KISII NATIONAL POLYTECHNIC

Mobile; 0700152177 OR 0752031300
Email: info@kisiipoly.ac.ke
Website: www.kisiipoly.ac.ke

P.O. BOX 222
TEL: 058-2031958
KISII

KNP/INTERN ADVERT/002/25 **DATE: 25th SEPTEMBER 2025**

INTERNSHIP ADVERTISEMENT

The Kisii National Polytechnic seeks to engage qualified individuals on a one year paid internship programme in the following specialization.

1. **PROCUREMENT CLERK(2 POST)**

The intern will work under the supervision of the procurement officer performing the following duties:

a) Prepare purchase orders for submission to prospective suppliers so as to acquire new stock.
b) Schedule deliveries for supplies goods and services to ensure minimal disruption to store the institution's operations
c) Provide support in drafting tender enquiries/documents for approval in line with statutory requirements to support compliance with the procurement laws
d) Keep procurement records and reports on supply costs for future planning and decision making on cost management
e) Update the supplier register to support quick procurement of goods and services in response to the institution business needs.
f) Attend to purchase enquiries across the departments to ensure they are well informed of procurement progress to support business continuity.
g) Collect data on prices for goods and services to enhance cost management through identification of affordable suppliers.

Requirements: the applicant should:

a) **Min**imum diploma in supplies chain management or its equivalent.

2. **STORE CLERK(1 POST)**

The intern will work under the supervision of the procurement officer performing the following duties:

a) Attend to stores enquiries to ensure user department are well informed of available stock and the corresponding stock level to support efficiency and effectiveness in the delivery of service
b) Issue and receipt of store items for storage and for timely issuance to the user department

KISII NATIONAL POLYTECHNIC

Mobile; 0700152177 OR 0752031300
Email: info@kisiipoly.ac.ke
Website: www.kisiipoly.ac.ke

P.O. BOX 222
TEL: 058-2031958
KISII

c) Maintain accurate and up to date store records for accountability
d) Arrange received goods in the store to support ease in accessibility and retrieval to minimize accidents
e) Conduct stock checks in order to identify wear or defect to ensure such stocks is replaced and accounted for in the delivery of service

Requirements: the applicant should:

- Have Certificate in Store Keeping management 0R its equivalent 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 2nd October, 2025. Only shortlisted candidates will be contacted.
Successful candidates will be remunerated by a lump sum pay of Kshs 21,000 for diploma and Kshs 15,000 for certificate.

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

THE KISII NATIONAL POLYTECHNIC
P.O. Box 222 - 40200 KISII
CHIEF PRINCIPAL
25 SEP 2025
SIGN:.....