

# KISII NATIONAL POLYTECHNIC

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KISII

KNP/INTERN ADVERT/005/011

10<sup>TH</sup> JANUARY, 2020

## INTERNS FOR THE YEAR 2020 FOR SIX MONTHS

Kisii National Polytechnic seeks to recruit interns to the following positions.

### 1. ACCOUNTS CLERK (1 POST)

#### Main Duties

- Filing
- Reconciliation of receipts and bank statements.
- Any other duties assigned.

#### REQUIREMENTS

The applicants must have

- CPA 2

### 2. SIGN LANGUAGE INTERPRETER (1 POST)

#### Main Duties

- Interpreting signs
- To teach other staff sign language.
- Any other duties assigned.

#### REQUIREMENTS

The applicants must have

- Sign Language Skills

### 3. ICT TECHNICIANS (2 POSTS)

#### Main Duties

- Preparing and arranging for practical sessions in liaison with the lecturers
- Maintaining order and cleanliness in the workshops/laboratories.
- Taking care of equipment, machines and tools under their custody
- Keeping records of issuance of equipment, machines, materials and tools
- Ensuring proper installation, maintenance and repair of equipment, machines and tools in the workshop/Laboratories



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- Keeping the inventory of equipment, machines, tools and materials in the workshop/ laboratory
- Ensuring safety in the workshop/laboratories at all times
- Participating in research activities in the department
- Preparing work instruction sheets for equipment in the workshop/laboratory
- Any other duties assigned

## **REQUIREMENTS**

The applicants must have

- Diploma in IT/ICT/Computer Science/Studies/Software Engineering or any other equivalent qualification from a recognized institution.

### **4. CUSTOMER CARE (1 POST)**

#### **Main Duties**

- Attending to customer concerns.
- Doing follow-ups to ensure customers have been adequately attended to.
- Manning front office.
- Ensuring general cleanliness and proper presentation of the front office.
- Receiving, distributing and maintaining college brochures and newsletters.
- Collecting customer feedback
- Any other duties assigned.

## **REQUIREMENTS**

The applicants must have

- Diploma Certificate in Public Relations or its equivalent.

### **5. REGISTRY CLERK/LIBRARY ASSISTANT (2 POSITIONS)**

#### **Main Duties**

- Record students into registers.
- Issuing and shelving at the Library
- Input and upload students' data into the MIS system.
- Activate students into the MIS system.
- Check, verify and compile statistical data.
- Open files as requested to ensure information is properly recorded and stored to ensure easy retrieval when required
- Assist in the library duties.
- Any other duties assigned

## **REQUIREMENTS**

The applicants must have

- Diploma in Records management or Information studies or equivalent.
- Computer knowledge



**6. TECHNICIANS (FOOD AND BEVERAGE, FASHION DESIGN AND WELDING)  
(3 POSTS)**

**Main Duties**

- Preparing and arranging for practical sessions in liaison with the lecturers
- Maintaining order and cleanliness in the workshops/laboratories.
- Taking care of equipment, machines and tools under their custody
- Keeping records of issuance of equipment, machines, materials and tools
- Ensuring proper installation, maintenance and repair of equipment, machines and tools in the workshop/Laboratories
- Keeping the inventory of equipment, machines, tools and materials in the workshop/laboratory
- Ensuring safety in the workshop/laboratories at all times
- Participating in research activities in the department
- Preparing work instruction sheets for equipment in the workshop/laboratory
- Any other duties assigned

**REQUIREMENTS**

The applicants must have

- Diploma in Fashion Design/Food and Beverage/ Welding or any other equivalent qualification from a recognized institution.

Interested and qualified applicants are requested to submit their applications, curriculum vitae, copies of certificates, ID and other testimonials to the undersigned on or before 24<sup>th</sup> January, 2020. Only shortlisted candidates will be contacted.

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

**KISII.**

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



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