



THE KITALE NATIONAL POLYTECHNIC

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ADVERTISEMENT OF VACANCIES

The Kitale National Polytechnic is a leading public Technical and Vocational Education and Training (TVET) institution with a mandate to produce competent, industry-ready graduates through Competency-Based Education and Training (CBET).

The Polytechnic invites applications from suitably qualified, dynamic, self-driven and results-oriented Kenyan citizens to fill the following vacant positions in its establishment. The successful applicants will be engaged on one – year performance based renewable contracts with competitive lumpsum pay packages.

KNP/ADV/01/2026 OFFICE ADMINISTRATOR S (6Posts)

Job Summary

The Office Administrator will be responsible for providing efficient secretarial, clerical and front-office support to the respective department/office, ensuring smooth coordination of correspondence, records, scheduling and visitor management in line with public service standards.

Minimum Requirements

- Diploma in Secretarial Studies/Office Administration or its equivalent from a recognized institution.
- Proficiency in computer applications (Word processing, spreadsheets, presentation and internet/email packages).
- Certificate in public relations/customer care will be an added advantage.
- Knowledge of office and records management practices to public service standards.

Key Competencies and Skills

- Excellent organizational and time-management skills.
- Strong oral and written communication skills.
- High level of integrity, confidentiality and professionalism.
- Interpersonal and customer-care skills.
- Ability to work under minimal supervision and meet deadlines.

Key Responsibilities

- Manage correspondence, telephone calls, mail and appointments for the department/office.
- Maintain proper filing and records management systems (physical and electronic).
- Receive, screen and direct visitors and clients to appropriate offices.
- Prepare minutes, memos, letters and reports as directed.
- Coordinate office logistics, supplies and equipment maintenance.

- Schedule and coordinate meetings, appointments and departmental calendars.
- Handle confidential departmental documents in line with records management policy.

KNP/ADV/02/2026 MECHANICAL PRODUCTION TECHNICIAN – (1 Post)

Job Summary

The Technician will provide technical and practical support in the Mechanical (Agri-Mechanization) workshop, assisting in training delivery, equipment maintenance and workshop management to support CBET-compliant practical instruction.

Minimum Requirements

- Diploma in Mechanical Engineering (Production) or its equivalent from a recognized institution.
- Knowledge of mechanical production operations, maintenance and repair.
- Computer applications literacy.
- Production line skills is an added advantage.

Key Competencies and Skills

- Strong practical/hands-on workshop skills.
- Knowledge of occupational safety and health (OSH) practices in a workshop setting.
- Good problem-solving and analytical skills.
- Team player with good communication skills.

Key Responsibilities

- Assist trainers in conducting practical lessons in agricultural mechanization.
- Maintain and service farm machinery, tools and workshop equipment.
- Ensure proper storage, inventory and safe custody of workshop tools and equipment.
- Enforce safety procedures and maintain a clean, organized workshop environment.
- Support assessment of trainees' practical competencies under CBET guidelines.
- Prepare workshop requisitions and maintain equipment maintenance records.

KNP/ADV/03/2026 AUTOMOTIVE TECHNICIAN (1 Post)

Job Summary

The Technician will support practical training and workshop operations in the Automotive section, ensuring trainees acquire hands-on competencies in motor vehicle mechanics in accordance with CBET curriculum standards.

Minimum Requirements

- Diploma in Automotive Engineering/Motor Vehicle Mechanics or its equivalent from a recognized institution.
- Hands-on experience in automotive diagnostics, repair and maintenance.
- Computer applications literacy.
- Trade Test Certificate or relevant industry exposure is an added advantage.

Key Competencies and Skills

- Strong practical automotive diagnostic and repair skills.
- Knowledge of workshop safety and equipment handling procedures.
- Attention to detail and quality of workmanship.

- Good interpersonal and mentoring skills for trainee supervision.

Key Responsibilities

- Assist trainers in delivering practical sessions in automotive engineering.
- Carry out routine servicing, diagnostics and repair of training vehicles/equipment.
- Maintain an inventory of automotive tools, spares and consumables.
- Supervise trainees during practical sessions to ensure safety and skill acquisition.
- Support CBET-based assessment of trainees' practical competencies.
- Maintain workshop records, job cards and maintenance schedules.

