



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

ASISTANT SECURITY OFFICER JG H

The position will be on **CONTRACT** basis

Duties and Responsibilities

Reporting to the Chief Security Officer, the Assistant Security Officer will perform the following duties;

- Investigations when necessary
- Organization and implementation of security issues
- liaise with the outsourced security
- 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 related to property and persons within the institute

Qualifications

- Must have undergone security training preferably in the disciplined forces
- 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 below 45 years.

ASSISTANT HOUSEKEEPER JG G

Job Responsibilities

Appointment will be on a **TWO YEAR CONTRACT**

Reporting to the Housekeeper, duties and responsibilities at this level will entail:-

- (i)** Supervising cleanliness of hostel and sanitation facilities;
- (ii)** Managing laundry facilities;
- (iii)** Maintaining linen, furniture and beddings;
- (iv)** Keeping proper records of hostel and catering stores/inventory;
- (v)** Train peer counsellors, keep coordination and keep records of the committee

Job Specification

For appointment to this JOB GROUP an officer must have:

- (i)** Diploma in either of the following disciplines: Housekeeping, Catering and Accommodation 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

COUNSELLOR JG J

Job Responsibilities

Reporting to the HOD Guidance and Counseling, duties and responsibilities at this level will entail:-

- (i)** Promote and support quality academic by offering Career Guidance and Counseling to Non Performance.
- (ii)** In collaboration with the lead agencies, the counselor should provide the need for rehabilitation to the client.
- (iii)** Assist and support the Management in developing and implementing counseling ethics polices, laws and plan of action.
- (iv)** Planning and coordinating counseling programs;
- (v)** Conducting both individual and group counseling;
- (vi)** Keeping appropriate records; identifying employees and trainees with social psychological or health related problems;
- (vii)** Co-coordinating seminars and workshops on Guidance and Counseling matters.

Job Specification

For appointment to this grade a candidate must have:

- (i)** Bachelor's degree in any of the following disciplines: Counseling, Psychology or equivalent qualifications from a recognized Institution;

OR

Bachelor's degree in Social Sciences with Post-Graduate qualifications in counseling, psychology or equivalent qualifications from a recognized Institution; and

- (ii) Certificate in computer application skills.
- (iii) Must be of between 30 and 40 years of age.
- (iv) Must have worked with the Youths
- (v) Must be registered with Psychological body of Counselors.

All applications to the above posts should be in own handwriting. Attach copies of academic professional certificates, testimonials, CV, copy of National ID, meet all the requirements of Chapter Six of Constitution of Kenya 2010 and day time telephone contact to reach the Chief Principal on or before **30th June, 2020**.

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

The Kitale National Polytechnic is an "Equal Opportunity" Employer and does not discriminate on the basis of gender and/or disability.

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

An ISO 9001:2015 Certified Institute

