

JOB VACANCIES

Advert No. HR/01/2025 INSTITUTION 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/02/2025 CLINICAL OFFICER (1 POST)

The officer in this position will be responsible for examining, diagnosing and treating patients in the institution's dispensary and coordinate all operations within a Clinic which include clinical services and management.

Minimum Requirements

- 1) Diploma in Clinical Medicine and Surgery from a recognized institution;
- 2) Minimum mean grade of C (plain) in KCSE or its equivalent is required.
- 3) At least three years of experience in a similar a position.
- 4) A valid practicing license from the Clinical Officers Council of Kenya;
- 5) Registered Clinical Officers Council of Kenya
- 6) Computer literacy

Approved.
[Signature]
 16/04/25.

Duties and responsibilities

- 1) Responsible for diagnosis and treatment of patients in the clinic through history taking and carrying out of medical examination on the patients.
- 2) Prescribe drugs to patients depending on the results of examination and diagnosis.
- 3) Refer patients for further medical treatment to other medical center in cases where the patient's case is beyond their ability to handle.
- 4) Recommend patient's admission for further medical attention
- 5) Attend to minor surgical problems through stitching and dressing
- 6) Ensure maintenance and safety of records of the clinic's Medical equipment, tools and drugs in the clinic enhance ease of tracking of the assets and budgeting.
- 7) Make appropriate and document patient's diagnosis for future reference during treatment.
- 8) Requisition for clinic/dispensary's stock for replenishment from the procurement/purchase unit.
- 9) . Prepare work plan for the clinic staff to guide on day to day operations of the clinic
- 10) Supervise and allocate duties to other staffs to ensure efficiency in delivery of services in the clinic.
- 11) Ensure proper disposal of bio-hazardous materials in the clinic/dispensary to minimize accidents
- 12) Maintain security of the medicine cabinets to prevent contamination of medicine or lose of medicine through pilferage.

Advert No. HR/03/2025 –SECRETARY (2 POSTS)

Minimum Requirements

- 1) Typewriting II (40 w.p.m.)/ Computerized Document Processing II
- 2) Shorthand II (80 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

NB: PLEASE NOTE THAT THE POSITIONS OF MECHANICAL AND PLUMBING TECHNICIAN HAVE BEEN WITHDRAWN FROM THE ADVERT. THEY ARE THEREFORE NOT ELIGIBLE FOR APPLICATION.

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 28th April, 2025** 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**