KNP/ADV/04/2026 TECHNICIAN – ELECTRICAL AND ELECTRONICS (2 Posts)

Job Summary

The Technician will support practical instruction and laboratory/workshop operations in Electrical and Electronics, ensuring trainees gain competency in electrical installation, maintenance and electronics fundamentals.

Minimum Requirements

- Diploma in Electrical and Electronic Engineering or its equivalent from a recognized institution.
- Knowledge of electrical installation, wiring and electronics troubleshooting.
- Competence in Computer applications.
- Relevant industrial attachment/work experience is an added advantage.

Key Competencies and Skills

- Strong practical skills in electrical/electronic installation and repair.
- Knowledge of electrical safety codes and OSH regulations.
- Analytical and troubleshooting skills.
- Good communication and trainee-mentoring skills.

Key Responsibilities

- Support trainers in delivering practical lessons in electrical and electronics modules.
- Set up, maintain and repair electrical/electronic laboratory equipment.
- Ensure compliance with electrical safety standards in the laboratory/workshop.
- Manage inventory of electrical tools, components and consumables.
- Support CBET-based assessment of trainees' practical competencies.
- Maintain equipment maintenance logs and laboratory records.

KNP/ADV/05/2026 INFORMATION COMMUNICATION TECHNOLOGY TECHNICIAN – (2 Posts)

Job Summary

The Technician will provide technical support for ICT infrastructure, computer laboratories and practical training, ensuring reliable systems for both administrative operations and CBET-based ICT training.

Minimum Requirements

- Diploma in Information Communication Technology/Computer Science or its equivalent from a recognized institution.

- Knowledge of computer hardware, networking and software troubleshooting.
- Relevant industry certification (e.g. CompTIA A+/N+, Cisco) is an added advantage.
- Experience supporting ICT labs in a learning institution is an advantage.
- Competence in computer and network maintenance is an added advantage

Key Competencies and Skills

- Strong technical troubleshooting and systems support skills.
- Knowledge of network administration and computer maintenance.
- Good customer service and user-support orientation.
- Ability to work independently and respond promptly to ICT support requests.

Key Responsibilities

- Install, configure and maintain computer hardware, software and networks.
- Provide technical support to staff and trainees in ICT laboratories.
- Support trainers in delivering practical ICT lessons and assessments.
- Maintain an inventory of ICT equipment and licensing records.
- Troubleshoot and resolve ICT-related faults promptly.
- Implement basic ICT security and data backup procedures.

KNP/ADV/06/2026 FOOD TECHNOLOGY TECHNICIAN – (1 Post)

Job Summary

The Technician will support practical training and laboratory operations in Food Technology, assisting trainees to acquire competencies in food processing, preservation and quality control in line with CBET curriculum standards.

Minimum Requirements

- Diploma in Food Technology/Food Science or its equivalent from a recognized institution.
- Knowledge of food processing, preservation and quality-control techniques.
- Computer literacy.
- Relevant industrial attachment/work experience is an added advantage.

Key Competencies and Skills

- Strong practical food-processing and laboratory skills.
- Knowledge of food-safety standards (HACCP/GMP) and laboratory hygiene practices.
- Attention to detail and accuracy in laboratory work.
- Good communication and trainee-mentoring skills.

Key Responsibilities

- Assist trainers in delivering practical lessons in food technology.
- Prepare and maintain food-technology laboratory equipment and materials.
- Enforce food-safety and laboratory-hygiene standards during practicals.
- Guide trainees in food processing, testing and quality-control procedures.
- Maintain inventory of raw materials, reagents and laboratory equipment.
- Support CBET-based assessment of trainees' practical competencies.

KNP/ADV/07/2026 ANALYTICAL CHEMISTRY LAB TECHNICIAN – (1 Post)

Job Summary

The Technician will support practical training and laboratory analysis work in Analytical Chemistry, assisting trainees to acquire hands-on competencies in chemical testing and instrumentation in line with CBET standards.

Minimum Requirements

- Diploma in Analytical Chemistry or its equivalent from a recognized institution.
- Knowledge of laboratory analytical techniques and instrumentation.
- Computer literacy.
- Relevant industrial attachment/work experience is an added advantage.

