



**The Kisumu National
Polytechnic**
Industry Succeeds

ADVERT NO. 001/FY2026/2027

July 16, 2026

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;

Date: 17th July, 2026

VACANT POSITIONS

S/no.	Position	Grade	Vacancies	Terms of Service
1.	Driver	J/G 'G' (CSG 13)	2	Permanent and Pensionable
2.	Security Officer II	J/G 'K' (CSG 10)	1	Permanent and Pensionable
3.	Security Officer III	J/G 'J' (CSG 11)	1	Permanent and Pensionable

1. DRIVER J/G 'G' (CSG 13)

Post	Driver J/G 'G' (CSG 13)
No. of Posts	2
Basic Salary Scale	Kshs. 27,200 -34,950
House Allowance	Kshs. 4,500
Commuter Allowance	Kshs. 4,000

Job Summary:

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



Professional Qualifications and Experience:

- a) A Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- b) Served in the grade of Driver III or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- c) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- d) Accident-free record or in case of any accidents, the records to show that it was in no way attributable to the driver's negligence;
- e) Passed the Occupational Trade Test III;
- f) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized Institution.
- g) A valid certificate of good conduct from the Kenya Police; and demonstrated merit and ability in driving and simple maintenance of vehicles.

Personal attributes and Key Competencies

- a) Integrity and commitment;
- b) Good knowledge in the field of specialization;
- c) Ability to communicate;
- d) Ability to support management and get on well with types of people;
- e) Good work attitude; and
- f) Ability to follow instructions.
- g) Punctuality;
- h) Team playing skills;
- i) Care for resources;
- j) Manual dexterity;
- k) Interpersonal skills; and
- l) Multi- skilling skills.

2. SECURITY OFFICER II J/G 'K' (CSG 10)

Post	Security Officer II J/G 'K' (CSG 10)
No. of Posts	1
Basic Salary Scale	Kshs. 43,200 - 59,010
House Allowance	Kshs. 12,800
Commuter	Kshs. 5,000



Allowance	
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Job Summary:

Reporting to security officer I, the officer 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 eg passes, registers etc. confirm authorization of all equipment entering and leaving the institution to establish proper responsibility and provides security of equipment; maintain records of queries raised, visitors, as well as vehicles coming into the institution for future reference to facilitate handling of any security related incidences.

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

- a) A Bachelor's Degree in security management, criminology, forensic studies, disaster management or any other Social Science from a recognized institution;
- b) Formal training in security operations, intelligence, or investigations from a recognized institution as an added advantage;
- c) At least three (3) years relevant experience in security services with not less than one (1) year in a similar role, preferably in public institution or TVET environment;
- d) Ability to prepare incident, intelligence and security risk assessment reports;
- e) Previous service in the disciplined forces or a public sector security unit;
- f) Training in firefighting, first aid, CCTV operations or crowd control;
- g) Computer literacy and ability to use basic security and reporting systems;
- h) 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.



3. SECURITY OFFICER III - J/G 'J' (CSG 11)

Post	Security Officer III - J/G 'J' (CSG 11)
No. of Posts	1
Basic Salary Scale	Kshs. 36,200 - 47,900
House Allowance	7,500
Commuter Allowance	4,000

Job Summary

Reporting to security officer I, an officer at this level will assist in the management of security services and will be responsible for monitoring live and recorded CCTV footage across the facility, ensuring 24/7 security coverage; maintain accurate, confidential, and detailed logs of all daily operations and incidents; detect and respond promptly to suspicious activities, safety hazards or security breaches, coordinating closely with on-ground patrol teams; security inspections; detection and prevention of crimes; crowd control; detention of unauthorized persons and vehicle; administration of emergency operations; and prevention and detection of crimes.

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

- Diploma in security management, criminology or any other related social science from a recognized institution;
- Must have a certificate in CCTV management lasting not less than one(1) month from a recognize institution;
- Minimum three (3) years of active experience in CCTV control room management, with at least one (1) year in supervisory or senior controller capacity.
- Relevant working experience in an educational institution is an added advantage.

Personal Attributes and Key Competencies

- Good knowledge in the field of specialization;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.
- Punctuality;
- Team playing skills;
- Accuracy;

- i) Manual dexterity;
- j) Care for resources;
- k) Interpersonal skills;
- l) Analytical skills; and
- m) Records management skill

HOW TO APPLY

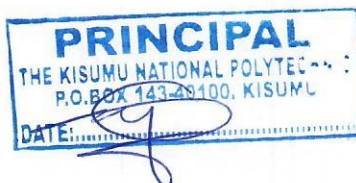
If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/8uPAU4fAo9gxmyEc6> or scan the QR Code provided.



Attach 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 31st July, 2026, 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 external candidates are encouraged to apply.

Only Shortlisted candidates will be contacted for interview.

