



**THE KITALE NATIONAL POLYTECHNIC**

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**VACANCY ANNOUNCEMENT**

The Kitale National Polytechnic is a TVET institution established under the TVET Act of 2013 and Legal Order number 95 of 2016 with the mandate to produce trained qualified and professional contributing to trained self-reliant, industry demanded skilled individuals.

**1. Assistant Internal Auditor II – Job Group K (1 Position)**

**Duties and Responsibilities:**

1. Assist in planning and executing internal audit assignments as per the audit work plan.
2. Participate in reviewing financial and operational systems to assess compliance with policies, procedures, and regulations.
3. Assist in conducting risk assessments and evaluation of internal control systems.
4. Perform audit checks on financial documents, procurement records, and stores documentation.
5. Verify accuracy and integrity of transactions in ICT-based systems and ensure data reliability.
6. Maintain proper audit working papers and filing systems for reference and future audits.
7. Assist in preparing audit reports with findings and recommendations for improvement.
8. Follow up on implementation of audit recommendations and corrective action.
9. Support the review of ICT systems for audit trails, system controls, and security risks.
10. Perform any other lawful duties as may be assigned by the supervisor.

**Minimum Requirements:**

1. A Bachelor's degree in Computer Science or Software Engineering.
2. CPA Part II or its equivalent will be an added advantage.
3. Proficiency in computer applications, especially in auditing and accounting software.
4. Knowledge and practical experience in ICT auditing will be an added advantage.
5. Good analytical, communication, and report-writing skills.
6. High level of integrity and attention to detail.
7. Must meet the requirements of Chapter Six of the Constitution of Kenya (2010), including clearance from relevant bodies.

**2. Procurement Officer – Job Group K (1 Position)**

**Duties and Responsibilities:**

- Assist in the implementation of procurement plans.
- Prepare and maintain procurement records and reports.

- Ensure compliance with the Public Procurement and Asset Disposal Act.
- Assist in tendering processes and contract management.
- Liaise with suppliers and user departments.

#### **Minimum Requirements:**

- Bachelor's Degree in Procurement or Supply Chain Management.
- A CIPS certification.
- Registered with a relevant professional body (e.g., KISM).
- Knowledgeable in ICT / ERP procurement systems.
- One (1) year experience in a similar role is an added advantage.

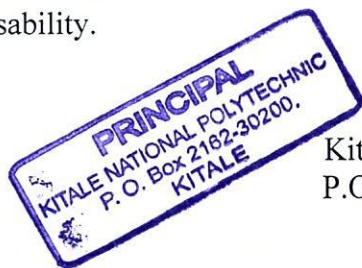
**Terms of Service:** Permanent and Pensionable

**Salary Scale:** As per the Government of Kenya guidelines for Job Group K.

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 19<sup>th</sup> December 2025

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

**Dr. Tom W. Mulati**  
**CHIEF PRINCIPAL**