preferably Moodle
- j) Responsible for providing support to staff and trainees on e-learning use of e-learning platform.
- k) Coordinate the designing, developing and delivering of training programs on essential computer skills, software applications and digital literacy
- l) Any other duties assigned by the immediate supervisor or authorized.

Requirements:

- a) Diploma in Computer Science, Information Science, Mathematics & Computer Science, Software Engineering, Information Technology, Business Information Technology or equivalent qualifications from a recognized institution.
- b) Must be Computer literate

8. Senior Finance Officer J/G ‘N’ (CSG 8)

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|---------------------------|---|
| Post | Senior Finance Officer- 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

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
- b) equivalent with six (6) years of experience.
- c) CPA(K), ACCA, CIFA or equivalent qualification.
- d) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or an equivalent qualification.
- 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

9. Finance Officer I J/G 'L' (CSG 9)

| | |
|---------------------------|-----------------------------------|
| Post | Finance Officer I J/G 'L' (CSG 9) |
| No. of Posts | 1 |
| Basic Salary Scale | 46,120-65,860 p.m. |
| House Allowance | 22,000 p.m. |
| Commuter Allowance | 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 a comparable and relevant position in the Public Service or in a reputable private sector organization.
- c) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or an equivalent qualification.
- 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

10. Human Resources Officer I J/G 'L' (CSG 9)

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

Job Summary

An officer at this level will be responsible for the recruitment, placement, development and promotions of staff. Specific duties will include: coordinating budget development for the human resource emoluments; development and transfer of staff; staff discipline; recruitment, placement and promotion of staff; coordinating and controlling staff establishment. The officer will also be

involved in updating human resource policies and procedures in conjunction with the Human Resources & Administration Manager.

Requirements

- a) Bachelor's degree in Human Resource Management, or equivalent qualification from a recognized Institution.
- b) Proven management experience of a minimum of three (3) years in a comparable and relevant position in the Public Service or in a reputable private sector organization.
- c) Must be a registered member of the Institute of Human Resource Management (IHRM).
- d) 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) Professionalism and integrity; and
- d) Good communication skills.
- e) Punctuality;
- f) Supervisory management;
- g) Policy implementation skills;
- h) Oral and written skills;
- i) Budget setting; and
- j) Administrative skills.

11. Senior Office Administrative Assistant J/G 'L' (CSG 9)

| | |
|---------------------------|--|
| Post | Senior Office Administrative Assistant J/G 'L' (CSG 9) |
| No. of Posts | 2 |
| Basic Salary Scale | 46,120 - 65,860 p.m. |
| House Allowance | 22,000 p.m. |
| Commuter Allowance | 6,000 p.m. |

Job Summary

Duties and responsibilities at this level will entail taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of office records, equipment and documents including classified

materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

Requirements

For appointment to this grade, an officer must:

- a) Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- b) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management or any other related qualification from a recognized institution.

12. Administrative Officer II J/G 'K' (CSG 10)

| | |
|---------------------------|---|
| Post | Administrative Officer II, 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

An officer at this level will be involved in implementing policies on maintenance of buildings and equipment; preparation of briefs, policies and memos; handling audit queries; review, disseminate and implement college administrative policies; coordination of disaster management and emergency response; supervision of transport; provision of office accommodation; preparation of Budget, Quarterly and Annual reports.

Requirements

- a) Bachelor's degree in Business Administration or an equivalent qualification from a recognized institution with relevant work experience.
- b) 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) Professionalism and integrity; and

- d) Good communication skills.
- e) Punctuality;
- f) Supervisory management;
- g) Policy implementation skills;
- h) Oral and written skills;
- i) Budget setting; and
- j) Administrative skills.

13. Driver J/G 'H' (CSG 12)

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|---------------------------|---------------------------|
| Post | Driver - J/G 'H' (CSG 12) |
| No. of Posts | 1 |
| Basic Salary Scale | 28,620 - 37,100 p.m. |
| House Allowance | 4,500 p.m. |
| Commuter Allowance | 4,000 p.m. |

Job Summary:

Duties and responsibilities at this level will involve: driving a motor vehicle as authorized: carrying out minor mechanical repairs: security of vehicle on and off the road; safety of passengers and or goods therein; maintaining cleanliness of the assigned vehicles and carry out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure: carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems and maintenance of work tickets for vehicle assigned.

Requirements:

- a) Minimum qualification of Kenya Certificate of Secondary Education Mean Grade C (minus)
- b) At least ten (10) years driving experience in a public or private sector organization
- c) A valid license free from any current endorsement(s) for classes of vehicle (s) officer is required to drive;
- d) Passed a suitability/Practical occupational trade test Grade II;
- e) Demonstrated merit and ability in driving and maintenance of vehicles;
- f) A refresher course for drivers lasting not less than one-week (1) every three (3) years from a recognized institution.
- g) Attended a first Aid Certificate course not less than one (1) week from a recognized institution.

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.