ADVERT TKNP VACANCIES 2026

THE KISUMU NATIONAL POLYTECHNIC

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The Kisumu National Polytechnic (TKNP) is a public institution established in accordance with the TVET ACT 29 of 2013 in the Ministry of Education State Department for Technical and Vocational Education and Training in the Republic of Kenya. TKNP has career opportunities for individuals who possess a passion for excellence, strong work ethic, result oriented and commitment to continual improvement. Successful candidates will be team players with the ability to effectively add value in enabling Service Delivery, Curriculum Instruction, Research and Innovation.

VACANT POSITIONS				
S/NO	**DEPARTMENT**	**VACANCY**	**KFNP GRADE**	**QUALIFICATIONS**
TKNP/2026/27/3	Office Administrator/ Executive Secretary	1	JG 'L' (CSG 9)	Diploma/Degree
TKNP/2026/27/4	Head of Internal Audit	1	JG 'P' (CSG 7)	Degree & CPA (K)
TKNP/2026/27/5	Trainer (Clinical Medicine)	1	JG 'K' (CSG 10)	Degree
TKNP/2026/27/6	Hospital Admnistrator	1	JG 'P' (CSG 7)	Degree
TKNP/2026/27/7	Pharmaceutical Technologist	1	JG 'J' (CSG 11)	Diploma
	TOTAL	**5**		
INTERNSHIP POSITIONS				
TKNP/2026/27/8	Supply Chain Management	**2**	Degree	TKNP/2026/1
TKNP/2026/27/9	Maintenance Technicians/ Officers (Civil or Building Technology/ Electrical Installations/ Plumbing)	**3**	Diploma	TKNP/2026/2

The details of the posts and applications procedures can be accessed from the website, www.kisumupoly.ac.ke. Interested qualified persons are requested to download the fillable PDF application forms, fill and submit together with their latest CVs via email to careers@kisumupoly.ac.ke so as to reach the undersigned on or before 3rd December, 2026 5pm. **No hard copies of the applications will be processed.**

TKNP is an equal opportunity employer. Youth, Women and Persons Living with Disability (PWD) or from marginalized groups or minority communities are encouraged to apply.

CHIEF PRINCIPAL/ SECRETARY GOVERNING COUNCIL
THE KISUMU NATIONAL POLYTECHNIC
P.O. BOX 143 – 40100
KISUMU, KENYA

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12 NOV 2026
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VACANT POSITIONS

1. TKNP/2026/27/3 SENIOR OFFICE ADMINISTRATOR

Post	**Senior Office Admnistrator** JG 'L' (CSG 9)
No. of Posts	1
Basic Salary Scale	47,900 x 1,920 – 49,820 x 2,000 – 51,820 x 2,290 – 54,110 x 2,350 – 56,460 x 2,550 – 59,010 x 2,850 – 61,860 x 2,950 – 64,810 x 2,940 – 67,750p.m
House Allowance	22,000 p.m
Commuter Allowance	6,000 p.m

a) Duties and Responsibilities

An officer at this level may be called to serve in a higher office. Duties and responsibilities at this level will entail:-

i. recording dictation in shorthand and transcribing it in writing form;
ii. typing and printing;
iii. photocopying, duplicating and filing documents;
iv. receiving and dispatching mail; handling correspondence;
v. ensuring security of documents, equipment and files including classified matter;
vi. facilitating and assisting in the smooth running of the office;
vii. receiving and attending to visitors;
viii. making telephone calls;
ix. making appointments;
x. preparing responses to simple routine correspondence;
xi. maintaining back-up system in liaison with Information Communication Technology Unit;
xii. managing and controlling visitors in the office;
xiii. handling routine verbal enquiries; and
xiv. arranging for meetings.

b) Requirements for Appointment

Direct appointment

For appointment to this grade, a candidate must have:-

i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or its equivalent from a recognized Institution;

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iii. the following qualifications from the Kenya National Examination Council:-
   a. Typewriting III (50 w.p.m.)/ Computerized Document Processing III;
   b. Shorthand III (100 w.p.m.) or Audio typing III;
   c. Business English III/Communications II;
   d. Office Management;
   e. Secretarial Duties II;
   f. Commerce II;

iv. Certificate of Good Conduct from the Kenya Police Service;

v. Certificate in computer applications;

vi. good interpersonal and communication skills and be a result-oriented team player; and

vii. demonstrated merit and shown ability as reflected in work performance and results.

Or

i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;

ii. Bachelor Degree in Secretarial Studies or Bachelor of Business and Office Management or equivalent from a recognized institution.

