



# KABETE NATIONAL POLYTECHNIC

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## ADVERTISEMENT OF VARIOUS VACANCIES

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, KNP 7- 1 POST- ADVERT NO. 1/2025

#### a) Duties and Responsibilities

- i. Carrying out regular audit on systems, processes, and procedures;
- ii. Identifying payments;
- iii. Undertaking specific audit assignments;
- iv. Auditing financial statements to ensure compliance with international standards;
- v. Reviewing internal control systems in operation and reporting on any weakness;
- vi. Identifying risk areas of the Polytechnic's management structures, processes and systems and recommending appropriate interventions to mitigate the risks;
- vii. Reviewing budgetary controls;
- viii. Updating and maintaining audit records and;
- ix. Any other duty that may be assigned by the supervisor

#### (b) Requirements for Appointment

- (i) Must be a Kenyan Citizen
- (ii) Minimum experience of three (3) years in audit. Candidates with experience in a similar training Institution will have an advantage.
- (iii) Bachelor of Commerce degree (Accounting/Finance option), Auditing, Accounting, Business Administration (Account of Finance Option) or any equivalent qualification from a recognized institution; and
- (iv) Computer proficiency

#### ● Monthly Remuneration (Kshs)

Entry Basic Salary: - 41,420/-

House Allowance- 16,500/-

KNP is ISO 9001:2015 Certified



- **Terms:** Three (3) years contract

## 2. DRIVER III, KNP 11- 2 POSTS- ADVERT NO. 2/2025

### a) **Duties and Responsibilities**

- Driving Polytechnic's vehicles;
- Carrying out routine checks on the vehicle;
- Detecting and reporting malfunctions;
- Report on insurance cover status;
- Maintaining work tickets;
- Ensuring security and safety of passengers, goods and vehicle on and off the road;
- Carrying out minor mechanical adjustment;
- Delivery services; and
- Ensure cleanliness and general maintenance of the assigned vehicle.
- Any other duty that may be assigned by the supervisor

### b) **Requirements for Appointment**

- Must be a Kenyan Citizen;
- Have a Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent from a recognized institution;
- Have a valid BCE driving license;
- Have undergone a First Aid course lasting not less than seven (7) days;
- Be a holder of a suitability test certificate for Drivers Grade III;
- Be a holder of an Occupational Trade Tests III/II/I certificate for Drivers;
- Be in possession of a Certificate in Defensive Driving;
- Be in possession of a current Refresher course certificate for drivers lasting not less than seven (7) days;
- Have at least five (5) years previous satisfactory driving experience after obtaining the driving license.
- Possession of a Valid Certificate of Good Conduct;
- Basic Mechanical knowledge of vehicles.
- Experience in the disciplined forces or in the public service will be an added advantage

- **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 20,560/-

House Allowance- 4,500/-

Commuter allowance- 3,000/-

- **Terms:** Three (3) years contract

### **3. SECURITY OFFICER I, KNP 9- 1 POST- ADVERT NO. 3/2025**

#### **a) Duties and Responsibilities**

- i. Preparation of unit's budget;
- ii. Taking charge of the welfare of the unit's formulation of security regulations and guidelines for the Polytechnic;
- iii. Directing visitors to various destinations in the Polytechnic;
- iv. Protecting Polytechnic's property including buildings, stores, motor vehicles and equipment;
- v. Inspecting and maintaining records for incoming and outgoing vehicles and visitors;
- vi. Compiling and submitting security report on daily basis;
- vii. Patrolling and/ or guard of access points;
- viii. Prevention of unauthorized persons and vehicles from entering premises and/ or protected areas;
- ix. Controlling and reporting of intruders into restricted areas and prevention and detection of crime;
- x. Compiling and submitting security report on daily and monthly basis and recommending appropriate action;
- xi. Recording security related events in the occurrence book;
- xii. Keeping custody of lost and found property;
- xiii. Conducting induction for new security staff;
- xiv. Conducting drills;
- xv. Ensuring that action is taken on physical deficiencies and lapses in the Polytechnic;
- xvi. Liaising with Police department on security matters within the Polytechnic and its environs;
- xvii. Supervising and conducting performance appraisals for departmental staff.
- xviii. Any other duty that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i. Must be a Kenyan Citizen
- ii. Served in a comparable and relevant position for a minimum period of nine (9) years;
- iii. Have Kenya certificate of Secondary Education Examination (KCSE) mean grade of D+
- iv. Approved enforcement officers' course or police training course or Administration police course from a recognized government institution in Kenya
- v. Have certificate of Good Conduct from the Kenya Police Service;
- vi. Physical and medical fitness plus a medical certificate from a government hospital.
- vii. Have valid Advanced First Aid Certificate;
- viii. Certificate in Fire Control will be an added advantage
- ix. Computer proficiency
- x. Have good interpersonal team player, integrity and communication skills; and
- xi. Have demonstrated professional competence in security work as reflected in performance and results.

