KABETE NATIONAL POLYTECHNIC

P.O. Box 29010 – 00625 Nairobi | Tel: +254 790 000 001 / +254 790 000 033
Website: www.kabetepoly.ac.ke | Email: info@kabetepoly.ac.ke

ADVERTISEMENT OF VARIOUS VACANCIES

The Kabete National Polytechnic is a public Technical and Vocational Education and Training (TVET) institution established under the TVET Act No. 29 of 2013, vide Legal Order No. 92 of 2016.

The Polytechnic is seeking qualified candidates to fill the following positions:

S/N	ADVERT NO.	POSITION	NO. OF POSTS
1	KNP/GC/CAT/01/11/2026	**Cateres II**	1
2	KNP/GC/CK/02/11/2026	**Cook III**	3
3	KNP/GC/FA/03/11/2026	**Farm Assistant III**	1
4	KNP/GC/PT/04/11/2026	**Pharmaceutical Technician III**	1
5	KNP/GC/MET/05/11/2026	**Medical Engineering Technician III**	1
6	KNP/GC/METP/06/11/2026	**Mechanical Technician III (Production Option)**	1
7	KNP/GC/AT/07/11/2026	**Automotive Technician III**	1
8	KNP/GC/HT/08/11/2026	**Hospitality Technician III**	1
9	KNP/GC/AW/09/11/2026	**Artisan III – Welding**	1
10	KNP/GC/AM/10/11/2026	**Artisan III – Masonry**	1
11	KNP/GC/AC/11/11/2026	**Artisan III – Carpentry**	1
12	KNP/GC/CS/11/12/2026	**Corporate Secretary and Principal Legal Officer**	1
13	KNP/GC/ICT/12/11/2026	**Information Communication Technology Officer I**	1

Terms of engagement	Three (3) years contract
Salary	As per the approved KNP salary structure
Detailed advert	Available at **www.kabetepoly.ac.ke**

Approved for circulation
05/11/2026

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NAIROBI

Application Procedure

Qualified and interested candidates who meet the above criteria should submit **hard copies** of the following documents:

- A cover letter
- A detailed Curriculum Vitae (CV)
- Copy of National Identity Card
- Copies of relevant professional and academic certificates and transcripts

Addressed to:

The Chief Principal, Kabete National Polytechnic, P.O. Box 29010 – 00625, Nairobi, Kenya.

CLOSING DATE

Applications must reach the undersigned not later than **5.00 pm on Tuesday, 1st December 2026.**

Kabete National Polytechnic is an equal opportunity employer. Women, youth and persons living with disability are highly encouraged to apply.

Only shortlisted candidates will be contacted.

(v) Demonstrated merit, integrity, professional competence and ability as reflected in work performance and results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
34,420	10,000	4,000	Three (3) years contract

2. COOK III

Grade: KNP 10 | Vacancies: 3 Posts | Advert No: KNP/GC/CK/02/11/2026

Duties and Responsibilities

(i) Preparing, cooking and portioning meals according to approved menus;
(ii) Maintaining food hygiene, sanitation and the safe handling of ingredients;
(iii) Receiving, storing and using food items and kitchen materials properly;
(iv) Operating and caring for kitchen equipment and utensils safely;
(v) Keeping food-production and service areas clean;
(vi) Recording production, issues and wastage;
(vii) Complying with occupational safety and food-safety procedures;
(viii) Preparing and cooking meals in accordance with approved menus, hygiene requirements and production schedules.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Certificate in Food and Beverage, Hotel Management, Catering, Hotel and Hospitality Management, or an equivalent qualification from a recognized Institution
(ii) Kenya Certificate of Secondary Education (KCSE) mean grade D
(iii) At least three (3) years of relevant industry experience in a comparable position
(iv) A valid Food Handlers Certificate issued by the competent Government health authority
(v) Proficiency in computer applications.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
25,420	6,750	4,000	Three (3) years contract

3. FARM ASSISTANT III

Grade: KNP 11 | Vacancies: 1 Post | Advert No: KNP/GC/FA/03/11/2026

Duties and Responsibilities

(i) Assist in directing and coordinating farm activities, including planting, irrigation, chemical application, harvesting, grading, and record keeping;
(ii) Assist in directing and coordinating livestock management activities;
(iii) Maintain accurate records of livestock and farm production, farm management practices, and other relevant operational information, and assist in preparing financial and operational reports;
(iv) Monitor and manage pests and diseases to ensure they remain below the recommended economic threshold levels;
(v) Conduct research on crop and livestock management practices to identify ways of improving productivity and enhancing farm production;
(vi) Ensure proper care, feeding, handling, and general welfare of farm animals;
(vii) Undertake milking activities and ensure proper hygiene and handling of milk and milking equipment;

