

THE KIAMBU NATIONAL POLYTECHNIC

JOB VACANCIES

The Governing Council, Kiambu National Polytechnic (**KINAP**) wishes to recruit officers in the following areas;

Advert No. KINAP/HR/01/2024 – SUPPLY CHAIN OFFICER - (1 POST)

Purpose of the Job

This position is responsible for developing and implementing the institution procurement plan to ensure availability of required goods and services at all times according to the institution requirement and strategies

Requirements-Job Specification

1. Bachelor's Degree in Procurement/Supply Chain Management from a recognized institution
2. Registered with a professional body (KISM) and in good standing.
3. Possess a Certified Procurement and Supply Professional of Kenya (CPSP-K)
4. Good understanding of Public Procurement and Assets Disposal (PPAD) Act 2015,PPAD Regulations 2020 and all Procurement laws and regulations.
5. At least five years working experience in the same position.
6. Experience in using ERP systems
7. Proficiency in computer applications;
8. Good leadership, supervisory, interpersonal, organizational and communication skills.

Duties and responsibilities:

1. Ensure and Maintain Compliance to procurement process controls in IT system
2. Ensure no conflict of interest in the tendering and procurement process
3. Preparation of the annual and termly budget for section.
4. Receiving, consolidating and submitting annual procurement plans and management reports.
5. Preparing tender and prequalification documents for expression of interest.
6. Ensuring Compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.
7. Coordinate the preparation of the procurement work plan to ensure the timely delivery of goods and services
8. Establishing control mechanisms in management and use of materials.
9. Carrying out market surveys and research in inventory and stock control, in accordance with the laid down regulations and procedures;
10. Formulation of policies that are relevant to Supply Chain Function as per government regulations.
11. Drawing up of departmental processes and procedures as per the Quality Management System
12. Management, monitoring and supervision of staff in the section including performance appraisal
13. Detection and prevention of losses and wastage of stores and equipment through proper distribution and management.
14. Plan and conduct departmental meetings;
15. Assess and recommend sectional Training Needs
16. Ensure safe storage of stores and equipment;
17. Secretary to tender and procurement committees.
18. Any other relevant duty assigned

Advert No. KINAP/HR/02/2024 SENIOR SECURITY OFFICER (1 POST)

Purpose of the Job

The person in this position is responsible for overall dispensation and supervision of security within the institution, to reduce security risks, respond to incidents and limit exposure to liabilities when conducting day to day operations at the institute.

Requirements

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in Criminology, Security Management or a related Course from a recognized institution;
- (ii) Work experience in the disciplined forces and with a clean record.
- (iii) Compliant with Chapter 6 of the Kenyan Constitution 2010.
- (iv) Proficiency in Computer applications
- (v) Be physically and mentally fit;
- (vi) Be a team player with good interpersonal and communication skills;
- (vii) Have demonstrated professional competence in security work as reflected in performance and results.

Duties and responsibilities.

- 1) Preparation of departmental budget;
- 2) Taking charge of the welfare of the department staff;
- 3) Preparing and implementing work plans, schedules and duty roster;
- 4) Formulation of security regulations and guidelines for the institute;
- 5) Directing visitors to various destinations in the institute;
- 6) Protecting KINAP's property including buildings, stores, motor vehicles and equipment;
- 7) Inspecting and maintaining records for incoming and outgoing vehicles and visitors; and compiling and submitting security reports on daily basis;
- 8) Patrolling and/ or guarding of access points;
- 9) Prevention of unauthorized persons and vehicles from entering premises and/ or protected areas;
- 10) Controlling and reporting of intruders into restricted areas and prevention and detection of crime;
- 11) Compiling and submitting security report on daily and monthly basis and recommending appropriate action;
- 12) Recording security related events in the occurrence book;
- 13) Keeping custody of lost and found property;
- 14) Conducting induction for new security staff;
- 15) Conducting drills;
- 16) Ensuring that action is taken on physical deficiencies and lapses in the institute; and liaising with the county administration and police department on security matters within the institute and its environs;
- 17) Supervising and conducting performance appraisals for departmental staff.

Advert No. KINAP/HR/03/2024 – HUMAN RESOURCE ASSISTANT – (1 POST)

Purpose of the Job

This position will provide assistance in the Human Resource Function.

Requirements-Job Specification

1. Diploma in Human Resource Management from a recognized Institution.
2. Member of IHRM and in good standing
3. At least CHRP Part two
4. Knowledge of Human Resource Management Information Systems
5. Experience in Management of Payroll and statutory deductions.
6. Must be well versed with the Employment Act 2007 laws of Kenya and other Employment legislative framework in Kenya.
7. Soft skills: People Management skills, Communication skills, Interpersonal skills, Report writing skills, Organizational skills, Supervisory skills.

