



KISII NATIONAL POLYTECHNIC

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KNP/ADM/ ADVERT/12/24

Date: 2nd December 2024

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. KNP/Job Advert /001/024 Human Resource Officer Job Group KP 12

Reporting to the Chief Principal, the officer shall have an overall responsibility for providing leadership in human resource issues including recruitment of staff in the polytechnic, performance management of staff and advising the Chief Principal on all matters concerning Human resource in line with policies and procedure governing the polytechnic.

Main Duties

- i. Ensure efficient operational management of the human resource function in the Polytechnic.
- ii. Initiate, develop and implement appropriate human resource policies.
- iii. Enhance the polytechnics human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices.
- iv. Maintain the work structure by updating job requirements and job descriptions for all positions.
- v. Develop and implement HR and people strategies aligned to the polytechnic's Strategic objectives.
- vi. Implementation of Human Resources Management Information Systems.
- vii. Support and coach the management team on all people leadership matters including change and transformation forming strong relationships with the management team.
- viii. Be responsible for all HR management and development (including recruitment, and selection policy, discipline, grievance, mentoring, contracts of employment, training and development, talent management, succession planning and driving performance appraisals.



KISII POLY IS ISO 9001:2015 CERTIFIED

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CHIEF PRINCIPAL

Requirements

The applicants must have:

- i. Served in the grade of Human Resource Management Officer (CSG9) 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
- ii. Bachelor's degree in human resource management, or equivalent qualification from a recognized Institution or Higher Diploma in Human Resource Management
- iii. Membership of the Institute of Human Resource Management (IHRM) and in good standing.
- iv. Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution.
- v. Certificate in computer application skills; and
- vi. Shown merit, integrity and ability as reflected in work performance and results.
- vii. Have proven knowledge of the Enterprise Resource Planning system or integrated computer systems.

2. KNP/Job Advert /002/024

Procurement Officer

Job Group KP 12

Reporting to the Chief Principal, the officer shall have an overall responsibility for providing leadership in procurement issues of the polytechnic including coordination of procurement and disposal process, provision of secretariat services to asset and disposal committee and advising the chief principal on all procurement matters in line with policies and procedures governing the polytechnic.

Main Duties

- i. Implementation of procurement plan
- ii. Supervising inventory and stock control.
- iii. Manage processes related to disposing of boarded stores and equipment.
- iv. Planning of supply chain management activities.
- v. Coordinating warehousing and market surveys and research.
- vi. Supervising preparation of procurement plans.
- vii. Coordinating procurement processes.
- viii. Make statutory and management requisite reports

Requirements

The applicants must have:

- i. Served in the grade of Procurement Officer/Supply Chain Officer (CSG9) or in a



- comparable position in the Public Service or Private Sector; with at least three (3) years' experience in a comparable institution or wider public service
- ii. Bachelor's degree in the following disciplines: Business Administration (Supplies Management Option), Procurement and Supplies Management, Supply Chain Management or equivalent qualifications from a recognized institution.
 - iii. Attended a Senior Management Course lasting not less three (3) weeks from a recognized Institution.
 - iv. Active right standing membership of Kenya Institute of Supplies Management (KISM).
 - v. Must be licenced by KISM
 - vi. Certificate in computer application skills; and
 - vii. 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 progression guidelines terms as provided in the Public Service Job Group CSG8 /KP 12 All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time.

Application Guidelines:

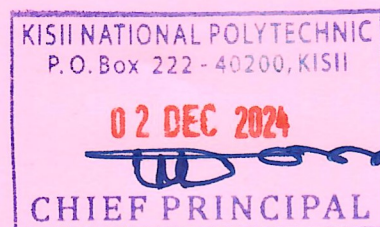
Interested and qualified applicants under Kisii National Polytechnic service are also requested to apply. Applications should be submitted in the form of handwritten applications, curriculum vitae, and copies of certified academic certificates and testimonials, copy of national identity cards enclosed in plain sealed envelope addressed to the undersigned to reach on or before **23rd December 2024** at **4pm**.

Note:

- 1) Kisii National Polytechnic is an equal opportunity institution; therefore, both gender, and persons living with disabilities are encouraged to apply.
- 2) All applicants should provide a valid certificate of good conduct, tax compliance certificate, HELB clearance, credit review bureau clearance.
- 3) Short-listed candidates will be contacted for interviews

The Chief Principal/ Governing Council Secretary,

**Kisii National Polytechnic,
P.O. Box 222-40200, KISII.
Email: principal@kisiiipoly.ac.ke**



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