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(viii) Perform any other related duties as assigned.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) A Certificate in Animal Health, Animal Production, Sustainable Agriculture, or a related field from a recognized Institution;

(ii) At least three (3) years' relevant practical or industry experience in crop and/or livestock production will be an added advantage;

(iii) Demonstrated competence in livestock management, farm operations, and basic farm record keeping;

(iv) Knowledge and practical skills in pest and disease identification, control, and management;

(v) Ability to operate and safely handle agricultural tools, equipment, machinery, and farm inputs;

(vi) Good communication, organizational, record-keeping, and teamwork skills;

(vii) Demonstrated ability to support practical training, farm demonstrations, research activities, and other agricultural programmes.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
20,560	4,500	3,000	Three (3) years contract

4. PHARMACEUTICAL TECHNICIAN III

Grade: KNP 9 | Vacancies: 1 Post | Advert No: KNP/GC/PT/04/11/2026

Duties and Responsibilities

(i) Preparing, maintaining, and ensuring the availability of laboratory equipment, materials, and other resources required for practical training;

(ii) Assisting in practical demonstrations and supporting students during laboratory experiments and practical sessions;

(iii) Ensuring compliance with applicable laboratory safety, pharmaceutical, and regulatory standards;

(iv) Supporting the Department in delivering high-quality practical and technical training;

(v) Ensuring the proper use, maintenance, and safe custody of laboratory kits, tools, equipment, and other departmental resources;

(vi) Maintaining accurate inventories of laboratory and workshop equipment, materials and supplies;

(vii) Monitoring and supervising the proper use of laboratory equipment, tools, and materials;

(viii) Reporting damaged, faulty, or missing equipment and materials and assisting in their repair, replacement, or replenishment where necessary;

(ix) Ensuring that laboratory facilities, equipment, and work areas are maintained in a clean, safe, and functional condition;

(x) Performing any other related duties as assigned in support of the Polytechnic training, research, and operational objectives

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in Pharmaceutical Technology from a recognized institution approved by the Pharmacy and Poisons Board;

(ii) Enrolment with the Pharmacy and Poisons Board (PPB) as a Pharmaceutical Technologist;

(iii) Valid Pharmacy and Poisons Board licence;

(iv) Atleast three (3) years relevant practical/industry experience in pharmaceutical practice, laboratory work, or pharmaceutical training.

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(v) Good knowledge of pharmaceutical laboratory practices, including handling of medicines, laboratory equipment, materials, storage, safety, and quality-control procedures;

(vi) Good communication and interpersonal skills, particularly the ability to support students during practical demonstrations and laboratory sessions.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
28,620	6,750	4,000	Three (3) years contract

5. MEDICAL ENGINEERING TECHNICIAN III

Grade: KNP 9 | Vacancies: 1 Post | Advert No: KNP/GC/MET/05/11/2026

Duties and Responsibilities

(i) Provide technical support to trainers and trainees during practical sessions by assisting in the operation, maintenance, and troubleshooting of workshop equipment and machinery;

(ii) Maintain custody, security, and accountability of workshop assets, including equipment, tools, machinery, consumables, and materials, by ensuring their proper receipt, storage, issuance, utilization, maintenance, and safeguarding against loss, damage, theft, or misuse;

(iii) Maintain accurate workshop inventory and asset records, including stock registers, equipment registers, maintenance records, and issue/return records, while ensuring adequate stocks of tools, materials, and consumables are available;

(iv) Enforce occupational health, safety, and environmental standards by ensuring safe work practices, proper use of personal protective equipment, and prompt reporting of accidents, hazards, and incidents to the Section Head;

(v) Prepare and implement preventive maintenance schedules for workshop equipment and machinery, maintain servicing records, and ensure timely servicing to maximize equipment availability and operational efficiency;

(vi) Prepare requisitions for workshop consumables, tools, equipment, and spare parts, monitor their utilization, and advise the Section Head on workshop budgetary and resource requirements;

(vii) Inspect workshop equipment and machinery, identify faults or non-functional items, segregate unsafe equipment, report breakdowns and recommend repairs, replacement, or disposal where appropriate;

(viii) Develop technical specifications for the procurement of workshop equipment, machinery, tools, and materials to ensure the acquisition of appropriate and quality resources;

(ix) Supervise the cleanliness, organization, and security of the workshop to maintain a safe, orderly, and conducive environment for training, research, and practical instruction;

(i) Perform any other technical duties assigned in support of the Polytechnic training, research, and operational objectives.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in Medical Engineering or its equivalent from a recognized Institution;

(ii) At least three (3) years' of relevant industry experience in a comparable position.