Duties and responsibilities

- 1) Deputizing the Human Resource Officer
- 2) Provide assistance in the implementation of the human resource management and administration of policies to ensure compliance with government legal and statutory requirements.
- 3) Provide assistance in management of Payroll and Statutory deductions.
- 4) Provide assistance in the recruitment process.
- 5) Coordinate office services in the institution to ensure all operations runs smoothly
- 6) Draft letters of appointment, probation and promotion for review and validation by Human Resource Officer.
- 7) Provide assistance in administration of staff appraisal.
- 8) Gather and compile all information relating to training needs from all the departments to facilitate proper planning of training programmes
- 9) Provide assistance in managing staff leaves in the ERP System
- 10) Record and update of employee biodata data
- 11) Processing of Casuals payments
- 12) Management of staff daily attendance.

Advert No. KINAP/HR/04/2024 – HOUSEKEEPER – (1 POST)

Purpose of the Job

This position is responsible for overall management of Boarding and accommodation facilities, ensuring compliance and regulatory, occupational and safety and environmental control, organization and management of housekeeping services.

Requirements-Job Specification

- 1) Diploma in Housekeeping and Laundry/Accommodation or its equivalent from a recognized institution.
- 2) Good Knowledge of Public Health Act
- 3) At least three years working experience in the same position.
- 4) Must be a person who is keen on details and results oriented.

- 5) Experience in using ERP systems
- 6) Proficiency in computer applications;
- 7) Good leadership, people management, supervisory, interpersonal, organizational, problem solving, time management and communication skills.
- 8) A team player

Duties and responsibilities:

Managerial Responsibilities:

- 1) Responsible for organization, planning and management of housekeeping and accommodation services.
- 2) Preparation of the sections Annual Budget and termly requisitions.
- 3) Prepare work plan for housekeeping staff to ensure efficiency of operations.
- 4) Supervise the proper cleanliness and arrangement of hostels, Classrooms, Offices and any other assigned room.
- 5) Ensure cleaning detergents/materials and equipment are ordered on time.

Operational Responsibilities:

- 1) Ensure compliance and regulation in line with their occupational objectives, safety, environmental and infection control.
- 2) Develop and implement policies in accommodation and housekeeping.
- 3) Evaluation of work performance by the staff under this position and advise accordingly.
- 4) Ensure overall management of housekeeping and accommodations facilities.

Advert No. KINAP/HR/05/2024 – ENVIRONMENTAL TECHNICIAN – (1 POST)

Purpose of the Job

This position is responsible for the management of the tree nursery and environmental activities within Institution.

Requirements-Job Specification

1. Diploma in Environmental Science from a recognized Institution.
2. Be computer literate
3. At least one year in the same field.
4. Soft Skills: Commitment to Environmental conservation, Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, analytical skills, Time Management Skills, Report writing.

Duties and responsibilities

1. Manage the Institutions Tree Nursery bed.
2. Monitoring and assessing environmental conditions to ensure compliance with regulations and promote sustainable practices.
3. Data collection, Recording and management.
4. Management of hazardous and non-hazardous waste.
5. Assist in the development, implementation and maintenance of Environmental Management Systems.

6. Compliance Monitoring -ensure that the institution comply with environmental laws and regulations.
7. Remediation and mitigation by suggesting strategies to address pollution or environmental

damage and contribute to the restoration of affected areas.

8. Assist in Community Outreach and Education by participating in initiatives to raise awareness about environmental issues and promote responsible behaviors.
9. Maintenance and safe custody of tools and equipment
10. Management of casual workers engaged in the Tree Nursery.

Advert No. KINAP/HR/06/2024 – FARM MANAGER – (1 POST

Purpose of the Job

This position is responsible for the management of farm resources and assets and maximizes their use to generate income to the institution in order to enhance its value.

Requirements-Job Specification

1. Bachelor of Science in Agriculture/Agricultural Education by Extension or its equivalent from a recognized Institution.
2. Be computer literate
3. At least three years' experience in the same field.
4. Experience in sales on farm produce will be an added advantage.
5. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Problem solving skills, Time Management Skills, Report writing.

Duties and responsibilities:

Managerial Responsibilities:

1. Plan and budget for farm activities to ensure timely and cost effective implementation of farm activities minimizing wastages.
2. Set and implement farm policies to ensure maximum farm productivity.
3. Maintain appropriate stocking/cropping ratios to ensure sustained seasonal production by avoiding oversupply and minimize strain on resources.
4. Oversee teams on operations to produce relevant information.
5. Monitor contractors to ensure cost effective service delivery.

Operational Responsibilities:

1. Control diseases through movement restriction, acaridae/Ector parasite application and deworming to limit disease spread.
2. Manage pastures/feed to ensure animal nutritional demands are met and reduce wastage.
3. Record farm activities and processes for effective monitoring of herd and crop performance.
4. Confirm treatment compliance to ensure efficient crop and animal treatment.
5. Ensure safety in handling of chemicals to minimize risk of intoxication and wastage.
6. Market produce to ensure reduced wastage of the harvest and get the best prices.

