



**THE KITALE NATIONAL POLYTECHNIC**  
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## **VACANCY ANNOUNCEMENT**

The Kitale National Polytechnic is an ISO 9001:2015 Certified Institution in the TVET training sector that produces trained qualified and professional personnel with an overall objective of adding value to the technical sector and contributing to trained self reliance individuals in the society.

### **VISION**

A polytechnic of excellence in Competency Based Education and Training, and Research

### **MISSION**

To produce globally competitive graduates through competency based education and training, research and innovation for sustainable development

The Polytechnic invites competent and experienced applicants for the position of Senior Internal Auditor who must be self-driven and results oriented person of high integrity. He or she will report functionally to the Polytechnic Council and administratively to the Principal.

### **INTERNAL AUDITOR**

The person will be required to undertake Internal Audit functions and duties as outlines below;

1. Set up functions of internal controls and regulations in accordance with the International Audit Standards.
2. Initiate the development and implementation of Audit and Risk Mitigation Plans approved by the Council
3. Assist the management to develop and implement Risk Management Policies and procedures
4. Advice management on policies related to internal controls, financial accounting and administration along with the associated reporting requirements in accordance with the Public Finance Act 2012 and Public Audit Act 2015
5. Establish mechanism for fraud detection, prevention and elimination for manual and computerized processes
6. Establish administrative framework for compliance with Legal and Statutory requirements including adherence to the provisions of the Public Procurement and Disposal Act 2015.
7. Undertake continuous monitoring and evaluation of institutional projects and programmes
8. Provide leadership to internal audit staff
9. Prepare and table periodic audit reports before the Council and its committees and perform such other duties as required from time to time

## **JOB SPECIFICATIONS**

For an appointment to this position an officer must have;

Served in the position of Internal Auditor I or in a comparable position in the public service or private sector for at least 3 years

Bachelor Degree from a recognized learning institution with specialization in Account/Finance, Business Administration, Economics, Mathematics (Statistics or equivalent)

A registered member of ICPAK or other recognized body

Competent to work in a computerized financial management system

### **1. FARM MANAGER**

The Farm Manager will be responsible for planning, organizing and managing the activities of the institute's farm.

## **QUALIFICATIONS**

Applicants must:

- Have KCSE mean grade of C- and above
- Have Diploma in General Agriculture or above
- Have at least 3 years working experience in a large farm

## **DUTIES AND RESPONSIBILITIES INCLUDE**

- Planning finances and production to maintain farm progress against budget parameters
- Marketing the farm's products
- Buying supplies such as fertilizer seeds
- Arranging the maintenance and repair of farm buildings, machinery equipment
- Planning activities for trainee staff, mentoring and monitoring them.
- Maintaining and monitoring the quality of yield, whether livestock or crops
- Understanding the implications of the weather and making contingency plans
- Ensuring that farm activities comply with government regulations
- Monitoring animal health and welfare, including liaising with vets
- Maintaining knowledge of pests and diseases and an understanding of how they spread and how to treat them.
- Applying health and safety standards across the institute farm
- Protecting the environment and maintain biodiversity
- Keeping up to date financial records.

## **2. SECURITY OFFICER**

### **QUALIFICATIONS**

- Must have C- and above in KCSE
- Must have undergone security training
- Must possess current certificate of good conduct
- Must have at least one year experience in the investigation field with a reputable organization
- At least 3 years working experience.
- Must be between 35 and 45 years old

### **DUTIES AND RESPONSIBILITIES**

- Overall security in charge
- Investigations when necessary
- Organization and implementation of security issues
- Preparation of duty roster for watchmen
- Supervision of watchmen of duty
- Collaborating with Government Security Personnel when required
- Making sure that fire fighting equipments are regularly serviced, kept in the right places and are always ready for use when the need arises
- Dealing with all matters of security for property and persons within the institute

## **3. DRIVING SCHOOL INSTRUCTOR**

### **QUALIFICATIONS**

Ability to work during evenings and on weekends, as required

- NTSA Certificate of Completion/NTSA registration number
- Valid Instructor License
- Valid Driving License
- Clear Criminal record
- Clear driving record
- Excellent verbal and written communication
- Proven experience as a Driving Instructor
- Working experience of three years.
- Computer Literate.
- KCSE/KCE Certificate.

### **DUTIES AND RESPONSIBILITIES**

- Preparing lessons that are tailored to student's needs
- Providing instruction on the parts and functions of a vehicle and on-road regulations
- Teaching practical skills related to all aspects of driving.

- Helping students to develop confidence in their driving skills
- Gaining control of the vehicle during emergency situations
- Calming students who are in distress
- Documenting and reporting on students progress
- Informing students when they are ready to take the driver's test
- Reporting accidents to the Head of Department

## **JANITOR**

### **Job Responsibilities**

Duties and responsibilities at this level will entail:-

- (i)** Supervising cleanliness of hostel and catering facilities;
- (ii)** Managing laundry facilities;
- (iii)** Maintaining linen, furniture and beddings;
- (iv)** Keeping proper records of hostel and catering stores/inventory;

### **Job Specification**

For appointment to this JOB GROUP an officer must have:

- (i)** Diploma in either of the following disciplines: Housekeeping and Front Office Management; Hospitality Management or its equivalent qualification from a recognized Institution;
- (ii)** Certificate in relevant computer application skills; and
- (iii)** Shown merit, integrity and ability as reflected in work performance and results

All applications to the above posts should be in own handwriting. Attach copies of academic professional certificates, testimonials, CV, copy of National ID and day time telephone contact to reach the Chief Principal on or before .....2020.

WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY APPLICATIONS. Only shortlisted candidates will be contacted.

***KITALE NATIONAL POLYTECHNIC*** is an "Equal Opportunity Employer"

*An ISO 9001:2015 Certified Institution*



**The Chief Principal**  
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**Kitale**