



# Kenya Coast National Polytechnic

Kisauni Road, PO Box 81220, Mombasa, Telephone 0712725554, 0710389727  
Email: [info@kenyacoastpoly.ac.ke](mailto:info@kenyacoastpoly.ac.ke) Website: [www.kenyacoastpoly.ac.ke](http://www.kenyacoastpoly.ac.ke)



ADVERT NO: KCNP/JOB/2022/02

Date: 18<sup>th</sup> November 2022

## NON- TEACHING STAFF VACANCIES

Applications are invited from qualified candidates for the following positions at Kenya Coast National Polytechnic.

### 1. ESTATE OFFICER (1 POST)

**Basic Salary: Kshs.31,270-41,260pm (JG J/CSG11)**

#### **Minimum Qualifications**

- Degree or Higher Diploma in Building and Civil Engineering or its equivalent from a recognized institution
- At least three (3) years' experience in an institution of learning or a busy environment will be an added advantage
- Must have a certificate of Good Conduct
- Age - 45 years and below

#### **Duties and responsibilities**

- a) Evaluate problematic systems or facilities and determine what installation or repair services need to be performed.
- b) Coordinate repairs of facilities and develop health and safety reports to ensure compliance with regulatory standards.
- c) Maintain accurate records of all repair works and maintenance of the estate
- d) Ensure compliance with health and safety procedures by all staff under your supervision
- e) Allocate duties to the maintenance staff
- f) Provide weekly reports to the management on the state of the estate



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## 2. SUPPLY CHAIN MANAGEMENT OFFICER (1 POST)

**Basic Salary: Kshs.31,270-41,260pm (JG J/CSG11)**

### Minimum Qualifications

- Degree in Purchasing and Supplies Management or its equivalent from a recognized university
- Good knowledge of Public Procurement Procedure
- At least three (3) years' experience in an institution of learning or a busy environment will be an added advantage
- Must have a valid certificate of Good Conduct
- Member of Kenya Institute of Supplies Management
- Age - 45 years and below

### Duties and responsibilities:

- a) Procuring goods/services for all department in the Polytechnic
- b) Monitor compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.
- c) Review and approve invoices for payment to suppliers to ensure transparency in the payment of suppliers.
- d) Perform due diligence on the suppliers shortlisted, in addition to the system checks, to ensure that institution's contracts only with suppliers that are compliant as per the Procurement Act and the institution's policies, and that have the capacity to deliver.
- e) Participate in the tender process to carry out tender evaluation in line with the institution's procurement policies and procedures in order to select the most qualified suppliers to contract
- f) Coordinate market surveys and research on Procurement matters

Applications to be submitted to the undersigned not later than Monday, 5<sup>th</sup> December 2022

The Chief Principal  
Kenya Coast National Polytechnic  
P O Box 81220 – 80100  
MOMBASA



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ADVERT NO: KCNP/JOB/2022/03

Date: 7<sup>th</sup> November 2022

## **NON- TEACHING STAFF VACANCIES (3 MONTHS CONTRACT RENEWABLE)**

Applications are invited from qualified candidates for the following position at Kenya Coast National Polytechnic.

### **WELDING AND REFRIGERATION TECHNICIAN (1 POST)**

Salary: Kshs. 21,500

#### **Minimum Qualifications**

- Craft Certificate in Refrigeration and Air conditioning or equivalent qualifications from a recognized Institution;
- Must have a valid certificate good conduct
- At least 2 (two) years' experience in an institution of learning or a busy environment will be an added advantage

#### **Duties and responsibilities:**

- a) Provide support to trainers and trainees in solving technical problems and practicals
- b) Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- c) Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head
- d) Requisition for consumables to ensure they are replenished in a timely manner and organise in a way that they are easily traced
- e) 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.
- f) Segregate non-functional equipment and machinery to promote safety in the workshop.



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- g) Report breakdown of machinery and equipment to the head of the section to advise on replacement needs
- h) Ensure cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals

Applications to be submitted to the undersigned not later than Monday, 5<sup>th</sup> December 2022.

The Chief Principal  
Kenya Coast National Polytechnic  
P O Box 81220 – 80100  
MOMBASA



A red handwritten signature, possibly "M. M. M.", written over the stamp.

