

# KISII NATIONAL POLYTECHNIC

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Website: [www.kisiipoly.ac.ke](http://www.kisiipoly.ac.ke)



P.O. BOX 222  
TEL: 058-2031958  
KISII

KNP/ADM/ADVERT /102/026

DATE: 17<sup>TH</sup> SEPTEMBER 2026

## ADVERTISEMENT OF VACANCIES

The Kisii National Polytechnic Governing Council seeks to recruit competent and qualified officers for the following vacant positions in its staff establishment;

**1. Job Reference: KNP/JOB ADVERT/001/026: One (1) Post**

Designation: Human Resource Officer

Job Group: KP 11

Reports to: Chief Principal

**a) Job specifications**

The officer shall be responsible for providing leadership in human resource issues including recruitment of staff in the polytechnic, performance management of staff and advising the Chief Principal on matters concerning Human Resource in line with policies and procedure governing the polytechnic.

**b) Duties and responsibilities will entail;**

1. Handling human resource management matters within established policies, rules and regulations;
2. Making proposals on the human resource planning and succession management;
3. Implementing human resource management policies and guidelines and ensuring compliance with government legal and statutory requirements;
4. Recording data for each employee including employees' bio-data, supervisory reports, performance reports and ensuring accurate data is maintained;
5. Gathering and compile all information relating to training needs from all the departments to facilitate proper planning of training programs;
6. Monitoring the working environment of the staff to ensure health and safety measures are observed;
7. Coordinating budget development for the personnel emoluments and ensuring that all HR related costs for assigned departments are within approved budgets and assisting in Performance Management and employee evaluation
8. Maintaining the human resource information system and ensuring confidentiality of staff personal information;
9. Controlling staff establishment by facilitating updating and continual improvement of the Polytechnic's HR policies and practice.

**Requirements;**

For appointment to this grade a candidate must have;

1. Served in the grade of Human Resource Officer (CSG 9) or in an equivalent position in the public service or private sector; with at least three (3) years' experience in a comparable institution or wider public service



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2. Bachelor's degree in Human Resource Management or equivalent qualification from a recognized Institution.
3. Must be a registered member of the Institute of Human Resource Management (IHRM) and in good standing.
4. Attended a senior Management Course lasting not less than three (3) weeks from a recognized institution
5. Certificate in computer application skills.
6. Shown merit, integrity and ability as reflected in work performance and results.
7. Proven knowledge of the Enterprise Resource Planning system of integrated computer systems

## **2. Job Reference: KNP/JOB ADVERT/002/026: One (1) Post**

Designation: Procurement Officer

Job Group: KP 10

Reports to: Chief Principal

### **a) Job specifications**

The officer shall be responsible for providing leadership in procurement issues of the polytechnic including coordination of the procurement and disposal process, provision of secretariat services to asset and disposal committee and advising the Chief Principal on procurement matters in line with policies and procedures governing the polytechnic.

### **b) Duties and responsibilities will entail;**

1. Coordinating and formulating the Polytechnic's procurement plan
2. Supervising inventory and stock control
3. Managing the processes of disposing of boarded stores and equipment
4. Planning of supply chain management activities
5. Coordinating warehousing, market surveys and research
6. Coordinating procurement processes
7. Preparing requisite management and statutory reports

### **Requirements;**

For appointment to this grade a candidate must have;

1. Served in the grade of Procurement Officer (CSG 11) or in an equivalent position in the public service or private sector; with at least three (3) years' experience in a comparable institution or wider public service
2. Bachelor's degree in Procurement and Supply Chain Management or equivalent qualifications from a recognized institution;
3. Attended a Senior Management Course lasting not less three (3) weeks from a recognized Institution.
4. Must be an active member of KISM and in good standing
5. Certificate in computer application skills; and



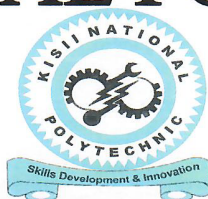
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6. Shown merit, integrity and ability as reflected in work performance and results

## Remuneration

The polytechnic will offer a competitive remuneration and conditions of service as per its approved career guidelines. All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by the Governing Council from time to time.

## Application guidelines

Interested applicants who meet the above requirements, including those within the polytechnic, are required to submit their applications to be received on or before 2<sup>nd</sup> October 2026 at 04:00pm. Applications should include detailed curriculum vitae (CVs) and names and contacts of three (3) referees. Applicants must also attach copies of certified academic certificates and transcripts, testimonials, copy of National ID card all enclosed in a plain sealed envelope addressed to the undersigned.

Successful applicants are expected to fulfill the requirements of Chapter Six (6) of the Constitution of Kenya and **MUST** obtain and submit **VALID** clearance certificates from the following organizations upon offer of appointment:

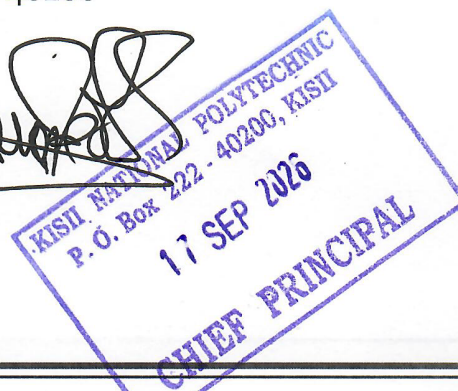
1. Individual Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
2. Higher Education Loans Board (HELB)
3. Directorate of Criminal Investigation (Certificate of Good); and
4. An Approved Credit Reference Bureau clearance certificate.

## Note:

1. Kisii National Polytechnic is an equal opportunity institution and therefore, youths, women and persons living with disabilities who meet the requirements are encouraged to apply.
2. Shortlisted candidates will be invited for interview.

The Chief Principal/ Secretary Governing Council  
Kisii National Polytechnic  
P O Box 222 – 40200

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