



THE KITALE NATIONAL POLYTECHNIC
P.O. BOX 2162, KITALE TEL. 0202380086, 0721379304

Email: info@kitalenationalpolytechnic.ac.ke **Website:** www.kitalenationalpolytechnic.ac.ke

VACANT POSITIONS

The Kitale National Polytechnic is a leading TVET Institution dedicated to excellence in Technical and Vocational Education and Training (TVET). We are currently seeking passionate and skilled individuals to join our team in the following positions.

S/No.	Position	Grade	Vacancies	Terms of Service
1.	TKNP Driver	JG 'F'	2	Permanent and Pensionable
2.	TKNP Accountant	JG 'K'	1	Permanent and Pensionable
3.	TKNP Accountants Clerk	JG 'J'	1	Permanent and Pensionable

Detail Job Description:

Post	DRIVER JOB GROUP F - (2 POSTS)
Number of posts	TWO (2)
Basic Salary Scale	KSHS 15,895
House Allowance	KSHS 3730
Commuter Allowance	KSHS 4000

DRIVER JOB GROUP F - (2 POSTS)

The Polytechnic invites competent and experienced applicants for the position of Driver who must be self-driven and results oriented and of high integrity.

The applicant must possess the following;

- (i) KCES Certificate (D) Plain
- (ii) Valid Driving License in categories B, C1, D1, D2, and D3
- (iii) Valid Institutional PSC License
- (iv) Certificate of Good Conduct from DCI
- (v) Basic Mechanics Skills
- (vi) First Aid Skills and Defensive Driving Skills from a recognized institution
- (vii) Be conversant with NTSA Act regulations
- (viii) Computer Literacy is an added advantage
- (ix) Must have one-year relevant working experience

Operational Responsibilities:

- a) Transport authorized staff to designated locations in a safe and timely manner, to ensure the transport department supports the institution staff in the performance of work
- b) Ensure the cleanliness and routine maintenance of the institution's vehicles assigned, to enhance the image of the institution and to make the vehicles user friendly
- c) Perform minor repairs and make arrangement for major repairs to ensure the vehicle are kept in good condition at all times
- d) Ensure timely change of oil, checking tyres, brakes and water levels to prevent the vehicle from breakdowns
- e) Report the accidents and incidents to the Principal to ensure appropriate strategies are developed and implemented to minimize the accidents and incidents and on the associated costs
- f) Record distances travelled and fuel costs incurred for proper record keeping to assist in the management of transport costs
- g) Inspect the vehicles to ensure they are fully equipped with tools and first aid kit to ensure adherence to the regulation
- h) Maintain all valid legal documents such as driving license, work tickets, insurance and safety hazards
- i) Ensure safety of the vehicle on and off the road

Detail Job Description:

Post	ACCOUNTANT JOB GROUP K (1 POST)
Number of posts	ONE (1)
Basic Salary	KSHS 37561
House Allowance	KSHS 12800
Commuter Allowance	KSHS 6000

ACCOUNTANT JOB GROUP K (1 POST)

This position is responsible for coordination of revenue, management and reconciliation accounting to ensure the delivery of quality and timely accounting services.

The candidate must possess the following qualifications

- a) A Bachelor Degree in Accounting or related field from a recognized institution
- b) CPA K and ICPAK membership
- c) Computer literacy
- d) Knowledge in Budgeting
- e) Knowledge of relevant legislation
- f) Knowledge of professional standards

Managerial Responsibilities:

Supervise the accounts assistants and accounts clerks for effective execution of their duties;

Operational Responsibilities:

- a) Verify vouchers and committal documents in accordance to the set requirements and guidelines to ensure compliance
- b) Capture data and posting to primary record books/document i.e. cash books and ledger
- c) Prepare information to banks on all the institution's payments to ensure the banks discharge funds as appropriate to correct bank account
- d) Account for all expenditure and ensure that it is within the policies and procedures of the institution to provide transparency and integrity in the process.
- e) Prepare information on payment claims to ensure approval is supported by relevant documentation to enhance integrity, efficiency and effectiveness in the payment process
- f) Provide reports on the institution's budget performance to ensure gaps in performance are identified and appropriate strategies developed and implemented in a proactive manner.
- g) Produce periodic cash flow and forecasting reports to advice on the availability of funds critical for the implementation of the institution budget
- h) Prepare accurate year-end financial statements to assist with the preparation of financial statements, and with planning for resources
- i) Process staff payments in a timely manner and in line with the institution's policies and procedures, to ensure minimal disruptions of its operations due to non- payment
- j) Monitor the institution payments and receipts on a day to day basis

Detail Job Description:

Post	ACCOUNTANTS CLERK JOB GROUP J (1 POST)
Number of posts	ONE (1)
Basic Salary	KSHS 30441
House Allowance	KSHS 7500
Commuter Allowance	KSHS 6000

ACCOUNTANTS CLERK JOB GROUP J (1 POST)

This position is responsible for coordination of revenue, management and reconciliation accounting to ensure the delivery of quality and timely accounting services.

The candidate must possess the following qualifications

- a) A certificate in Accounting or related field from a recognized institution
- b) CPA Part I
- c) Computer literacy

The accountants clerk will be responsible to the Accountant in charge of the respective unit or section she or he is serving

Operational Responsibilities

- a) Executing all the clerical accounting functions relating to the unit assigned Maintaining cash books
- b) Posting of ledgers
- c) Filling of vouchers in an orderly way for ease of retrieval
- d) Balancing ledgers
- e) Doing journal entries
- f) Processing LPOs, payments and payment vouchers

- g) Ensuring payments are in conformity with the existing Government financial regulations and procedures
- h) Maintaining a reliable vote book system
- i) Ensuring implementation of internal controls
- j) Performing any other duty as may be assigned from time to time

Applicants must have attached copies of Academic and Professional Certificates, Testimonials, Curriculum Vitae (CV), copy of National ID. Shortlisted candidates will be required to avail requirements of Chapter Six of the Constitution of Kenya 2010. The applications to reach the Chief Principal on or before 18/1/2024

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

