



**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

### **PHARMACY COURSE COORDINATOR**

The Polytechnic invites competent and experienced applicants for the position of Pharmacy Course Coordinator who must be self-driven and results oriented person of high integrity. The person will be required to undertake the following duties as outlined below;

1. To coordinate the activities necessary for the smooth starting, implementation and running of the pharmaceutical course;
2. Carry out the teaching/training;
3. Assisting in sourcing/identifying the appropriate trainers and trainees in pharmaceuticals

***For an appointment to this position an officer must have;***

### **Qualifications**

1. Must have a Bpharm
2. Experience of 4 to 5 years post registration
3. At least 2 years in academia
4. Able to work for KNP on full time basis
5. Should act as a liaison between KNP and Pharmacy and Poisons Board
6. Link the Kenya National Examination Council and the Kitale National Polytechnic
7. Handle dossiers to Pharmacy and Poisons Board for registration
8. Ensure the training meets Pharmacy and Poisons Board and Kenya National Examination Council requirements.

### **FARM MANAGER JG J**

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

The position will be on **CONTRACT** basis

## **Qualifications**

Applicants must:

- 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 maintaining biodiversity
- Keeping up to date financial records.

## **ASSISTANT HOUSEKEEPER JG G (2 POSTS)**

### **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
- (vi)** Maintaining inventories of hostel, stores and the students centre
- (vii)** Working with students' leaders to control and maintain order at the students centre

### **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

**NB:** Evidence of ability to work with students will be an added advantage.

## **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 students and employees and trainees with social psychological or health related disorders.
- (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 45 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 **14<sup>th</sup> October, 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*

