



THE SIAYA NATIONAL POLYTECHNIC

P.O. BOX 1087 - 40600 SIAYA. TEL: 0768 509 509

Email: info@siayapolytechnic.ac.ke, website: siayapolytechnic.ac.ke

Vision

A market leader in the provision of top-notch training, research and innovation

Mission

To produce competent human resource for sustainable development

VACANT POSITION (INTERN) - ADVERTISEMENT

The Siaya National Polytechnic (TSNP) Is A Public TVET Institution Operating Under the TVET Act No. 29 of 2013 In the State Department of Vocational and Technical Training , Ministry of Education, Kenya. It is Situated in Siaya Town along the Siaya -Rang'ala Road.

The Siaya National Polytechnic (TSNP) invites applications from suitably qualified and individuals with excellent credentials to fill the following vacant positions on Internship basis: -

S/No.	Designation	Advert No.	No. of Positions
1.	Assistant Accountant II	TSNP/ADM/HRO/ADVT/F/21/08/2025	1

Assistant Accountant II

Requirements for Appointment

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

- i. Bachelor's degree in finance and accounting from a recognized Institution
or
- ii. Must be a holder of Diploma in Finance & Accounting with CPA Part II and above
- iii. Proficiency in computer applications
- iv. One who is reliable and of high integrity

Duties and Responsibilities of an Intern amongst others will be:

- i. Receiving and processing of all invoices.
- ii. Maintaining of commitment registers.
- iii. Filing and ensuring that relevant accounts documentation is timely and accurately stored.
- iv. Receiving and processing petty cash requests.
- v. Maintaining of budgeted vote heads.
- vi. Receiving all college revenue and issue receipts.
- vii. Processing of imprests surrender from staff.
- viii. Reconciling of students fees records and issuing of fees statements to students
Preparing individual work plan.
- ix. Any other duties as may be assigned by the Supervisor from time to time.

Terms and Conditions

Successful candidates shall be appointed on Internship basis for one (1) year contract under The Siaya National Polytechnic Governing Council prevailing terms and conditions.

Application Procedure:

1. The details of the advertised post can be accessed from the Polytechnic's website www.siyapolytechnic.ac.ke/careers. Further, the Interested applicants possessing the above qualifications are requested to download the Fillable Pdf Application Form, Fill and submit the form together with their Academic and Professional Testimonials via e-mail to recruitment@siyapolytechnic.ac.ke
2. Applications must be received on or before Close of Business on *Wednesday, 17th September, 2025*.
3. No application submitted after the deadline will be considered.
4. Only shortlisted candidates will be contacted.
5. Any form of direct or indirect canvassing will lead to the automatic disqualification.

N/B. The Siaya National Polytechnic is committed to implementing the provisions of Chapter 232 (1), (g,h&i) of the Constitution of Kenya by being an Equal Opportunity Employer, thus women, persons with disability and marginalized groups are encouraged to apply.

**CHIEF PRINCIPAL,
SECRETARY OF THE GOVERNING COUNCIL,
THE SIAYA NATIONAL POLYTECHNIC,
P.O BOX 1097-40600,
SIAYA.**