

KIAMBU NATIONAL POLYTECHNIC

JOB VACANCIES

Advert No. HR/14/2024 DEPUTY SUPPLY CHAIN OFFICER (1 POST)

The officer in this position will be responsible for procuring goods, works and services to ensure the institution requirements are met in accordance with the Public Procurement and Asset Disposal Act

Minimum Requirements:

1. Diploma in Procurement/Supply Chain Management/ Stores Management from a recognized institution;
2. Registered with a professional body (KISM) and in good standing.
3. Good understanding of Public Procurement and Assets (PPAD) Act 2015, PPAD Regulations 2020 and all Procurement laws and regulations.
4. At least three years relevant working experience in the same field.
5. Experience in using ERP systems
6. Proficiency in computer applications.
7. Good supervisory, Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.

Duties and responsibilities:

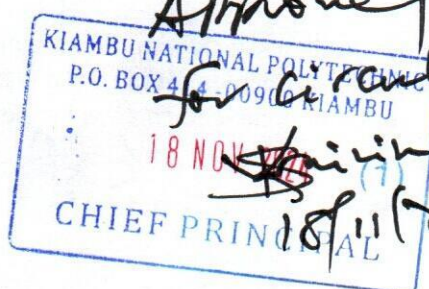
1. Deputizing for Supply Chain Officer.
2. Assisting in Preparation of the annual and termly budget for section.
3. Carrying out market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
4. Ensuring compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance
5. Assist in Formulation of policies that are relevant to Supply Chain Function as per government regulations
6. Assisting in drawing up of departmental processes and procedures as per the Quality Management System
7. Coordination of receiving and issuing of stores and equipment
8. Coordinating and supervising of stock taking and reporting to the Supply Chain Officer
9. Recommend disposal of idle stores and equipment as per government regulations and procedures
10. Detection and prevention of losses and wastage of stores and equipment through proper distribution and management.
11. Reconciliation, preparation and maintenance of records;
12. Updating of the supplier master file in the ERP system with the qualified suppliers are to enhance ease in the procurement of goods, works and services
13. Ensure safe storage of stores and equipment
14. Any other relevant duty assigned

Advert No. HR/15/2024 INSTITUTIONS COUNSELLOR (1 POST)

The officer in this position will be responsible providing social and psychological support services for staff and students in order to promote academic and career achievement for individuals, groups or the public through public lectures and one-on-one sessions

Minimum Requirements:

- 1) Diploma in Counselling, Education, Psychology or Social Sciences
- 2) Registration Certificate issued by the Counsellors and Psychologists Board
- 3) A valid practicing license from the Counsellors and Psychologists Board
- 4) Certificate in trauma counseling and psychological first aid debriefing



- 5) Certificate in loss and grief
- 6) Certificate in training of trainers (counselors)
- 7) Certificate in counseling supervision
- 8) Have a minimum 3 years' experience in a higher learning institution dealing with college or university students.
- 9) Proficiency in computer applications.
- 10) Good Leadership, Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.

Duties and responsibilities:

- 1) Conduct research on issues affecting students psychologically, socially and academically to come up with prevalence and methods of control.
- 2) Offer counseling services through individuals of group therapy to bring about psychological healing
- 3) Coordinate Peer Counsellors training for the purpose of empowering the peers and disseminating skills.
- 4) Monitor Peer Counsellor through meetings and receiving reports to ensure cases are being handled effectively.
- 5) Handle referral cases through sessions with the referred clients to sort out issues pending from previous counsellor
- 6) Attend trainings in relation to guidance and counselling to acquire new skills
- 7) Participate in conducting HIV and AIDS awareness activities for sensitization of students and staff
- 8) Attend to students general affairs by signing of forms and mediating in cases to ease congestion and improve on service delivery

Advert No. HR/16/2024 ACCOUNTANT (1 POST)

Minimum Requirements:

- 1) CPA Part II or its equivalent from a recognized institution
- 2) At least three years relevant working experience.
- 3) Experience in using ERP systems
- 4) Proficiency in computer applications.
- 5) Good analytical, Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.

Duties and responsibilities:

- 1) Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance.
- 2) Capture data and posting to primary record books/document i.e. cash books and ledger
- 3) Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account
- 4) Account for all expenditure and ensure that it is within the policies and procedures of the institution to provide transparency and integrity in the process.
- 5) Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process
- 6) Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
- 7) Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget
- 8) Prepare accurate year-end financial statements to assist with the preparation of financial

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statements, and with planning for resources.

- 9) Process staff payments in a timely manner and in line with the institution's policies and procedures, to ensure minimal disruptions of its operations due to non-payment
- 10) Monitor the institution payments and receipts on a day-to-day basis

Advert No. HR/17/2024 DRIVING SCHOOL INSTRUCTOR (1 POST)

The officer in this position will be responsible for training students the rules of the road and the safe way to handle an automobile by developing their skills needed to pass the driving theory and practical examinations.

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 three years working experience in Instructing.
7. Good analytical and problem solving skills.
8. Police Clearance Certificate (Certificate of Good Conduct)
- 1) Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.
9. 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. HR/18/2024 –SECRETARY (2 POSTS)

Minimum Requirements

1. Typewriting II (40 w.p.m.)/ Computerized Document Processing II
2. Shorthand II (60 w.p.m.) or Audio typing II
3. Business English II/Communications I
4. Office Practice II
5. Secretarial Duties II
6. Commerce II
7. A certificate in Computer Applications from a recognized institution.
8. At least two years' experience in a similar position.
9. Good Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.