● **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 28,620/-

House Allowance- 10,000/-

Commuter allowance- 4,000/-

● **Terms:** Three (3) years contract

**4. SECURITY OFFICER III, JOB GRADE KNP 11- 1 POST-ADVERT NO. 4/2025**

**(a) Duties and Responsibilities**

- i. issuing students and visitors with passes at the Library;
- ii. directing visitors to various destinations in the Polytechnic;
- iii. protecting Polytechnic's property including buildings, stores, motor vehicles and equipment;
- iv. inspecting and maintaining records for incoming and outgoing students and visitors in the Library and within the Polytechnic;
- v. patrolling and/ or guard of access points;
- vi. prevention of unauthorized persons, vehicles and substances from entering premises and/ or protected areas;
- vii. ensuring that classroom, library, workshop and security lights are switched off;

- viii. ensuring that water taps are properly turned off;
- ix. hoisting and lowering of the National flag;
- x. ascertaining the validity of goods entering and leaving the Polytechnic;
- xi. controlling and reporting intruders into restricted areas;
- xii. preventing and detecting crime in the Library and within the Polytechnic;
- xiii. maintaining the occurrence book; and
- xiv. ensuring that action is taken on physical deficiencies and security lapses in the Polytechnic.
- xv. Performing any other duty as may be assigned by the supervisor

#### **(b) Requirements for Appointment**

- i. Must be a Kenyan citizen
- ii. At least three(3) years' experience in security duties
- iii. have Kenya Certificate of Secondary Education Examination (KCSE) mean grade of D+;
- iv. have Certificate of Good Conduct from the Kenya Police Service;
- v. have Certificate in security related course from a recognized institution;
- xii. physical and medical fitness plus a Medical certificate from a Government hospital.
- vi. have valid First Aid Certificate

#### ● **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 20,560/-

House Allowance- 4,500/-

Commuter allowance- 3,000/-

#### ● **Terms:** Three (3) years contract

### **5. SUPPLY CHAIN MANAGEMENT ASSISTANT III (STOREKEEPER), KNP 10- 1 POST- ADVERT NO. 5/2025**

#### **a) Duties and Responsibilities**

- i. Receiving, storing, shelving, labeling and issuing of stores;
- ii. Reconciling and maintenance of stock records;

**KNP is ISO 9001:2015 Certified**



- iii. Posting and updating of issued stores to the automated ledger; and
- iv. Cleaning and ensuring neatness of the stores.
- v. Performing any other duty that may be assigned by the supervisor

**b) Requirement for appointment**

- i. Certificate in Procurement and Supply Chain Management or any other relevant and comparable course from a recognized institution;
- ii. Certificate of Good Conduct from the Kenya Police Service; and
- iii. Computer proficiency

● **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 25,420/-

House Allowance- 6,750/-

Commuter allowance- 4,000/-

● **Terms:** Three (3) years contract

**6. RECORDS MANAGEMENT ASSISTANT III, KNP 10- 2 POSTS-ADVERT NO. 6/2025**

**a) Duties and Responsibilities**

- i. receiving, sorting, and filing of mails;
- ii. bringing-up of files to action officers;
- iii. ensuring security of files and documents;
- iv. renewing file covers; and
- v. maintaining mails/file registers.
- vi. Performing any other duty that may be assigned by the supervisor

**b) Requirements for Appointment**

- i. Must be a Kenyan Citizen
- ii. At least three (3) years experience in records management
- iii. Certificate in Records Management /Information Science or relevant and equivalent qualifications from a recognized institution; and
- iv. Computer proficiency

- **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 25,420/-

House Allowance- 6,750/-

Commuter allowance- 4,000/-

- **Terms:** Three(3) years contract

## **7. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, KNP 7-1 POST- ADVERT NO. 7/2025**

### **a) Duties and responsibilities**

- Maintaining ICT standards within the Polytechnic;
- Advising on procurement of ICT software;
- Setting and configuring Local and Wide Area Networks (LAN & WAN);
- Taking charge of daily computer operations;
- Repairing computers/networks; cleaning computers;
- Assisting students and staff in the computer laboratories.
- Performing any other duty that may be assigned by the supervisor

### **b) Requirements for appointment**

- Must be a Kenyan Citizen
- At least two(2) years experience in a relevant and comparable position;
- Degree in Computer Studies or Information Technology or its equivalent from a recognized institution; and
- Certificate of Good Conduct from the Kenya Police Service.

- **Monthly Remuneration (Kshs)**

Entry Basic Salary: - 41,420/-

House Allowance- 16,500/-

Commuter allowance- 5,000/-

- **Terms:** Three(3) years contract

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](mailto:info@kabetepoly.ac.ke)

The applications should reach the undersigned not later than **5.00 pm** on **14<sup>th</sup> February 2025**

Please note that only shortlisted candidates will be notified.

Kabete National Polytechnic is an equal Opportunity Employer.