(iii) Registration with the Kenya Medical Engineering Registration Board;

(iv) Demonstrated proficiency in trade craftsmanship, safe handling and use of tools and equipment, interpretation of work instructions, attention to detail, teamwork, effective communication, integrity and service orientation;

(v) Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

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Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
28,620	6,750	4,000	Three (3) years contract

6. -MECHANICAL ENGINEERING TECHNICIAN III (PRODUCTION OPTION)

Grade: KNP 9 | Vacancies: 1 Post | Advert No: KNP/GC/METP/06/11/2026

Duties and Responsibilities

Duties and responsibilities at this level will entail:

I. Provide technical support to trainers and trainees during practical sessions by assisting in the operation, maintenance, and troubleshooting of workshop equipment and machinery;

II. Maintain custody, security, and accountability of workshop assets, including equipment, tools, machinery, consumables, and materials, by ensuring their proper receipt, storage, issuance, utilization, maintenance, and safeguarding against loss, damage, theft, or misuse;

III. Maintain accurate workshop inventory and asset records, including stock registers, equipment registers, maintenance records, and issue/return records, while ensuring adequate stocks of tools, materials, and consumables are available;

IV. Enforce occupational health, safety, and environmental standards by ensuring safe work practices, proper use of personal protective equipment, and prompt reporting of accidents, hazards, and incidents to the Section Head;

V. Prepare and implement preventive maintenance schedules for workshop equipment and machinery, maintain servicing records, and ensure timely servicing to maximize equipment availability and operational efficiency;

VI. Prepare requisitions for workshop consumables, tools, equipment, and spare parts, monitor their utilization, and advise the Section Head on workshop budgetary and resource requirements;

VII. Inspect workshop equipment and machinery, identify faults or non-functional items, segregate unsafe equipment, report breakdowns nd recommend repairs, replacement, or disposal where appropriate;

VIII. Develop technical specifications for the procurement of workshop equipment, machinery, tools, and materials to ensure the acquisition of appropriate and quality resources;

IX. Supervise the cleanliness, organization, and security of the workshop to maintain a safe, orderly, and conducive environment for training, research, and practical instruction;

X. Perform any other technical duties assigned in support of the Polytechnic training, research, and operational objectives;

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in Mechanical Engineering - **Production Option** or equivalent from a recognized Institution;

(ii) Registration with the Kenya Engineering Technology Registration Board, where applicable to the discipline;

(iii) At least three (3) years' experience in a comparable and relevant position;

(iv) Demonstrated proficiency in trade craftsmanship, safe handling and use of tools and equipment, interpretation of work instructions, attention to detail, teamwork, effective communication, integrity and service orientation;

(v) Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
28,620	6,750	4,000	Three (3) years contract

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7. AUTOMOTIVE TECHNICIAN III

Grade: KNP 9 | Vacancies: 1 Post | Advert No: KNP/GC/AT/07/11/2026

Duties and Responsibilities

I. Provide technical support to trainers and trainees during practical sessions by assisting in the operation, maintenance, and troubleshooting of workshop equipment and machinery;

II. Maintain custody, security, and accountability of workshop assets, including equipment, tools, machinery, consumables, and materials, by ensuring their proper receipt, storage, issuance, utilization, maintenance, and safeguarding against loss, damage, theft, or misuse;

III. Maintain accurate workshop inventory and asset records, including stock registers, equipment registers, maintenance records, and issue/return records, while ensuring adequate stocks of tools, materials, and consumables are available;

IV. Enforce occupational health, safety, and environmental standards by ensuring safe work practices, proper use of personal protective equipment, and prompt reporting of accidents, hazards, and incidents to the Section Head;

V. Prepare and implement preventive maintenance schedules for workshop equipment and machinery, maintain servicing records, and ensure timely servicing to maximize equipment availability and operational efficiency;

VI. Prepare requisitions for workshop consumables, tools, equipment, and spare parts, monitor their utilization, and advise the Section Head on workshop budgetary and resource requirements;

VII. Inspect workshop equipment and machinery, identify faults or non-functional items, segregate unsafe equipment, report breakdowns and recommend repairs, replacement, or disposal where appropriate;

VIII. Develop technical specifications for the procurement of workshop equipment, machinery, tools, and materials to ensure the acquisition of appropriate and quality resources;

IX. Supervise the cleanliness, organization, and security of the workshop to maintain a safe, orderly, and conducive environment for training, research, and practical instruction;

X. Perform any other technical duties assigned in support of the Polytechnic training, research, and operational objectives.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in Automotive Engineering or equivalent from a recognized Institution.

