



# KISII NATIONAL POLYTECHNIC

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P.O. Box 222 - 40200  
Tel: 058-20319558  
KISII - KENYA



**KNP/JOB ADVERT/003/023**

**DATE: 16<sup>TH</sup> MAY, 2023**

## **JOB ADVERTISEMENT**

Kisii National Polytechnic seeks to recruit competent and qualified individuals to the following vacant positions.

### **1. CHIEF ACCOUNTANT ( 1 POST) JOB GROUP KNP 11**

#### **REPORTS TO: FINANCE OFFICER**

#### **PURPOSE OF THE JOB**

This position is responsible for accounting for monthly transactions, management of cash flows, maintenance of the general ledger, and for the preparation of statutory accounts. Additionally, the position manages the accounting system to ensure efficiency and effectiveness in the delivery of financial services to user directorates and departments.

#### **Main Duties**

- a) Coordinates the preparation of final accounts and statements to present the fair view of financial status/position of the institution
- b) Coordinate the administration of statutory accounts to ensure full compliance with laws and regulations, in order to reduce risks from noncompliance
- c) Maintain accounts records for accountability purposes
- d) Coordinate preparation of timely and proper bank reconciliation statements to show the correct liquidity of the institution
- e) Monitor and control the institution's expenditure as per the allocated budget for accountability purpose and to ensure that there is no misuse of funds.
- f) Generate monthly financial statements/reports/accounts for the management to make informed financial decisions
- g) Coordinates management accounting and preparation of final accounts and statements to present the fair view of financial status/position of the institution
- h) Interpret financial policies and regulations to enhance sound accounting decisions and compliance to the statutory requirements/regulations
- i) To monitor departmental budgets to ensure proper utilization
- j) Ensure daily reports are done by staff members and records of the same is well maintained.
- k) Imprest management
- l) Any other duties assigned.

#### **REQUIREMENTS**

The applicants must have

- A Bachelor Degree in Financial Accounting or related field from a recognized institution
- CPA K and ICPAK membership
- 10 years' experience in Accounting
- Conversant with IPSAS reporting standards



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## **2. DEPUTY SECURITY OFFICER( 1 POST) JOB GROUP KNP 8**

This position is responsible for maintenance of security in the institution and implementation of policies and procedures in line with work plans and schedules as determined by the Security Officer.

### **Main Duties**

- a) Co-ordinate security solutions in line with operational work plans and schedules in accordance to the agreed framework to facilitate effective and efficient operations in the security department.
- b) Confirm authorization of all equipment entering and leaving the institution to protect assets and persons in the institution.
- c) Restrict unauthorized persons from gaining access to the institution to ensure compliance to procedures and safety in the institution.
- d) Direct visitors to assigned service areas to ensure seamless flow of operations and good visitor experience at the institution.
- e) Carry out regular patrols around the institution to ensure its entire staff and assets are safe.
- f) Participate periodically in risk assessment and security audits in accordance to work plans, to inform on key priority areas to facilitate compliance and security standards.
- g) During Fire Safety Drills, co-ordinate the clearance of office premises and of all persons and maintain control during emergency situations to ensure accountability.

### **REQUIREMENTS**

The applicants must have

- Diploma in Criminology or other related studies from a recognized institution
- Computer Literacy
- Certificate of Good conduct

## **3. BUS DRIVER (1 POST) JOB GROUP KNP 7**

**REPORTS TO: SENIOR DRIVER.**

### **PURPOSE OF THE JOB**

This position provides transportation services timely and consistence maintenance of vehicle and ensuring the security of the vehicle on and off the road.

### **Main Duties**

- a) Transport authorized staff to designated locations in a safe and timely manner, to ensure the transport department support the institution staff in the performance of work.
- b) Ensure the cleanliness and routine maintenance of the institutions vehicles assigned, to enhance the image of the institution and make the vehicles user friendly.
- c) Perform minor repairs and arrangements for major repairs to ensure the vehicle are kept in good condition at all times.
- d) Ensure timely change of oil, checking tires, breaks and water levels to prevent the vehicle from breakdowns.



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- e) Report any accidents and incidents to the senior driver to ensure appropriate strategies are developed and implemented to minimize the accidents and incidents and on the associated costs.
- f) Record distance travelled and fuel costs incurred for proper record keeping to assist in the management of transport costs.
- g) Inspect the vehicles to ensure they are fully equipped with tools and first aid kit to ensure adherence to the regulation.
- h) Maintain all valid legal documents such as driving license, work tickets, insurance and safety hazards.
- i) Ensure safety of the vehicle on and off the road.
- j) Any other duties assigned.

## REQUIREMENTS

The applicants must have

- KCSE D Plain
- New generation Driving License for Class B,C,C1,D1,D2 and D3 or Old generation Driver's license for class BCE and A vehicles.
- Valid Certificate of Good conduct
- Valid PSV badge institutional driver.
- Conversant with N.T.S.A Act and Regulations.
- Experience in Bus driving for 5 years and above.

Interested and qualified applicants are requested to submit their handwritten applications, curriculum vitae, and copies of certificates, ID and other testimonials to the undersigned on or before 7<sup>th</sup> June, 2023 at 5pm.

Compliance to Chapter six of the constitution of Kenya, all applicants should provide;

- Valid certificate of good conduct
- Tax compliance certificate
- HELB clearance
- CRB Clearance certificate

Only shortlisted candidates will be contacted.

The Principal/Secretary,  
Governing Council,  
Kisii National Polytechnic,  
P.O Box 222-40200,  
KISII.

Official stamp: KISII NATIONAL POLYTECHNIC, P.O. Box 222-40200, KISII, dated 16 MAY 2023, PRINCIPAL.

**KNP IS AN EQUAL EMPLOYER,  
THEREFORE FEMALE AND PEOPLE WITH DISABILITIES ARE ENCOURAGED  
TO APPLY.**