Duties and responsibilities:

1. Type from draft and manuscripts as required to ensure timely communication of information
2. Handle incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office
3. Operate office equipment in printing and photocopying documents to provide administrative assistance to the institution
4. Prepare responses to simple routine correspondences in a timely manner
5. Assist the head of department in preparation of presentations materials and other documentations for internal and external circulation
6. Organize administration records and correspondences to ensure easy accessibility to the documentation/ information whenever required
7. Classify documents and materials to ensure security and confidentiality of office records
8. Receive and attend to visitors and clients in a professional and courteous manner and direct them to the respective offices
9. Monitor cleanliness of the office and ensure that the office is well-managed to promote a good working environment
10. Maintain of an efficient, smooth and easily accessible filing system to ensure required documents are traced in an efficient manner

Advert No. HR/19/2024 – CUSTOMER CARE ASSISTANT (1 POST)

Minimum Qualifications

- 1) Certificate in Secretarial Studies and either: Customer Care, Office Management, Front Office, or its equivalent from a recognized institution.
- 2) A certificate in Computer Applications from a recognized institution
- 3) One year experience in a similar position preferably in an Institution of higher learning.
- 2) Good Communication skills, Interpersonal skills, Organizational skills and Time Management Skills.

Duties and responsibilities.

- 1) Maintaining good public relations in the Institution's offices;
- 2) Directing visitors and answering enquiries;
- 3) Assisting with sitting arrangements during functions;
- 4) Direct and guide visitors;
- 5) Receiving and directing calls;
- 6) Copy typing duties;

Advert No. HR/20/2024 –ICT TECHNICIANS (2 POSTS)

Minimum Requirements

1. K.C.S.E, mean grade of C- (minus)
2. Diploma in Computer Studies / Information Technology or its equivalent from a recognized institution
3. Minimum two years working experience in the same field.
4. Good analytical and problem-solving skills.
5. Police Clearance Certificate (Certificate of Good Conduct)
6. Good analytical, Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.

Duties and Responsibilities

- 1) Provide support to trainers and trainees during practicals.
- 2) Maintaining ICT standards within the Institution



- 3) Advising on procurement of ICT software
- 4) Setting and configuring Local and Wide Area Networks (LAN & WAN)
- 5) Taking charge of daily computer operations
- 6) Repairing computers/networks
- 7) Monitoring the performance of ICT equipment
- 8) Cleaning computers
- 9) assisting students and staff in the computer laboratories.

Advert No. HR/21/2024 –FASHION AND COSMOTOLOGY TECHNICIAN (1 POST)

Minimum Requirements;

- 1) Craft Certificate in Fashion and design or its equivalent
- 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.

Duties and Responsibilities

- 1) Provide support to trainers and trainees during practical's
- 2) Maintain cleanliness, hygiene, proper arrangement and orderliness in the workshops.
- 3) Ensure all equipment in the workshops are well maintained by regularly cleaning them and checking their working conditions
- 4) Participate in receiving training materials and ensuring their quality
- 5) Regular stock taking and maintenance of reasonable stock levels
- 6) Ensure timely production and issuance of quality bakery products.
- 7) Maintain smooth operations of all bakery workshop operations including practicals
- 8) Establish and maintain the applicable records of all bakery workshop operations
- 9) Establish and maintain good marketing and advertising strategies.

Advert No. HR/22/2024 –ELECTRICIAN (RE-ADVERTISEMENT) (1 POST)

Purpose of the Job

This job is responsible for repair and maintenance of electrical accessories, installation of new electricity sub meter connections and installation of electrical cables in all departments within the institution.

Minimum Requirements

- 3) Certificate in Electrical and Electronics from a recognized Institution
- 4) Proficiency in Computer applications.
- 5) At least two years' experience in the same field.
- 6) Good Communication skills, Interpersonal skills, Organizational skills, Report writing and Time Management Skills.

Duties and responsibilities:

1. Install and maintain wiring, control and lighting systems to provide functional operational environment.
2. Trouble shoots electrical equipment to identify faults and conduct necessary repairs to enhance usability of the items.
3. Carry out electrical repairs and maintenance on the assets in the institutional to facilitate smooth flow of activities that require.
4. Diagnose malfunctioning systems to locate/identify the cause of the problem then perform repairs in accordance to set out procedures.
5. Interpret the layout and install electrical wiring equipment and fixtures based on job specifications and set standards.
6. Prepare learning practical examination materials for artisan students.




7. Ensure compliance to health and safety standard in the workplace on all electrical related matters.

Advert No. HR/23/2024 –CARPENTER (RE-ADVERTISEMENT) (1 POST)

Purpose of the Job

This position is responsible for making woodwork products such as tables, desks, chairs, fitting cabinets and carries out general woodwork repairs in the institution.

Minimum Qualifications

1. Certificate in woodwork and joinery from a recognized Institution
2. Proficiency in Computer applications.
3. At least two years' experience in the field.
4. Good Communication skills, Interpersonal skills, Organizational skills and Time Management Skills.

Duties and responsibilities:

1. Construct building frameworks like doorframes, windows and wall cabinets when needed to facilitate smooth operations in the institutions' day to day operations.
2. Inspects damaged wooden structures and repair them to enhance their usefulness and reduce deterioration.
3. Select and specify the construction raw materials required to ensure the institution gets quality of required materials.
4. Develop structures as instructed by user department and ensure the products meet the institutions functional needs.
5. Maintain and repair wooden structures to enhance usefulness of the structures and support the institutions operations.
6. Follows laid out process and procedures in his operations to ensure compliance with health and safety standards.
7. Assists students during their practicals by providing direction on handling and usage of tools.
8. Clean the workshop and arrange the tools to create a safe and functional operating environment.

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 Friday 6th December, 2024** 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.*

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**