(ii) At least three (3) years' experiences in a comparable and relevant position;

(iii) Demonstrated proficiency in trade craftsmanship, safe handling and use of tools and equipment, interpretation of work instructions, attention to detail, teamwork, effective communication, integrity and service orientation;

(iv) Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
28,620	6,750	4,000	Three (3) years contract

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8. HOSPITALITY TECHNICIAN III

Grade: KNP 9 | Vacancies: 1 Post | Advert No: KNP/GC/HT/08/11/2026

Duties and Responsibilities

Duties and responsibilities at this level will entail:

I. Provide technical support to trainers and trainees during practical sessions by assisting in the operation, maintenance, and troubleshooting of workshop equipment and machinery;

II. Maintain custody, security, and accountability of workshop assets, including equipment, tools, machinery, consumables, and materials, by ensuring their proper receipt, storage, issuance, utilization, maintenance, and safeguarding against loss, damage, theft, or misuse;

III. Maintain accurate workshop inventory and asset records, including stock registers, equipment registers, maintenance records, and issue/return records, while ensuring adequate stocks of tools, materials, and consumables are available;

IV. Enforce occupational health, safety, and environmental standards within the workshop by ensuring safe work practices, proper use of personal protective equipment, and prompt reporting of accidents, hazards, and incidents to the Section Head;

V. Prepare and implement preventive maintenance schedules for workshop equipment and machinery, maintain servicing records, and ensure timely servicing to maximize equipment availability and operational efficiency;

VI. Prepare requisitions for workshop consumables, tools, equipment, and spare parts, monitor their utilization, and advise the Section Head on workshop budgetary and resource requirements;

VII. Inspect workshop equipment and machinery, identify faults or non-functional items, segregate unsafe equipment, report breakdowns and recommend repairs, replacement, or disposal where appropriate;

VIII. Develop technical specifications for the procurement of workshop equipment, machinery, tools, and materials to ensure the acquisition of appropriate and quality resources;

IX. Supervise the cleanliness, organization, and security of the workshop to maintain a safe, orderly, and conducive environment for training, research, and practical instruction;

X. Perform any other technical duties assigned in support of the Polytechnic training, research, and operational objectives.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in Food and Beverage, Catering and Accommodation, or equivalent from a recognized Institution;

(ii) At least three (3) years' experience in a comparable and relevant position;

(iii) Demonstrated proficiency in trade craftsmanship, safe handling and use of tools and equipment, interpretation of work instructions, attention to detail, teamwork, effective communication, integrity and service orientation;

(iv) Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
28,620	6,750	4,000	Three (3) years contract

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9. ARTISAN III – WELDING

Grade: KNP 11 | Vacancies: 1 Post | Advert No: KNP/GC/AW/09/11/2026

Duties and Responsibilities

i. Carrying out welding cutting, joining, and fabrication of metal components, structures, gates, grills, doors, windows, and other Polytechnical fittings.

ii. Undertaking repairs and maintenance of Polytechnical facilities, fixtures, furniture, and equipment to ensure they remain functional and safe.

iii. Inspecting Polytechnical buildings, metal structures, and fittings to identify defects, damages, and maintenance needs and reporting them to the immediate supervisor.

iv. Repairing and maintaining gates, fences, railings, window grills, metal doors, locks, hinges, and other related fittings.

v. Conducting routine maintenance of metal structures, fixtures, and equipment to prevent breakdowns and prolong their service life.

vi. Identifying required repair materials, maintaining tools and equipment in good working condition, and ensuring proper utilization and accountability of Polytechnical resources.

vii. Installing and assembling metal frames, supports, shelves, railings, and other fabricated components as required by the Polytechnic.

viii. Observing occupational safety and health procedures, using appropriate personal protective equipment, and ensuring that repair works are carried out safely.

ix. Maintaining records of repairs undertaken, materials used, and maintenance activities, and reporting major defects requiring specialized attention.

x. Maintaining cleanliness and orderliness at work sites, ensuring proper disposal of scrap materials, and performing any other relevant duties assigned.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Artisan Certificate or Government Trade Test 1 in Welding and Fabrication from a recognized Institution.