2. TKNP/2026/27/4 HEAD OF INTERNAL AUDIT/ PRINCIPAL AUDIT OFFICER

Post	Internal Audit Manager J/G 'P' (CSG7)
No. of Posts	1
Basic Salary Scale	94,120 x 4,800 – 98,920 x 4,520 – 103,440 x 4,920 – 108,360 x 5,070 – 113,430 x 5,300 – 118,730 x 5,560 – 124,290 x 5,840 – 130,130 x 6,070 – 136,200 x 6,390 – 142,590 p.m
House Allowance	28,000 p.m
Commuter Allowance	12,000 p.m

a) Duties and Responsibilities / Job Summary

Reporting functionally to the Governing Council and administratively to the Chief Principal, the Head of 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.

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b) Requirements for Appointment

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

i. Bachelor's degree in Finance, Accounting, Economics or its equivalent from a recognised institution with eight (10) years of relevant experience of which atleast 3 years must have served as Senior Internal Audit or equivalent Management Position.

ii. A Master's degree in any of the following fields: Business Administration, Finance, Accounting or equivalent from a recognized institution is an added advantage.

iii. Certified Public Accountant of Kenya CPA(K)

iv. Membership of the Institute of Certified Public Accountants Kenya (ICPAK) in good standing

v. Membership of the Institute of Internal Auditors of Kenya and in good standing.

vi. Senior management/ leadership training will be an added advantage.

c) Personal Attributes and Key Competencies

The ideal candidate should demonstrate the following personal attributes, skills and competence:

i. Excellent communication skills.

ii. Strong report-writing, documentation and presentation.

iii. Excellent analytical, critical-thinking and problem-solving abilities.

iv. Strong organisational, planning and interpersonal skills.

v. Sound financial management

vi. Proficiency in computer applications and relevant ICT systems.

vii. Demonstrated leadership, mentoring and team management skills.

viii. Ability to work independently and collaboratively within a team.

ix. Ability to work effectively under pressure, prioritise tasks and manage multiple assignments within set timelines.

x. High levels of professionalism, accountability and commitment to service excellence.

xi. Demonstrated ethical conduct, integrity, confidentiality and objectivity.

xii. Strong attention to detail, initiative and sound decision-making abilities

3. TKNP/2026/27/5 CBET TRAINER (CLINICAL MEDICINE)

Post	Clinical Trainer J/G 'K' (CSG 10)
No. of Posts	1
Basic Salary Scale	43,200 x 1,470 - 44,670 x 1,520 - 46,190 x 1,710 - 47,900 x 1,920 - 49,820 x 2,000 - 51,820 x 2,290 - 54,110 x 2,350 - 56,460 x 2,550 - 59,010
House Allowance	12,800
Commuter Allowance	5,000

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a) **Duties and Responsibilities**

i. Prepare and deliver theoretical and practical lessons in Clinical Medicine in accordance with approved curricula.
ii. Develop training and sessional/lesson plans, training materials and instructional resources.
iii. Facilitate competency-based training and assessment in line with TVET requirements.
iv. Demonstrate clinical procedures and skills in skills laboratories and other approved training facilities.
v. Supervise and assess students during practical sessions and clinical attachments.
vi. Develop, administer and mark continuous assessments, practical examinations and end-of-term examinations.
vii. Guide and mentor students on professional ethics, clinical conduct and patient care.
viii. Maintain accurate records of students' attendance, assessment results and academic progress.
ix. Participate in curriculum implementation, review and development.
x. Ensure compliance with professional standards, occupational health and safety requirements during practical training.
xi. Participate in departmental meetings, academic committees and institutional activities.
xii. Undertake research, innovation and community outreach activities relevant to the profession.
xiii. Maintain and safeguard training equipment, clinical tools and instructional materials.
xiv. Perform any other duties as may be assigned by the supervisor within the scope of the profession.

b) **Requirements for Appointment**

i. Bachelor of Science in Clinical Medicine and Community Health or an equivalent qualification from a recognized institution.
ii. A Diploma in Technical Trainer Education or an equivalent qualification in trainer education will be an added advantage, subject to applicable TVET requirements.
iii. Must be registered with the Clinical Officers Council of Kenya (COC).
iv. Must possess a valid practising licence issued by the Clinical Officers Council.
v. Must demonstrate knowledge and competence in clinical practice and healthcare delivery.
vi. Relevant experience in clinical practice.
vii. Experience in teaching, training, assessment or clinical supervision will be an added advantage.

