

Advert No. KINAP/HR/01/2026 Assistant Store Keeper (1 POST)

Minimum Requirements:

1. Diploma in Procurement/Supply Chain Management/ Stores Keeping from a recognized institution;
2. Registered with a professional body (KISM) and in good standing.
3. Good understanding of all Procurement regulations and statutory requirements.
4. At least one-year relevant working experience.
5. Experience in using ERP systems
6. Good Communication/Interpersonal and Organizational skills

Duties and responsibilities.

1. Ensures stock re-order levels are maintained.
2. Assist in ensuring that all goods received agree with the purchase order quality, quantity and price.
3. Ensures that the inspection and acceptance committee members are present when goods are been received.
4. Assist in ensuring that all goods received are stored and recorded properly.
5. Maintain up to date stock bin cards.
6. Follows stores control procedures at all times for receiving, entering, and storing.
7. Ensures that all departmental requisitions have been authorized prior to issuing of items requested.
8. Ensure that no unauthorized persons enter in the stores.
9. Participates in monthly stock taking exercise.
10. Keeps stores record and ensure that they are upto date.
11. Any other relevant duties

Advert No. KINAP/HR/02/2026 Assistant Internal Auditor (1 POST)

Minimum Requirements

1. CPA part II
2. At least one year working experience in the same field.
3. Computer literacy
4. Budgeting Experience
5. Knowledge of relevant legislation
6. Knowledge of professional standards

Duties and responsibilities.

1. Assisting in developing and monitoring the implementation of the Internal Audit strategy, budgets, policies and procedures;
2. Assisting in coordinating the implementation of the Internal Audit Work plan to ensure delivery of audit services that meet set timelines and quality standards;
3. Presenting findings of audit reviews to management;
4. Assisting in coordinating the application of a risk-based approach to review the institution's systems and controls;
5. Monitoring the implementation of the board recommendations and any other duties assigned by management.



Advert No. KINAP/HR/03/2026 DRIVING SCHOOL INSTRUCTOR (1 POST)

Minimum Requirements

1. Instructors Licence
2. NTSA Accredited Instructor Training Certificate from an approved Institution
3. Have the requisite Driving Licence Class B and C
4. Conversant with NTSA Act and Regulations
5. Knowledge of National Highway Traffic Safety Administration.
6. Minimum two years working experience in Instructing.
7. Good analytical and problem-solving skills.
8. Police Clearance Certificate (Certificate of Good Conduct)
9. Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.
10. Possess Business Development acumen.

Duties and responsibilities.

1. Develop lesson plans and design curriculum to ensure all areas of driving course work are covered
2. Teach students motor vehicle operation, road rules and safe driving practices to impart driving skills
3. Provide practical driving lessons on the road to ensure lesson learnt in class are put into practice
4. Monitor student's driving, offering advice and assistance as needed to help the students develop their driving skills.
5. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenance
6. Assess student's class work and driving abilities to provide a basis of recommending issuance of driver's license to students who qualify.
7. Ensure proper use, care and maintenance of Driving School Vehicles.
8. Ensure compliance to the traffic rules and regulations at all times.

Advert No. KINAP/HR/04/2026-MECHATRONICS TECHNICIANS (1 POST)

Minimum Requirements;

1. Diploma in a relevant field of Engineering
2. At least one year working experience in the same field.
3. A certificate in Computer Applications from a recognized institution
4. Good Communication skills, Interpersonal skills, Organizational skills and Time Management Skills.
5. Knowledge of Occupational Safety and Health Act

Duties and Responsibilities

1. Provide support to trainers and trainees in solving technical problems and practicals
2. Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
3. Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
4. Requisition for consumables to ensure they are replenished in a timely manner and organise in a way that they are easily traced.

5. Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
6. Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
7. Segregate non-functional equipment and machinery to promote safety in the workshop.
8. Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
9. Report breakdown of machinery and equipment to the head of the section to advise on replacement needs
10. Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals

Advert No. KINAP/HR/05/2026–MASONRY TECHNICIANS (1 POST)

1. Minimum Certificate level in Building Technology or its equivalent
2. At least one year working experience in the same field
3. Good analytical, Communication, Interpersonal and problem-solving skills
4. Ability to observe high levels of Safety, Health and Environment at the work place
5. Knowledge of Occupational Safety and Health Act
6. Team Player

Duties and responsibilities.

1. Assist students and trainers during masonry practical's
2. Tasks relating to repairs and maintenance in your area of specialization and in the institute.
3. Liaise with the HOD in making required requisitions for the practical's.
4. Report major repairs required
5. Ensuring proper usage, safe custody and inventory of kits, tools and equipment
6. Ensure general cleanliness and safety of the work area.

For detailed Job Description and Job Specification (requirements) log in to our website: www.kiambupoly.ac.ke

Application process: send your current CV, Academic and Professional Certificates including KCSE and Testimonials to: **Chief Principal, Po. Box 414-00900, Kiambu, on or before C.O.B Monday 22nd June, 2026** in a brown, A4 envelope clearly sealed and with the advert reference number clearly indicated.

DELIVERY MODE: Hand delivery, Post Office or Courier. *All applications MUST be received at the Chief Principals office and recorded in the provided book.*

By submission of these documents, you agree to conform to the Kenya DATA Protection Act (2019)

We shall not be responsible for loss of hand delivered documents not registered in the provided book. Only shortlisted candidates will be contacted.

KINAP is an equal opportunity employer; women, youth and People with Disabilities are encouraged to apply.

**The Chief Principal
Kiambu National Polytechnic
P.O. Box 414–00900,
KIAMBU**