(ii) At least three (3) years' experiences in the grade of Artisan in a comparable and relevant position;

(iii) Demonstrated competencies in trade craftsmanship, safe tool use, work interpretation, attention to detail, teamwork, communication, integrity, service orientation;

(iv) Demonstrated merit, integrity, professional competence and ability as reflected in work performance and results.

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
20,560	4,500	3,000	Three (3) years contract

10.ARTISAN III – MASONRY

Grade: KNP 10 | Vacancies: 1 Post | Advert No: KNP/GC/AM/10/11/2026

Duties and Responsibilities

I. Carry out masonry works, including bricklaying, stonework, plastering, pointing, and concrete works.

II. Undertake repairs and maintenance of walls, floors, staircases, pavements, drainage structures, and other building components.

III. Repair cracks and damaged plaster, tiles, and other masonry finishes.

IV. Assist in the construction, alteration, and renovation of Polytechnical buildings and facilities.

V. Interpret basic building drawings, measurements, and work instructions.

VI. Estimate and report material requirements for assigned maintenance tasks.

VII. Ensure proper use, care, and maintenance of tools and equipment.

VIII. Observe occupational health and safety requirements while carrying out assigned duties.

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IX. Maintain accurate records of work completed and report defects requiring further attention.

X. Perform any other related duties as assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

I. Artisan Certificate or Government Trade Test 1, or equivalent qualification in Masonry or a related technical field.

II. At least three (3) years' experience in a comparable and relevant position;

III. Demonstrated proficiency in trade craftsmanship, safe handling and use of tools and equipment, interpretation of work instructions, attention to detail, teamwork, effective communication, integrity and service orientation;

IV. Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
20,560	4,500	3,000	Three (3) years contract

11.ARTISAN III – CARPENTRY

Grade: KNP 11 | Vacancies: 1 Post | Advert No: KNP/GC/AC/11/11/2026

Duties and Responsibilities

(i)Undertaking routine carpentry works involving fabrication, installation, repair and maintenance of furniture, fittings, fixtures and other wooden structures;

(ii) Maintaining accurate records and registers relating to the safe use, care, maintenance and accountability of tools, machinery, equipment and materials;

(iii) Interpreting work instructions, technical drawings, plans and job specifications to facilitate the execution of assigned carpentry works;

(iv) Assisting in the measurement, selection, preparation and cutting of materials, as well as the execution and completion of assigned carpentry works;

(v) Observing approved work procedures, occupational safety requirements and quality-control standards in the execution of carpentry works, including identifying and reporting defects and additional work requirements;

(vi) Maintaining and updating job cards and records relating to carpentry works, tools, equipment and materials, and reporting any defects, discrepancies or operational challenges;

(vii) Supporting the responsible officer in ensuring compliance with occupational health and safety, environmental protection and workplace housekeeping requirements; and

(viii) Undertaking trade-specific carpentry works, including fabrication, installation, repair and maintenance of wooden structures, furniture, fittings and fixtures in accordance with approved technical specifications and quality standards.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Artisan Certificate or Government Trade Test 1, or equivalent qualification in Carpentry and Joinery or a related technical field.

(ii) At least three (3) years of relevant industry experience in a comparable position

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(iii) Demonstrated merit, integrity and professional competence, as evidenced by consistent performance, achievement of assigned targets and the ability to deliver results.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
20,560	4,500	3,000	Three (3) years contract

12.CORPORATE SECRETARY AND PRINCIPAL LEGAL OFFICER

Grade: KNP 4 | Vacancies: 1 Post | Advert No: KNP/GC/CS/12/11/2026

Duties and Responsibilities

(i)Serving as Secretary to the Governing Council and its committees and providing professional advice on corporate governance, legal, statutory and regulatory matters;

(ii) Coordinating the preparation and circulation of Council and committee meeting notices, agendas and papers, recording and maintaining minutes, and monitoring the implementation of Council and committee resolutions;

(iii) Providing leadership and strategic direction in the management of legal services, including reviewing, vetting and approving contracts, agreements, memoranda of understanding and other legal instruments;

(iv) Advising the Chief Principal and Management on legal matters, including litigation, claims, disputes and contractual obligations, and coordinating the engagement and management of external legal counsel;

(v) Ensuring the Polytechnic's compliance with applicable laws, regulations, statutory obligations, policies and corporate governance standards;

(vi) Safeguarding and maintaining custody of the Polytechnic's Common Seal, statutory registers, governance records, Council resolutions and other official legal documentation;

