

Approved for
circulation



THE BUNGOMA NATIONAL POLYTECHNIC

P.O. BOX 158, BUNGOMA.

TEL: 0711158158/0103669393

Email: info@bungomapoly.ac.ke / Website: www.bungomapoly.ac.ke

All correspondence must be addressed to the Principal

Opening Date: 03/12/2025

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

The Bungoma National Polytechnic (TBNP) is a reputable public TVET institution in Bungoma County. The Polytechnic is registered and Licensed under the Ministry of Education, State departments for Vocational and Technical Training.

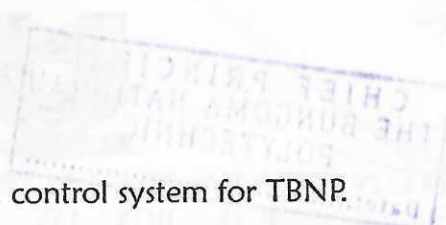
Applications are invited from qualified and interested Kenyans to serve in the following Positions:

S/N	DESIGNATION	TBNP GRADE	ADVERT No.	NO. OF POSTS
1.	SENIOR INTERNAL AUDITOR	13/JG 'N'	TBNP/ADM/01/2025	1
2.	DRIVING INSTRUCTOR III	6/JG 'F'	TBNP/ADM/02/2025	1
	TOTAL			2

SENIOR INTERNAL AUDITOR, TBNP GRADE 13 /JOB GROUP 'N'

(a) Duties and Responsibilities

- Developing and implementing internal audit policies, systems, tools of operation, and procedures.
- Developing and facilitating operationalization of risk management strategies and initiatives to mitigate risks in the Polytechnic.
- Developing and implementing annual audit plans for the internal audit unit.
- Undertake internal audit in accordance international standards on auditing.
- Preparation of departmental budget for submission to the Council Audit Committee for approval.
- Carrying out investigation on suspected fraudulent and corrupt activities.

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- vii. Formulate appropriate internal control system for TBNP.
 - viii. Facilitating compliance with statutes, regulations and government guidelines.
 - ix. Assist in the coordination of external auditor's activities and follow up on the implementation of their recommendations
 - x. Following up on implementation of internal audit recommendations;
 - xi. Developing new initiatives aimed at improving internal audit operational efficiencies;
 - xii. Compile quarterly and special audit reports for submission to the Council Audit committee
 - xiii. Supervision, guidance and development of staff in the unit.
 - xiv. Carry out post audit reviews to ensure implementation of agreed corrective action plans.
 - xv. Carry out any other relevant duties as assigned by the Council Audit Committee.
 - xvi. Carry out any administrative duties as may be assigned by the Principal.

b) Required Qualifications and Competencies:

- i. Must have served as internal Auditor for three (3) years
- ii. Bachelor degree in the following disciplines: Auditing, Accounting, Finance.
- iii. Holder of Certified Public Accountants (CPA K) or ACCA or an equivalent;
- iv. Be a registered member (in good standing) of the Institute of Internal Auditors(IIA) or Institute of Certified Public Accountants of Kenya (ICPAK) .
- v. Certificate in computer applications from a recognized institution.
- vi. Masters degree in the relevant area will be an added advantage.
- vii. Shown merit, integrity and ability as reflected in work performance and results.



DRIVING INSTRUCTOR III, TBNP GRADE 6 /JOB GROUP 'F'

This is the entry level. The instructor will be expected to manage the theory class timings, teach the driving students about the right traffic rules and inform students drivers with safety driving procedures and supply their students with information about emergency situations.

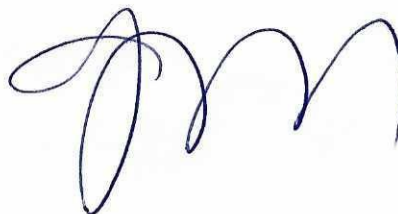
a) Duties and Responsibilities

- i. Maintenance of machines and equipment used in instruction.
- ii. Preparing lesson plans, instructing, assessing and marking theory & practical work for students.
- iii. Explain how a car operates, how to perform safety checks and what to do in case of an emergency.
- iv. Guide learners through the new NTSA guideline and curriculum.
- v. Prepare learners for NTSA Driving exams.
- vi. Maintain an accurate record of attendance of the students both in class and field Practical.
- vii. Correspond with management concerning the materials/devices/kits required.
- viii. Timely reporting of any faults.
- ix. Regular preparation of reports.

b) Requirements for appointment

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

- i. Valid Instructors license.
- ii. Valid Driving license and possess a clean driving record.
- iii. Accredited NTSA Instructors number.
- iv. Minimum of two (2) years' work experience as a driving instructor.
- v. Good conduct certificate.
- vi. Conversant with NTSA Traffic Act and Regulations.
- vii. Certificate in computer applications from a recognized institution.



Terms and Conditions

The successful candidate for the position of Senior Internal Auditor and Driving Instructor III shall be appointed on permanent and pensionable terms.

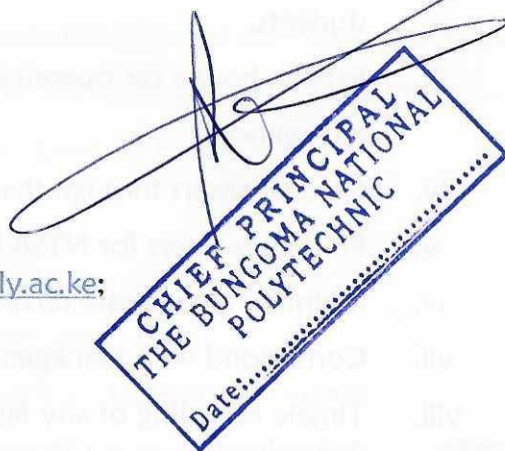
How to apply

Interested persons who meet the requirements should apply enclosing copies of their Curriculum Vitae, Copies of Academic and Professional Certificates and other testimonials so as to reach the undersigned on or before **27th December, 2025**

All applications should be clearly marked with the referenced number of the advertised position .

All applications to be addressed to:

The Chief Principal/Secretary Council
Bungoma National Polytechnic
P. O. Box 158 - 50200
Bungoma
Email: sangaloist@yahoo.com; info@bungomapoly.ac.ke;



Please Note:

1. Only candidates offered employment shall be expected to present the following clearance certificates;

- 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 Credit Reference Bureau (CRB)

2. Only shortlisted and successful candidates will be contacted

The Bungoma National Polytechnic is an equal opportunity employer, Youth, Women and Persons with Disability (PWD) and persons from Marginalized and Minority Groups are encouraged to apply.