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KABETE NATIONAL POLYTECHNIC
P.O. BOX 29010 - 00625 NAIROBI. CELL: +254 790000001
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The Kabete National Polytechnic is a Public Technical and Vocational Education and Training Institution (TVET) Institution established in accordance with the TVET Act No 29 of 2013, vide Legal Order No 92 of 2016.

The Polytechnic is seeking for qualified candidates to fill the following Positions:

1. INTERNAL AUDITOR (I POST) KNP/V/IA/ 01/023

POSITION	Internal Auditor
Number of Vacancies	1
Reporting to	The Polytechnic Council
Job Group	"N"
Terms of Service	Permanent and Pensionable

Purpose of the Job.

This position is responsible for developing and monitoring implementation of the Internal Audit strategy, budgets, policies and procedures. The position coordinates the implementation of the Internal Audit Work plan to ensure delivery of Audit Services that meet set deadlines and quality standards.

Managerial Responsibilities:

- i) Analyse the Polytechnic's financial documentation and reports to identify audit issues to be addressed.
- ii) Monitor management implementation of audit recommendations to ensure gaps in implementation are identified and appropriate interventions developed.

- iii) Communicate any loopholes within the Polytechnic's structure, and recommend appropriate solutions, to ensure minimal disruptions to business operations from an unsupportive structure.
- iv) Assess and research the Polytechnic's risk management process' suitability and record the results to make recommendations on possible enhancements to the process.
- v) Prepare audit reports that reflect Polytechnic's audit results for review and presentation to management, and to ensure the whole process is documented.

Operational Responsibilities:

- i) Prepare a memorandum of audit finding, to ensure adequate documentation exists to support all the completed audits and conclusions.
- ii) Conduct a review of information control for the organisation's system operating procedures, backup and disaster recovery, communication control, security systems and system maintenance, to avoid system breakdowns.
- iii) Assess all the Polytechnic's internal control procedures and security for the systems which are under development, and upgrade them to current versions for enhanced efficiency and ease in use.
- iv) Train other audit staff on the use of computerized audit techniques and methods for ease in the use of the techniques.
- v) Perform any other duty as may be assigned by the supervisor

Requirements For Appointment

- i) Certified Public Accountant (CPA(K)
- ii) A Bachelor's Degree in Finance, Accounting or Economics
- iii) Be a member of the Institute of Public Accountants of Kenya (ICPAK)
- iv) Membership of the Institute of Internal Auditors
- v) Knowledge of Financial reporting guidelines in the Public Sector
- vi) At least 3 years' experience in an audit Department preferably in the Public Sector.

Interested Candidates who meet the above criteria should submit a cover letter, a detailed CV and attach copies of National Identity Card, Relevant Professional and Academic Certificates and Transcripts.

Applications should be addressed to:

The Principal,
Kabete National Polytechnic,
P.O. Box 29010-00625,
Nairobi.

Or to info@kabetepoly.ac.ke



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2. NURSE (I POST) KNP/V/NS/ 02/023

POSITION	NURSE
Number of Vacancies	1
Reporting to	The Clinical Officer
Job Group	J
Terms of Service	Permanent and Pensionable

Purpose of the Job

This position is responsible for assessing patients and providing appropriate health services in the Polytechnic Clinic.

Duties and Responsibilities:

- i) Assess, plan, implement nursing interventions and evaluate patient's outcome.
- ii) Prepare and perform several procedures such as dressing wounds and provide first aids to patients in case of emergencies.
- iii) Responsible for completion of data, reports, and records related to sickness/illness of patients.
- iv) Ensure a tidy and safe clinical environment to enhance good work environment.
- v) Administer prescribed medicine to the patient.
- vi) Ensure appropriate referral of patients in cases that require advanced treatment.
- vii) Ensure proper disposal of used tools such as syringes and medicine to mitigate accidents.
- viii) Prepare requisition list of medicines and medical tools for review by the clinical officer.
- ix) Provide health education and counselling to clients/patients on identified health needs.
- x) Maintain records on patients/clients health condition and care for future reference and continuity of care.
- xi) Maintain a tidy, clean and safe work environment by dump-dusting of working areas and sterilizing the equipment for use.
- xii) Perform any other duty as may be assigned by the supervisor.

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Requirements for appointment

- i) Atleast four years' experience, preferably in an outpatient set up
- ii) Have Diploma in any of Kenya Registered Community Health Nursing
- iii) Have Registration Certificate issued by the Nursing Council of Kenya;
- iv) Have a Valid practicing license from the Nursing Council of Kenya and
- v) Have Certificate in computer application skills from a recognized institution.

Interested candidates who meet the above criteria should submit a cover letter, a detailed CV and attach copies of National Identity card, relevant professional and Academic Certificates and Transcripts.

Applications should be addressed to:

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The applications should reach the undersigned not later than **5.00 pm** on **Friday 6th October 2023**.

Please note that only shortlisted candidates will be notified.

Kabete National Polytechnic is an equal Opportunity Employer.