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4. TKNP/2026/27/6 HOSPITAL ADMINISTRATOR

Post	Hospital Administrator J/G 'P' (CSG7)
No. of Posts	1
Basic Salary Scale	94,120 x 4,800 – 98,920 x 4,520 – 103,440 x 4,920 – 108,360 x 5,070 – 113,430 x 5,300 – 118,730 x 5,560 – 124,290 x 5,840 – 130,130 x 6,070 – 136,200 x 6,390 – 142,590 p.m
House Allowance	28,000 p.m
Commuter Allowance	12,000 p.m

a) Job Purpose

The Hospital Administrator will be responsible for the overall administration and coordination of hospital operations to ensure efficient service delivery, effective resource management, compliance with applicable laws and regulations, and the provision of quality patient care.

b) Duties and Responsibilities

i. Coordinating the day-to-day administrative operations of the hospital.
ii. Developing and implementing hospital administrative policies, procedures, and operational plans.
iii. Supervising hospital support staff and coordinating staff performance management.
iv. Ensuring compliance with relevant health laws, regulations, standards, and institutional policies.
v. Managing hospital records, correspondence, and administrative documentation.
vi. Coordinating the preparation and implementation of hospital budgets and monitoring expenditure.
vii. Overseeing procurement, inventory, maintenance, and utilization of hospital equipment and supplies in liaison with relevant departments.
viii. Coordinating patient registration, billing, customer care, and complaints management.
ix. Preparing periodic operational and performance reports for management.
x. Liaising with medical personnel, regulatory bodies, suppliers, and other stakeholders.
xi. Promoting occupational health and safety, confidentiality, ethical conduct, and quality improvement.
xii. Performing any other duties as may be assigned by the supervisor.

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c) **Requirements for Appointment**

i. A Bachelor's degree in Public Health, Health Systems Management, Health Services Administration, Hospital Administration, Health Informatics, Information Science, Business Administration, Public Administration, Project Management or any other relevant health-related or management discipline from a recognized institution.

ii. A Master's degree in Public Health, Health Systems Management, Healthcare Administration, Population Health, Project Management, Business Administration or a related discipline will be an added advantage.

iii. Professional training or certification in Project Management, Health Systems Management, Monitoring and Evaluation, or a related field will be an added advantage.

iv. At least three (3) years of relevant professional experience in healthcare administration, health systems management, hospital or health facility operations, public health program management, project management or institutional management.

d) **Personal Attributes and Key Competencies**

i. Demonstrated knowledge and practical experience in healthcare service delivery, health facility management, strategic planning, implementation and coordination, budgeting, resource mobilization and utilization, procurement, human resource management and staff supervision.

ii. Experience in managing institutional programs, grants or donor-funded projects, including budget oversight, financial accountability, stakeholder engagement, partnership coordination and compliance with funding and institutional requirements.

iii. Demonstrated understanding of Kenya's healthcare regulatory and policy framework, including health facility licensing, accreditation, quality assurance, patient safety, occupational health and safety, and compliance with relevant statutory requirements.

iv. Knowledge and experience in healthcare financing, Social Health Authority (SHA) processes, health insurance claims management, health information systems and digital health technologies.

v. Demonstrated ability to develop, implement and monitor operational plans, performance management systems, quality improvement initiatives and institutional policies.

vi. Proficiency in computer applications, healthcare information management systems, data management, reporting, monitoring and evaluation tools, and performance dashboards.

vii. Excellent leadership, strategic management, communication, interpersonal, organizational, analytical and problem-solving skills.

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viii. High levels of integrity, professionalism, confidentiality, accountability and demonstrated ability to work collaboratively with multidisciplinary teams and stakeholders

5. TKNP/2026/27/7 **PHARMACEUTICAL TECHNOLOGIST**

Post	Pharmaceutical Technologist (J/G 'J' (CSG 11)
No. of Posts	1
Basic Salary Scale	36,200 x 1,300 – 37,500 x 1,380 - 38,880 x 1,390 - 40,270 x 1,460 - 41,730 x 1,470 - 43,200 x 1,470 - 44,670 x 1,520-46,190 x 1,710 - 47,900 p.m
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

a) Job Purpose

To provide pharmaceutical services, including dispensing medicines, managing pharmaceutical supplies, maintaining drug records, and promoting the safe, effective, and rational use of medicines in accordance with applicable laws and professional standards.

b) Duties and Responsibilities

i. Dispensing prescribed medicines to patients in accordance with prescriptions and established professional standards.
ii. Providing patients with appropriate information on medicine dosage, administration, storage, possible side effects, and precautions.
iii. Receiving, storing, and issuing pharmaceutical products in accordance with approved procedures.
iv. Maintaining accurate records of medicines received, dispensed, and issued.
v. Monitoring stock levels, expiry dates, and storage conditions to minimize wastage and prevent stock-outs.
vi. Preparing orders and requisitions for pharmaceutical products and medical supplies.
vii. Ensuring proper handling, storage, and disposal of expired, damaged, or obsolete medicines.
viii. Maintaining patient medication records and other pharmaceutical documentation.
ix. Participating in inventory control, stocktaking, and pharmaceutical audits.
x. Promoting rational medicine use and advising patients on adherence to prescribed treatment.
xi. Ensuring compliance with applicable pharmaceutical laws, regulations, and professional standards.
xii. Maintaining cleanliness, confidentiality, and safety within the pharmacy.

