

KISII NATIONAL POLYTECHNIC

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KISII

. 6TH JUNE, 2019

KNP/JOB ADVERT/005/06

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

1. CARPENTER (1 POST) JOB GROUP KP 5

REPORTS TO: ESTATES OFFICER

This position is responsible for making woodwork products such as tables, desks, chairs, fitting cabinets and carries out general woodwork repairs in the institution.

Main Duties

- Construct building frameworks like doorframes, windows and wall cabinets when needed to facilitate smooth operations in the institutions' day to day operations.
- Inspects damaged wooden structures and repair them to enhance their usefulness and reduce deterioration.
- Select and specify the construction raw materials required to ensure the institution gets quality of required materials.
- Develop structures as instructed by user department and ensure the products meet the institutions functional needs.
- Maintain and repair wooden structures to enhance usefulness of the structures and support the institutions operations.
- Follows laid out process and procedures in his operations to ensure compliance with health and safety standards.
- Assists students during their practicals by providing direction on handling and usage of tools.
- Clean the workshop and arrange the tools to create a safe and functional operating environment.

REQUIREMENTS

The applicants must have

- Craft Certificate in Carpentry or equivalent.
- At least three (3) years' experience.

2. WELDING TECHNICIAN (1 POST) JOB GROUP KP 5

REPORTS TO: HEAD OF SECTION WELDING

This position is responsible to assist students in their practical session as well as lay out, fit, and fabricate metal components to assemble structural forms for general repairs and maintenance of all metal works

Main Duties

- Read and interpret welding process specifications, layout process specification, layout position, secure parts and assemble according to specifications.



KISII POLY IS ISO 9001:2015 CERTIFIED

- Repair worn out parts of metal products in the institutions to ensure they are useable.
- Test and inspect welded surfaces and structures to discover flaws and do repair works.
- Raise requisitions for materials requires in repair works.

Conduct activities in safe and healthy manner and work in accordance with established safety requirements.

REQUIREMENTS

The applicants must have

- Craft Certificate in Welding and Fabrication or equivalent.
- At least three (3) years' experience.

3. FASHION AND DESIGN TECHNICIAN (1 POST) JOB GROUP KP 7

REPORTS TO: HEAD OF SECTION FASHION AND DESIGN

This position is responsible in the provision of technical support to the lecturer in charge of the section, contributing to students' learning experience by assisting with the preparation of equipment and machinery for practical work to promote understanding of course work and innovation

Main Duties

- Provide support to trainers and trainees in solving technical problems and practicals
- Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
- Requisition for consumables to ensure they are replenished in a timely manner and organize in a way that they are easily traced
- Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- Segregate non-functional equipment and machinery to promote safety in the workshop.
- Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
- Report breakdown of machinery and equipment to the head of the section to advise on replacement needs

Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals

REQUIREMENTS

The applicants must have

- Diploma in Fashion Design
- At least three years' experience in a relevant field.



4. FOOD AND BEVERAGE TECHNICIAN (1 POST) JOB GROUP KP 7

REPORTS TO: HEAD OF SECTION FOOD AND BEVERAGE

This position is responsible in the provision of technical support to the lecturer in charge of the section, contributing to students' learning experience by assisting with the preparation of equipment and machinery for practical work to promote understanding of course work and innovation

Main Duties

- Provide support to trainers and trainees in solving technical problems and practicals
- Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
- Requisition for consumables to ensure they are replenished in a timely manner and organise in a way that they are easily traced
- Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- Segregate non-functional equipment and machinery to promote safety in the workshop.
- Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
- Report breakdown of machinery and equipment to the head of the section to advise on replacement needs

Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals

REQUIREMENTS

The applicants must have

- Diploma in Fashion Design
- At least three years' experience in a relevant field.

5. PROCUREMENT CLERK (1 POST) JOB GROUP KP 5

REPORTS TO: PROCUREMENT OFFICER

This position is responsible for provision of clerical support in the procurement/Store in smooth running of the institution.

Main Duties

- Assisting the Procurement Officer/Stores clerk in performing their duties.
- Administering the central stores.
- Receiving inspected supplies
- Ensuring safety in handling and storage of supplies.
- Issuing the user departments with goods requisitioned in time
- Maintaining stock levels in liaison with the procurement officer/stores clerk.
- Maintain proper records of all stores and inventory
- Liaising with the procurement officer for stock taking



- Any other duties assigned

REQUIREMENTS

The applicants must have

- Certificate in supplies management or its equivalent from a recognized institution
- At least three years' experience

6. SANITARY CLEANER (1 POST) JOB GROUP KP 1

REPORTS TO: ASSISTANT HOUSEKEEPER

This position is responsible for maintenance of general cleanliness in the institution to ensure that the environment is conducive for work and studies.

Main Duties

- Carry out general cleaning of the institution compound, facilities and infrastructure to provide a friendly surrounding for operations
- Clean washrooms restrooms to ensure they meet the sanitization and hygiene standards.
- Remove cobwebs dust and dirt from ceilings& walls, spray pesticides and fumigants to prevent insects and rodents infestation
- Look out for malfunctions on items and report to the supervisors for repairs to enhance the functionality and increased life span of assets
- Assist in arranging meeting venues to ensure neat, flexible and functional seating arrangements
- Dispose refuse and waste in line with set out procedures to enhance compliance with the health and safety standards.

The applicants must have

- K.C.S.E Certificate

Interested and qualified applicants are requested to submit their handwritten applications, curriculum vitae, copies of certificates, ID and other testimonials to the undersigned on or before 28th June, 2019. The applicant must have a certificate of good conduct, HELB clearance certificate and KRA clearance certificate. 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.**

