



# THE KISIWA NATIONAL POLYTECHNIC

P. O. BOX 657 – 50200, BUNGOMA (KENYA)

Cell Phone: 0110096090

Email: [kisiwainstitute@yahoo.com](mailto:kisiwainstitute@yahoo.com) or [info@kisiwanationalpoly.ac.ke](mailto:info@kisiwanationalpoly.ac.ke) or [principal@kisiwanationalpoly.ac.ke](mailto:principal@kisiwanationalpoly.ac.ke)

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

Our Ref: KISNAP/HR/ADVET/03/2026

5<sup>th</sup> AUGUST 2026

## ADVERTISEMENT OF VACANT POSITIONS

The Kisiwa National Polytechnic is a premier Public Technical and Vocational Education and Training institution committed to providing quality technical education, innovation, research, and skills development. In line with its strategic objectives, the Polytechnic invites applications from suitably qualified, competent, and experienced persons to fill the following vacant positions.

### 1. SENIOR INTERNAL AUDITOR; JOB GRADE: KISNAP 6- ONE (1) POST

#### Duties and Responsibilities

- i. Planning, coordinating, and undertaking internal audit assignments in accordance with approved audit plans and professional standards;
- ii. Evaluating and improving the effectiveness of internal control systems, risk management, and governance processes;
- iii. Ensuring compliance with Government regulations, Public Finance Management (PFM) Act, institutional policies, and other applicable laws;
- iv. Developing annual risk-based internal audit plans and audit programmes;
- v. Supervising, mentoring, and evaluating the performance of audit staff;
- vi. Reviewing financial statements and operational processes for accuracy, efficiency, and compliance;
- vii. Liaising with external auditors, regulatory agencies, and other stakeholders on audit matters;
- viii. Safeguarding the integrity, confidentiality, and security of institutional information and records;
- ix. Advising Management on internal controls, risk mitigation measures, and governance improvements;
- x. Preparing comprehensive audit reports and monitoring implementation of audit recommendations;
- xi. Promoting awareness of audit standards, ethical practices, and compliance throughout the institution;
- xii. Performing any other duties as may be assigned.



*All Correspondence should be addressed to the Principal*  
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## **Requirements for Appointment**

- i. Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration, Business Management, Banking (Accounting /Finance), or its equivalent qualification from a recognized institution;
- ii. Certified Public Accountant of Kenya (CPA K) or its equivalent;
- iii. Served as an Internal Auditor I or an equivalent position for a minimum of three (3) years;
- iv. Membership and registration with the Institute of Internal Auditors;
- v. Demonstrated integrity, analytical ability, and leadership skills.

## **2. LIBRARIAN; JOB GRADE: KISNAP 6-ONE (1) POST**

### **Duties and Responsibilities**

- i. Developing and implementing library policies, procedures, and operational guidelines; Planning and managing the library budget and resources;
- ii. Supervising cataloguing, classification, indexing, and acquisition of library materials;
- iii. Evaluating and developing print and electronic library collections;
- iv. Providing reference, information, and research support services;
- v. Coordinating user education programmes and information literacy training;
- vi. Supervising, mentoring, and appraising library staff;
- vii. Managing library automation systems, digital repositories, and electronic information resources;
- viii. Promoting utilization of digital library services and online databases;
- ix. Ensuring compliance with library standards and best practices;
- x. Performing any other duties as may be assigned .

## **Requirements for Appointment**

- i. Bachelor's Degree in Library and Information Science or Library Science from a recognized institution;
- ii. Minimum of three (3) years relevant work experience, three (3) of which must be in a supervisory position;
- iii. Demonstrated knowledge of cataloguing standards, library management systems, and digital information resources;
- iv. Excellent leadership, communication, and interpersonal skills.

## **3. ASSISTANT OFFICE ADMINISTRATOR III, JOB GRADE KISNAP 8-ONE (1) POST**

### **Duties and Responsibilities**

- i. Record dictation in shorthand and transcribe it in typewritten form;
- ii. Typing;
- iii. Operate office equipment;
- iv. Manage office protocol;
- v. Handle telephone calls and appointments;
- vi. Manage the office;



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- vii. Write simple routine correspondence;
- viii. Take charge of documents and files, including classified materials;
- ix. Receive and attend to visitors; and
- x. Secure office records, documents and equipment.

### **Requirements for appointment**

- i. Served in the grade of Assistant Office Administrator III or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- ii. Higher Diploma/Diploma in Secretarial studies from the Kenya National Examinations Council;

OR

- i. Business Education Single and Group Certificates (BES & GC) from the Kenya national Examinations Council in the following subjects: -
  - (a) Shorthand III (Minimum 100w.p.m)
  - (b) Typewriting III (minimum 50 w.p.m),/Computerized Document Processing III;
  - (c) Business English III/Office Administration and Management III;
  - (d) Business English III/Communication II;
  - (e) Secretarial Duties II,
  - (f) Office Practice II;
  - (g) Commerce II;
- ii. Certificate in Computer Applications from a recognized Institution; and

### **4. SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GRADE KISNAP 8 – ONE (1) POST**

#### **Duties and Responsibilities**

- i. Issue/receive items in the store;
- ii. Prepare and maintain stores records;
- iii. Stock take and reconciliation;
- iv. Maintain stock levels;
- v. Stores security, safety and cleanliness; and
- vi. Proper preservation of items in the stores.
- vii. Perform other duties as may be assigned.

#### **Requirement for Appointment**

- i. A Diploma in Supply Chain Management or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer Applications.



## 5. SENIOR ACCOUNTANT, JOB GRADE KISNAP 6-ONE (1) POST

### Duties and Responsibilities

- i. Ensuring timely preparation and submission of Appropriation in Aid reports
- ii. Ensuring timely preparation and submission of HELB annual reports
- iii. Assist in development of the institution's budget;
- iv. Train and develop accounting staff.
- v. Assist in reviewing the accounting procedures and practices
- vi. Control and supervise operations of the Accounts unit;

### Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Accountant I or a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three(3) years;
- ii. A Degree (Accounting/Finance option) from a recognized Institution and or Part III/Advanced level of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;
- iii. Certificate in Computer Applications

### How to Apply

Interested and qualified candidates should submit signed application letter, detailed Curriculum Vitae indicating current and previous employment, academic and professional qualifications, and at least three (3) referees, certified copies of academic and professional certificates, National Identity Card, and other relevant testimonials.

Applications should be addressed to:

**The Chief Principal  
The Kisiwa National Polytechnic  
P.O. Box 657-50200  
Bungoma, Kenya.**

Applications should reach the Polytechnic on or before **26<sup>th</sup> August 2026 at 5.00 p.m.** Only shortlisted candidates will be contacted.

**The Kisiwa National Polytechnic is an Equal Opportunity Employer. Women, Persons with Disabilities (PWDs), Youth, and Marginalized Groups are encouraged to apply**

Stamp..........Signature.....



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