



The Kisumu National Polytechnic

Industry Succeeds

VACANT POSITIONS

The Kisumu national polytechnic is a leading TVET institution dedicated to Excellence in Technical Vocational Education and Training (TVET). We are currently seeking competent, skilled and passionate personnel for the following positions.

S/no.	Position	Grade	Vacancies	Terms of Service
1.	Senior Risk Management Officer	J/G 'N' (CSG 8)	1	Permanent and Pensionable
2.	Security Officer I	J/G 'L' (CSG 9)	1	Permanent and Pensionable
3.	Internal Audit Officer II	J/G 'K' (CSG 10)	2	Permanent and Pensionable
4.	Supply Chain Management Officer II	J/G 'K' (CSG 10)	2	Permanent and Pensionable
5.	Driver	J/G 'G' (CSG 13)	1	Permanent and Pensionable
6.	CBET Trainer-Pharmacy	Part-time	10	Contract

1. Senior Risk Management Officer J/G 'N' (CSG 8)

Post	Senior Risk Management 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 Description

Reporting to the Chief Principal, an officer in this position will be involved in collaborate with internal audit to plan and conduct risk-based audit, maintain detailed and secure records of all risks and compliance activities, present regular risk and compliance reports to the management, oversee the development and implementation of internal controls to prevent and detect violations, identify and assess current and emerging risks, ensure full compliance with Kenya regulatory requirements (e.g. CBK, CMA, IRA, KRA, NSSF, and data protection act), develop and maintain risks, compliance policies, procedures and chatters

Job Specification

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

- Bachelor's degree in Finance, Accounting, Economics, or its equivalent with eight (8) years of relevant experience.
- A Master's degree in any of the following fields: Business Administration, Finance, Accounting or equivalent from a recognized institution is an added advantage.
- Certified Public Accountant of Kenya CPA(K).
- Membership of the Institute of Certified Public Accountants Kenya (ICPAK), Institute of Internal Auditors (IIA), Institute of Certified Secretaries (ICS) and must be in good standing.
- Management/ leadership training will be an added advantage.





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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

2. Security Officer I-J/G 'L' (CSG 9)

Post	Security 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

Reporting to the Chief principal, 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

- a) For appointment to this grade, an officer must have: -
- b) Have served in the grade of Security Officer or in an equivalent position in a comparable institution or wider Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- c) Have a Bachelor's Degree in criminology from a recognised institution or have a bachelor's degree in any social sciences with six (6) weeks approved security course at Criminal Investigation Department (CID) Training or any other equivalent from a recognised institution;
- d) Proven experience using relevant technology and equipment e.g., CCTV
- e) Experience in reporting and emergency response planning
- f) Have a First Aid Certificate Course;
- g) Have a Certificate in computer knowledge
- h) Have demonstrated professional competence and administrative capability in security matters.





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Personal Attributes and Key Competencies

- a) Excellent knowledge of security protocols and procedure;
- b) Strong technical competences in safety and security systems management.
- c) Ability to get on well with a diverse work force;
- d) Good communication and interpersonal skills;
- e) Outstanding organizational and leadership skills
- f) Good organizational and supervisory skills.

3. Internal Audit Officer II Job Group 'K' (CSG 10)

Post	Internal Audit Officer II-Job Group 'K' (CSG 10)
No. of Posts	Two (2)
Basic Salary Scale	Ksh. 41,420 - 57,230 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.5,000 p.m.

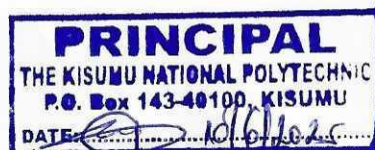
Job Summary:

Reporting to the Internal Auditor, The Officer 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 enhance internal control, risk management and compliance and audit support to the Internal Audit department.

Requirements:

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

- a) Bachelor Degree in commerce (finance/accounting) option, computer science, Law or a related field with a minimum period of (3) three years progressive work experience in internal audit.
- b) CPA Part II or its equivalent recognized qualifications.
- c) Certificate in computer application skills.
- d) Working knowledge of computerized financial management/audit systems.
- e) Additional certifications as Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), Certified Public Account (CPA) is highly desired.





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4. Supply Chain Management Officer II

Post	Supply Chain Officer II-Job Group 'K' (CSG 10).
No. of Posts	Two (2)
Basic Salary Scale	Ksh. 41,420 - 57,230 p.m.
House Allowance	Kshs.12,800 p.m.
Commuter Allowance	Kshs.5,000 p.m.

Job Summary:

Reporting to the supply chain manager, an officer at this level will be responsible for the initiation of procurement policies; reviewing, up-dating, interpretation and implementation of existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; planning and coordinating supply chain management activities in procurement, warehousing, distribution and fleet management; processing of agenda for the tender committees; and processing of contracts.

Requirements:

- A Bachelor's degree in Procurement or its equivalent qualification from a recognized institution.
- Minimum experience of three (3) years in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- Membership/Registration with the relevant professional body is a must have.
- Demonstrated a high administrative capability in the management of procurement services.
- Certificate in computer application skills

Personal Attributes and Key Competencies

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





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5. CBET Trainer-Pharmacy

Post	CBET Trainer -Pharmacy
No. of Posts	10
Remuneration	TKNP Terms

Job Summary

Duties and responsibilities at this level will involve; 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, and undertaking research in the respective training area

Requirements

- Be Kenyan citizens
- Minimum Higher National Diploma in the related discipline/subject area.
- A Minimum of a Degree in Pharmaceutical Technology from an institution recognized by the Pharmacy and Poisons Board (PPB)
- Registration certificate issued by the Pharmacy and Poisons Board and a valid license by the Pharmacy and Poisons Board and
- 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.
- Proficiency in computer applications
- Good communication skills

6. Driver -Job Group 'G' (CSG 13)

Post	Driver -Job Group 'G' (CSG 13)
No. of Posts	One (1)
Basic Salary Scale	Ksh. 25,420 - 33,170 p.m.
House Allowance	Kshs.4,500 p.m.
Commuter Allowance	Kshs.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 the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and break 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.





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Requirements:

- a) Minimum qualification of a Kenya Certificate of Secondary Education (KSCSE) Mean grade D (plain).
- b) At least three (3) years driving experience in a public or private sector organization.
- c) A valid driving license free from any current endorsement(s) for classes of vehicle (s) an 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 (1) week every three (3) years from a recognized institution;
- g) A valid Certificate of Good Conduct from the Kenya Police; and
- h) Attended a First Aid Certificate course lasting 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/RKf8TyA9hDTUK9YH8> 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, email addresses to be received not later than **Monday 16th June, 2025. 5.00PM**

The applications should be addressed to:

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



All successful candidates must fulfil the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- a) Valid Certificate of Good Conduct;
- b) Valid Clearance from the Ethics and Anti – Corruption Commission;
- c) Valid Certificate of Compliance from the Higher Education Loans Board (HELB);
- d) Kenya Revenue Authority (KRA) Tax Compliance Clearance; and
- e) 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.