



**The Kisumu National
Polytechnic**
Industry Succeeds

ADVERT NO. 001/FY2025/2026

December 5, 2025

AMENDMENT TO 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;

We wish to notify the general public on the amendment with regards to the following two (2) positions

6. CBET Technician - Animal Production and Health Management J/G 'J' (CSG 11)

Post	CBET Technician - Animal Production and Health Management J/G 'J' (CSG 11)
No. of Posts	1
Basic Salary Scale	34,420-46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

- Designing, Installing, repairing and maintaining related equipment and machinery in area
- of specialization.
- Prepare learning materials and carry out instructions and guide learners during practical lessons.
- Keep inventory and records of all tools and equipment.
- Ensure maintenance and compliance with health and safety standards at all times.
- Offer technical support in workshops and participate in day-to-day workshop operations.
- Any other duties assigned by the immediate supervisor or authorized personnel

Requirements:

- Diploma in Animal Production and Health Management from a recognized institution
- Computer literacy will be an added advantage.
- Relevant work experience

C.K.K

7. CBET Technician - Health Records J/G 'J' (CSG 11)

Post	CBET Technician- Health Records J/G 'J' (CSG 11)
No. of Posts	1
Basic Salary Scale	34,420 -46,120 p.m.
House Allowance	7,500 p.m.
Commuter Allowance	4,000 p.m.

Job Summary:

- a) Assist in the management and maintenance of electronic health records, ensuring data accuracy and compliance with healthcare regulations
- b) Perform data entry tasks to input patient information into the EHR system, including demographic data, medical histories, and treatment plans
- c) Review and verify data for completeness and accuracy, escalating discrepancies as needed
- d) Support healthcare providers by retrieving and organizing patient records for clinical use
- e) Contribute to quality assurance efforts by participating in audits and assisting with the resolution of data integrity issues
- f) Required and Preferred Qualifications

Requirements:

- a) A Diploma in health records preferably from an institution recognized by HRIM
- b) Registration certificate issued by Health Records and Information Management board (HRIM) and a valid license in good standing
- c) Basic understanding of electronic health record systems and healthcare documentation standards
- d) Minimum working experience of 1 year
- e) Must be computer literate.
- f) Experience working with EHR systems in a clinical setting
- g) Familiarity with health information privacy regulations such as HIPAA
- h) Strong organizational skills and ability to manage multiple tasks efficiently
- i) Proficiency in data entry and management software
- j) Proficiency in computer application skills.

C.K.K

HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply online via <https://forms.gle/ALBUfDMrSuLnMGGw5> 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 and email address to be received on or before **Friday 19th December, 2025, 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 internal candidates are encouraged to apply.

Only Shortlisted candidates will be contacted for interview.

C.K.K