Key Competencies and Skills

- Strong practical laboratory analysis and instrumentation skills.
- Knowledge of chemical-handling and laboratory-safety protocols.
- High level of accuracy and attention to detail.
- Good communication and trainee-supervision skills.

Key Responsibilities

- Assist trainers in delivering practical lessons in analytical chemistry.
- Prepare reagents, samples and equipment for laboratory practicals.
- Enforce chemical-handling and laboratory-safety procedures.
- Guide trainees in conducting chemical analyses and interpreting results.
- Maintain a register of chemicals, equipment and safety data sheets.
- Support CBET-based assessment of trainees' practical competencies.

KNP/ADV/08/2026 SCIENCE LABORATORY TECHNOLOGY TECHNICIAN – (1 Post)

Job Summary

The Technician will support general science laboratory operations and practical training across science-based programmes, ensuring proper laboratory setup, equipment handling and safety in line with CBET requirements.

Minimum Requirements

- Certificate in Science Laboratory Technology or its equivalent from a recognized institution.
- Knowledge of general laboratory practices and equipment handling.
- Computer literacy.
- Relevant work experience in a learning-institution laboratory
- Knowledge of CBET workshop delivery methodologies is an added advantage.

Key Competencies and Skills

- Good working knowledge of laboratory equipment and general safety practices.
- Reliability, attention to detail and teamwork.
- Basic knowledge of chemical, biological and physical laboratory hazards.
- Ability to assist trainers and trainees during practical sessions.

Key Responsibilities

- Set up and prepare laboratories for practical lessons.
- Assist in handling, storage and maintenance of laboratory apparatus and reagents.
- Support trainers during practical sessions and demonstrations.
- Maintain laboratory registers, stock records and safety logs.
- Enforce laboratory safety rules and proper waste disposal.
- Support CBET-based assessment of trainees' practical competencies.

KNP/ADV/09/2026 FASHION & DESIGN (DRESSMAKING) TECHNICIAN – (1 Post)

Job Summary

The Technician will support practical training in dressmaking and fashion design, assisting trainees to acquire hands-on competencies in garment construction, pattern making and use of production equipment.

Minimum Requirements

- Diploma in Fashion Design and Dressmaking/Garment Technology or its equivalent from a recognized institution.
- Hands-on skills in pattern drafting, cutting, sewing and garment finishing.
- Computer applications literacy.
- Relevant industrial / production work experience is an added advantage.

Key Competencies and Skills

- Strong practical dressmaking and garment-construction skills.
- Creativity and attention to detail.
- Knowledge of safe operation and maintenance of sewing/production machines.
- Good interpersonal and trainee-mentoring skills.
- Garment production skills is an added advantage

Key Responsibilities

- Assist trainers in delivering practical lessons in fashion design and dressmaking.
- Maintain and service sewing machines and production equipment.
- Manage inventory of fabrics, tools and consumables for practical sessions.
- Guide trainees in pattern making, cutting and garment construction techniques.
- Support CBET-based assessment of trainees' practical competencies.
- Maintain workshop cleanliness and enforce safety procedures.

KNP/ADV/10/2026 MEDICAL LABORATORY TECHNICIAN (2 Posts)

Job Summary

The Medical Laboratory Technologist will support practical training and laboratory operations in the Health Science Department, ensuring safe, accurate and well-supervised laboratory practice for trainees in line with KMLTTB and CBET standards.

Minimum Requirements

- Diploma in Medical Laboratory Sciences/Technology from a recognized and KMLTTB-accredited institution.

- Valid registration/licensing with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- Computer literacy.
- Relevant clinical/laboratory work experience is an added advantage.

Key Competencies and Skills

- Strong technical laboratory and diagnostic skills.
- Knowledge of laboratory safety, quality assurance and infection control protocols.
- High level of accuracy, attention to detail and integrity.
- Good communication and trainee-supervision skills.

Key Responsibilities

- Support trainers in conducting practical sessions in medical laboratory science.
- Prepare, calibrate and maintain laboratory equipment and reagents.
- Enforce laboratory safety, biosafety and infection-control standards.
- Guide trainees in specimen handling, testing procedures and result interpretation.
- Maintain accurate laboratory records, inventory and quality-control logs.
- Support CBET-based assessment of trainees' practical competencies.