Advert No. KINAP/HR/07/2024 – AGRICULTURE TECHNICIAN – (1 POST)

Purpose of the Job

This person responsible for guiding students and assisting trainers during practicals.

Requirements-Job Specification

1. Diploma in General Agriculture or its equivalent from a recognized Institution.
2. Proficiency in Computer applications.
3. At least two years' experience in the same field.
4. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Problem solving skills, Time Management Skills,

Duties and responsibilities:

1. Assist students and trainers during Agriculture practical in the farm.
2. Keep and maintain all the records of Agriculture equipment and tools.
3. Prepare a schedule for all activities to be carried out on the farm.
4. Ensure land preparation, planting and harvesting of Agriculture products is done as scheduled.
5. Report any required installation, routine checks, repairs & maintenance in the farm
6. Liaise with the HOD Applied Science in making requisitions for the farm.
7. Supervise casual's workers at the farm.
8. Feed the animals in the farm; maintain the records of the animals and their products.
9. Keep and maintain all the records for the sales from the farm.

Advert No. KINAP/HR/08/2024 – ELECTRICIAN – (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.

Requirements-Job Specification

1. Certificate in Electrical and Electronics from a recognized Institution
2. Proficiency in Computer applications.
3. At least two years' experience in the same field.
4. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Problem solving skills, Time Management Skills, Report writing.

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. KINAP/HR/09/2024 – CARPENTER – (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.

Requirements-Job Specification

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. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Problem solving skills, Time Management Skills, Report writing.

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.

Advert No. KINAP/HR/10/2024 – PLUMBER – (1 POST)

Purpose of the Job

This position is responsible for proper maintenance of drainage system in the institution to ensure continuous supply of clean water and proper disposal of waste water.

Requirements-Job Specification

1. Certificate in plumbing from a recognized Institution
2. Proficiency in Computer applications.
3. At least one year experience in the same field.
4. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Problem solving skills, Time Management Skills, Report writing.

Duties and responsibilities:

1. Interpret blueprints to map layout for pipes, water supply networks and drainage systems.
2. Assist in selection of plumbing materials based on the budget allocation and the intended purpose.
3. Install pipes and fixtures such as sinks, toilets, basins to facilitate continuous flow of clean water and disposal of waste water .

4. Test plumbing systems for leaks and other problems to identify appropriate processes to address the problems.
5. Prepare a draft of estimates of the required materials of plumbing works that will be used in the budgeting and expenditure decisions.
6. Repair and replace broken drainage systems and clogged drains to provide a habitable environment in the institution personnel.
7. Install waste and sanitary disposal systems to promote compliance with the health and safety requirements.
8. Attends to water pumps and ensures its functioning properly.

Advert No. KINAP/HR/11/2024 – DATA CLERK – (1 POST)

Purpose of the Job

This position is responsible for data entry, data analysis and data management.

Requirements-Job Specification

1. Diploma in ICT from recognized Institution
2. Minimum one year working experience in the same field
3. Good analytical and problem solving skills
4. Communication/Interpersonal, problem Solving and Organizational skills, Ability to work under pressure
5. Team Player

Duties and responsibilities:

1. Assist in data entry and processing
2. Keeping and maintaining exam records.
3. Assisting in admission of students
4. Assisting analysis of students data
5. Attending to students queries
6. Compiling of statistical records based on routine or special sources of information.
7. Preparation of reports, documents and correspondence
8. Keying in students marks.
9. Assisting in Photocopying and duplicating documents
10. Sorting, grading, folioing and Filing documents

Advert No. KINAP/HR/12/2024 – SECRETARY – (1 POST)

Purpose of the Job

This position is responsible for the provision of office administrative services to the departments

Requirements-Job Specification

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

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. KINAP/HR/13/2024 – LIBRARY ASSISTANT – (2 POSTS)

Purpose of the Job

This position is responsible to ensure that library books and reading resource materials are easily accessible by all Trainers and Trainees in the institution for enhanced competency development.

Requirements-Job Specification

1. Diploma in Information Studies or its equivalent from a recognized Institution.
2. Proficiency in Computer applications.
3. At least two years' experience in the field.
4. Soft Skills: Communication skills, Interpersonal skills, Organizational skills, Ability to work under pressure, Problem solving skills, Time Management Skills, Report writing.

Duties and responsibilities:

1. Catalogue all new information materials to ensure that they are well placed in the shelves for ease accessibility by the users.
2. Classify books and material on the shelf and reference for easy retrieval by library users.
3. Track all the enquiries received in the institution by post, email, personal visit and by telephone in consultation with the Librarian.
4. Responsible to open and close the library as per operational guidelines at the institution.
5. Create displays of new materials as instructed by the librarian to publicize new information materials.

Application process: send your current CV, Academic and Professional Certificates and Testimonials to: **Chief Principal, Po. Box 414-00900, Kiambu, on or before C.O.B Monday 15th July, 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**