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xiii. Preparing periodic reports on pharmaceutical stock, dispensing activities, and medicine utilization.
xiv. Performing any other relevant duties as may be assigned by the supervisor.

c) Requirements for Appointment

i. A Diploma in Pharmaceutical Technology from a recognized training institution.
ii. Registration with the Pharmacy and Poisons Board (PPB), where applicable.
iii. A valid practising licence issued by the Pharmacy and Poisons Board.
iv. Knowledge of pharmaceutical management, dispensing procedures, and inventory control.
v. Proficiency in computer applications and pharmaceutical or hospital information systems.
vi. At least three (3) years relevant work experience in a hospital, health facility, or pharmaceutical setting will be an added advantage.
vii. Good communication, interpersonal, organizational, and customer-care skills.
viii. High levels of integrity, professionalism, accuracy, and confidentiality.

INTERNSHIP POSITIONS

6. TKNP/2026/27/8 INTERNSHIP POSITION (SUPPLY CHAIN MANAGEMENT)

TKNP/2026/1	**Supply Chain Management**
Terms of Service	Applicable Rates for Interns by Public Service Commission
Salary Scale (Stipend)	KShs 25,000

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

i. carrying out market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
ii. ensure safe storage and distribution management of stores;
iii. recommend disposal of idle stores and equipment;
iv. custody of the Institute's mobile property;
v. guarding of wastage and misuse of stores;
vi. detection and prevention of losses;
vii. coordination of receiving and issuing of stores;
viii. supervising stock taking;
ix. reconciliation, preparation and maintenance of records;
x. planning for departmental meetings; and
xi. assessing departmental training needs.

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b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

Bachelor's degree in any of the following disciplines: - Commerce/Business Administration, (Supplies Management Option), Procurement and Supplies Management or its equivalent from a recognized institution;

7. TKNP/2026/27/9 INTERNSHIP POSITION MAINTENANCE OFFICERS/ TECHNICIANS

TKNP/2026/2	**Maintenance Officers/ Technicians**
Terms of Service	Applicable Rates for Interns by Public Service Commission
Salary Scale (Stipend)	KShs 15,000

Duties and Responsibilities

i. Manage and oversee the maintenance, repair, and upkeep of buildings, grounds, and other organizational facilities.
ii. Coordinate routine inspections of properties and ensure facilities are safe, functional, and well maintained.
iii. Supervise estate staff, contractors, and service providers involved in maintenance and facility management activities.
iv. Monitor and coordinate repairs, renovations, and improvement projects within the estate.
v. Ensure compliance with health, safety, environmental, and building regulations.
vi. Maintain accurate records of estate assets, maintenance schedules, and service contracts.
vii. Prepare and monitor budgets for estate operations, maintenance, and capital projects.
viii. Oversee utility services, including water, electricity, waste management, and security systems.
ix. Manage allocation and utilization of office space, staff housing, and other organizational properties where applicable.
x. Conduct regular asset verification and recommend replacement or disposal of obsolete assets.
xi. Address estate-related complaints and ensure timely resolution of maintenance issues.
xii. Prepare reports on estate operations, maintenance activities, and asset management for management review.

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Qualifications and Requirements

i. Diploma in Estate Management, Facilities Management, Property Management, Building Construction, Civil Engineering, Land Economics, or a related field from a recognized institution.
ii. Professional certification and membership in a relevant professional body is an added advantage.
iii. Minimum of 2 years of relevant experience in estate, property, or facilities management.
iv. Knowledge of property management principles, building maintenance, and facility operations.
v. Understanding of occupational health and safety regulations and environmental management standards.
vi. Strong organizational, planning, and project management skills.
vii. Excellent communication, interpersonal, and negotiation skills.
viii. Proficiency in Microsoft Office applications and property/facility management systems.
ix. Strong problem-solving and decision-making abilities.
x. High level of integrity, accountability, and attention to detail.

APPROVAL FOR CIRCULATION

PREPARED BY **Ms JANE APONDI** **MANAGER** **HUMAN RESOURCE MANAGEMENT** **THE KISUMU NATIONAL POLYTECHNIC**	
AUTHORISED BY **CHIEF PRINCIPAL/** **SECRETARY GOVERNING COUNCIL** **THE KISUMU NATIONAL POLYTECHNIC**	THE KISUMU NATIONAL POLYTECHNIC CHIEF PRINCIPAL 12 NOV 2026 P.O. BOX 143 - 40100, KISUMU