(vii) Providing legal guidance in the development, review and implementation of institutional policies, procedures, agreements and other governance instruments;

(viii) Coordinating the management of litigation, legal risks and disputes involving the Polytechnic, including monitoring legal proceedings and advising on appropriate risk-mitigation measures; and

(ix) Promoting sound corporate governance practices and ensuring effective communication and coordination between the Governing Council, its committees, the Chief Principal and Management.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor of Laws (LLB) degree from a recognized University

(ii) Proficiency in computer applications;

(iii) Postgraduate Diploma in Law from the Kenya School of Law;

(iv) Admission as an Advocate of the High Court of Kenya;

(v) Membership of the Law Society of Kenya (LSK);

(vi) Valid practicing Certificate;

(vii) Certified Secretary (CS) and registered member in good standing with the Institute of Certified Public Secretaries of Kenya (ICPSK);

(viii) At least three (3) years in a comparable and relevant position;

(ix) Demonstrated competencies in legal research and drafting, governance, contract management, strategic leadership, policy and governance, systems thinking, stakeholder management, resource

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stewardship;

(x) Demonstrated merit, integrity, professional competence and ability as reflected in work performance and results, together with any other statutory suitability requirements applicable to the position.

Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
60,080	35,000	8,000	Three (3) years contract

13. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I- NETWORK SUPPORT

Grade: KNP 7 | Vacancies: 1 Post | Advert No: KNP/GC/ICT/13/11/2026

Duties and Responsibilities

Duties and responsibilities at this level will entail:

i) Resolving network-related user support requests, diagnosing connectivity problems, troubleshooting incidents and escalating complex network issues to the appropriate technical personnel;

(ii) Installing, configuring, administering and maintaining network infrastructure, including routers, switches, wireless access points, network printers and other network devices;

(iii) Monitoring network performance, availability and connectivity, identifying faults and implementing corrective measures to ensure reliable access to Polytechnical ICT services;

(iv) Configuring and maintaining local area networks (LANs), wireless local area networks (WLANs), structured cabling, network ports and related connectivity infrastructure;

(v) Implementing approved network security measures, including access controls, VLAN segmentation, firewall rules and secure wireless configurations, in accordance with Polytechnical ICT policies;

(vi) Administering network services and protocols, including TCP/IP, IP addressing, subnetting, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) and network authentication services;

(vii) Maintaining network documentation, including network diagrams, IP address registers, device configurations, equipment inventories and records of network incidents and changes;

(viii) Conducting routine network maintenance, configuration backups, firmware updates and connectivity tests, and documenting the results to support network reliability and service continuity;

(ix) Preparing technical specifications for network equipment, connectivity solutions and related ICT infrastructure, and providing technical advice on network installations, upgrades and replacements;

(x) Guiding user departments on network connectivity, access to Polytechnical ICT resources and the proper use of network facilities, and performing any other related duties as may be assigned.

Requirements for Appointment

For appointment to this position, a candidate must have:

(i) Have a Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Information and Communication Technology, Computer Engineering, Telecommunications Engineering, Electrical and Electronic Engineering, Business Information Technology, or any other equivalent ICT-related qualification

(ii) Have a professional certification in computer networking: **Cisco Certified Network Associate (CCNA)**, CompTIA Network+, Huawei HCIA-Datacom, MikroTik Certified Network Associate (MTCNA) or an equivalent certification;

(iii) Demonstrate practical skills in installing, configuring and troubleshooting routers, switches, wireless access points and structured cabling, gained through industrial attachment, internship or practical work;

(iv) Have working knowledge of TCP/IP, IP addressing and subnetting, VLANs, DHCP, DNS and network security, and of Windows Server or Linux server administration; and

(v) Knowledge of network monitoring tools, IP telephony (VoIP) and IP-based CCTV; and

(vi) Membership of a relevant professional body, such as the Computer Society of Kenya (CSK) or the ICT Society of Kenya (ICTSK).

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Monthly Remuneration

Basic Salary (Kshs)	House Allowance (Kshs)	Commuter Allowance (Kshs)	Terms
41,420	16,500	5,000	Three (3) years contract

HOW TO APPLY

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.

Applications must reach the undersigned not later than **5.00 pm on 1st December 2026.**

Please note that only shortlisted candidates will be notified.

Persons with disabilities are encouraged to apply.

KNP is ISO 9001:2015 Certified
Kabete National Polytechnic is an Equal Opportunity Employer

