

KISII NATIONAL POLYTECHNIC

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KISII

KNP/ADVERT/005/08

19TH AUGUST, 2020

Kisii National Polytechnic seeks to recruit experienced and self-motivated individuals to the following positions.

**1. DEPUTY ESTATES OFFICER (1 POST) JOB GROUP KP 8
REPORTS TO: ESTATES OFFICER.**

This position is responsible for management of day to day operations in the maintenance sections to ensure conducive and optimal utilization of institutional facilities.

Main Duties

- Participate in development of the departmental budget with the Estate Manager.
- Participates in scheduling of work to the technicians in the department to ensure achievement of projects plans and departmental objectives.
- Implements the health and safety procedures by conducting daily checks on operations to eliminate and minimize work related injuries.
- Allocates staff work on a daily basis to ensure efficient operations and achievement of departmental goals.
- Assist in monitoring and supervising staff performance to establish high deliverable quality of work by staff.
- Provide input to various departmental reports to enhance accurate reporting of the departmental status and inform resource input decision where required.
- Maintains accurate and up to date records related to all repair and maintenance to demonstrate delivery of the department's mandate.
- To supervise grounds personnel.

REQUIREMENTS

The applicants must have

- Diploma in Building Technology.
- Three (3) years relevant experience.
- Certificate from National Construction Authority

**2. COMPUTER TECHNICIAN SUPERVISOR (1 POST) JOB GROUP KP 10
REPORTS TO: HOD COMPUTER.**

This position is responsible for maintaining the operations of computer labs, instructing students and staff in the use of computer laboratory technology and software applications and monitor students' activities in the computer labs.



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Main Duties

- Supervise computer technicians.
- Ensure that virus protection software is installed on all laboratories.
- Ensure that computers are updated regularly.
- Perform regular diagnosis, troubleshooting and resolve hardware and software problems that may slow or fail operations of the computers in the department.
- Access, gather, analyze user needs and requirements and provide solutions on a daily basis.
- 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 in the laboratories.
- 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

- Degree/Higher Diploma in Computer Science or its equivalent.
- Three (3) years relevant experience.

3. COMPUTER TECHNICIAN (3 POSTS)JOB GROUP KP 8 REPORTS TO: COMPUTER TECHNICIAN SUPERVISOR

This position is responsible for maintaining the operation of a computer lab, instructing students and staff in the use of computer laboratory technology and software application and monitor students' activities in the computer lab.

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 in the laboratory.
- 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 IT/ICT/Computer Science/Studies/Software Engineering or any other equivalent qualification from a recognized institution.
- Three (3) years relevant experience

Interested and qualified applicants are requested to submit their handwritten applications, curriculum vitae, and copies of certificates, ID and other testimonials to the undersigned on or before 11th SEPTEMBER, 2020 at 4pm. 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.**



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