KNP/ADV/11/2026 REGISTRY CLERK (1 Post)

Job Summary

The Registry Clerk will manage the institution's records and information systems, ensuring proper classification, storage, retrieval and security of files and documents in accordance with public records management guidelines.

Minimum Requirements

- Diploma in Information Science/Records Management or its equivalent from a recognized institution.
- Knowledge of records classification, filing systems and archiving procedures.
- Computer literacy, including electronic document management systems.
- Knowledge of public service records management regulations is an added advantage.

Key Competencies and Skills

- High level of accuracy, confidentiality and integrity.
- Good organizational and time-management skills.
- Attention to detail in file classification and retrieval.
- Good communication and customer-service skills.

Key Responsibilities

- Open, classify, file and maintain institutional records (physical and electronic).
- Receive, register, and dispatch incoming and outgoing correspondence/files.
- Retrieve and avail files promptly to authorized officers on request.
- Maintain registry movement registers and file-tracking systems.
- Ensure security, confidentiality and safe custody of records.
- Carry out periodic appraisal, weeding and disposal of records as per retention schedules.

Job Summary

The Accounts Clerk will manage the institution's accounts and related information systems, ensuring proper receipt, file returns, reconciliation and reporting of transactions in accordance with public financial management policies and guidelines.

Minimum Requirements

- Diploma in accountancy or its equivalent from a recognized institution.
- Knowledge of automated accounting systems/ ERP.
- Knowledge of Computer applications literacy
- CPA 1 qualification is an added advantage

Key Competencies and Skills

- High level of accuracy, confidentiality and integrity.
- Good organizational and time-management skills.
- Attention to detail in accounting.
- Good communication and customer-service skills.

Key Responsibilities

- Receive, receipt, and report payments transactions accurately.
- Reconcile and update all transactions.
- Maintain accurate records and file returns to the supervisor.

Job Summary

The Assessment Officer will coordinate competency-based assessment, examination logistics and data analysis for the institution, ensuring credible, accurate and timely processing of trainee assessment results in liaison with TVETA/KNEC requirements.

Minimum Requirements

- Bachelor's Degree in Statistics or its equivalent from a recognized university.
- Proficiency in statistical analysis software (e.g. SPSS, R, or equivalent) and MS Office applications.
- Knowledge of CBET assessment frameworks and TVET examination/assessment procedures.
- Relevant experience in assessment, examinations or data management in a TVET institution is an added advantage.

Key Competencies and Skills

- Strong analytical, statistical and data-management skills.
- High level of accuracy, confidentiality and integrity in handling assessment data.
- Good organizational and coordination skills.
- Effective communication and report-writing skills.

Key Responsibilities

- Coordinate planning, logistics and administration of trainee assessments/examinations.
- Compile, analyze and verify assessment data and generate statistical reports.

- Ensure compliance with TVETA, KNEC and CBET assessment guidelines and timelines.
- Maintain secure and accurate records of trainee assessment results.
- Liaise with departments on assessment scheduling, moderation and certification processes.
- Support quality assurance reviews of assessment instruments and processes.

General Conditions for All Applicants

- Must be a Kenyan citizen of good conduct and not have any pending integrity, criminal or disciplinary issues.
- Must satisfy Chapter Six (6) of the Constitution of Kenya 2010 on Leadership and Integrity.
- Successful candidates will be required to obtain clearance certificates from: Kenya Revenue Authority (Tax Compliance), Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC), Directorate of Criminal Investigations (Certificate of Good Conduct), and a Credit Reference Bureau (CRB).

PLEASE NOTE:

- (i) Interested and qualified candidates should submit their applications enclosing a detailed curriculum vitae, copies of academic and professional certificates, national identity card, and three (3) reference letters,
- (ii) Only shortlisted candidates will be contacted.
- (iii) Kitale National Polytechnic is an equal opportunity employer. Persons with disabilities, women, and candidates from marginalized/minority groups are encouraged to apply.

The applications should be in hard copy and in a sealed **envelope with advert reference number**; to reach the Chief Principal by **11th September 2026**.

**The Chief Principal
Kitale National Polytechnic
P.O Box 2162-30200, KITALE**