



BUNGOMA NATIONAL POLYTECHNIC

P. O. BOX 158- 50200, BUNGOMA.

Tel: TEL 0711-158-158/ 0103-669-393

E-mail: principal@sist.ac.ke info@sist.ac.ke sangaloist@yahoo.com

Website: www.sist.ac.ke

All correspondence must be addressed to the Principal



Opening Date: 9th May, 2024

ADVERTISEMENT FOR VACANT POSITIONS

Bungoma National Polytechnic (BNP) is a reputable public TVET institution located in Bungoma County. The Polytechnic is registered and Licensed under the Ministry of Education, State departments for Vocational and Technical Training.

Applications are invited from qualified and interested Kenyans to serve the following Positions

S/N	Post	TBNP Grade	No. of Vacancies
1.	Nursing Officer III	8/JG "H"	1
2.	Transport Officer II	7/JG "G"	1
3.	Income Generating Unit Manager	10/JG "K"	1
4.	Record Management Officer	10/JG "K"	1
5.	Assistant Office Administrator III	9/JG "G"	1
5	Internship Opportunities		6
	TOTAL		11

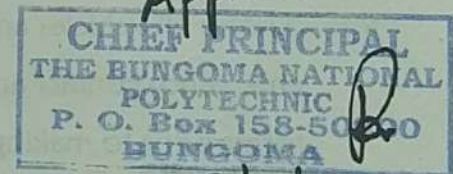
1. NURSING OFFICER III TBNP GRADE 8/JOB GROUP "H"

Key Duties and responsibilities: -

- i. Providing and planning nursing services at the BNP's Outpatient Clinic;
- ii. Assessing patients need for nursing services.
- iii. Verify and maintain information related to patients' health records.
- iv. Keeping records of drugs and other supplies.
- v. Plan and implement nursing intervention
- vi. Monitor and evaluate nursing care outcomes.

Required Qualifications and Competencies:

- i. Have a Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized Institution.
- ii. Have a Kenya Certificate of Secondary Education mean grade C (plain) or its equivalent qualification.



9/5/2024

- iii. Be registered by the Nursing Council of Kenya.
- iv. Valid license by the Nursing Council.
- v. Certificate in computer application skills.

2. TRANSPORT OFFICER II TBNP GRADE 7/JOB GROUP "G"

Key Duties and Responsibilities:

- i. Gauge the transportation requirements of the SIST and devise a cost effective and feasible transport plan for the BNP.
- ii. Improve existing transportation solutions already in place.
- iii. Keep up to date a proper inventory of all vehicles and perform daily checks on the same to ensure that they are in working condition.
- iv. Allot, monitor and oversee all the responsibilities allotted to drivers, mechanics and cleaners.
- v. Ensure that all insurances and licenses are renewed on time.
- vi. Carry out preliminary investigations on transport related incidences and road accidents in view of managing risks and exposure.
- vii. Ensure the requirement of vehicle safety, security, health and work environment for passenger staff, students and drivers are met.
- viii. Assist in the development and maintenance of active road preventive programmes.
- ix. Ensure enforcement of BNP regulations on vehicle management and ensuring compliance with the Kenya Traffic Legislative Act.
- x. Ensure all vehicles are equipped with the necessary documentation such as emergency contact and communication protocol, accident/incident report forms prior to making trips.

Required Qualification and Competencies.

- i. Diploma in Mechanical (Automotive) Engineering.
- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (plus) or equivalent qualification from recognized institution.
- iii. Valid Driving Licence.
- iv. Demonstrate ability to manage diverse transport operations.

- v. Certificate of Good conduct
- vi. At least three (3) years of progressively responsible experience in motor vehicle, transport operations management especially in mechanical engineering and transport management.

3. INCOME GENERATING UNIT MANAGER TBNP GRADE 10/JOB GROUP "K"

Key Duties and Responsibilities:

- i. Planning, establishment and development of all income generating activities in the polytechnic
- ii. Coordinate all income generating unit in the polytechnic.
- iii. Prepare quarterly reports from all income generation activities and production units and based upon these reports make recommendations regarding operations of units
- iv. Establish proper internal monitoring and control systems.
- v. Prepare concept plans and business plans for all income generation activities in Polytechnic
- vi. Formulation of operating and financial policies and guidelines for all income generating units in the polytechnic.
- vii. Ensure continuous improvement in the quality and value of products provided by the income generating units.

Required Qualification and Competencies.

- i. Must have a Bachelors, degree in Business, Accounting, Finance or its equivalent from a recognized institution.
- ii. Must have at least 3 years relevant working experience.
- iii. Must be a member of a professional body and in good standing.
- iv. Experience working within income generation would be an added advantage.

RECORD MANAGEMENT OFFICER TBNP GRADE 10/JOB GROUP "K"

Key Duties and Responsibilities

- i. Storage and maintenance of files and personnel records.
- ii. Receipt and dispatch of mail including maintenance of related registers management of files movement.
- iii. Supervision of the registry; sorting and classifying documents for filing.
- iv. Storage; updating and maintenance of personnel records and file index.
- v. Controlling opening of open, confidential and secret files.

- vi. Custody and Maintenance of Polytechnic documents.
- vii. Ensuring security of Information and Records in a registry/ archive
- viii. Liaising with relevant Government agencies on appraisal and disposal of dormant documents and files.
- ix. Preparing appraisal and disposal schedule of files and documents in liaison with relevant agencies.
- x. Digitizing Polytechnic's documents for circulation and archiving.

Required Qualification and Competencies.

- i. Bachelor's Degree in Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution;
- ii. Four (4) years relevant work experience;
- iii. Merit and ability as shown in work performance.
- iv. Fulfilled the requirements of chapter six (6) of the Constitution of Kenya.

ASSISTANT OFFICE ADMINISTRATOR I TBNP GRADE 9/JOB GROUP "G"

Key Duties and Responsibilities

- i. Receiving and dispatching mail.
- ii. Handling correspondence.
- iii. Ensuring security of documents, equipment and files including classified matter.
- iv. Facilitating and Assisting in the smooth running of the office.
- v. Receiving and attending to visitors.
- vi. Making telephone calls.
- vii. Responsible for official e-mail.
- viii. Prepare responses to simple routine correspondence.
- ix. Management and control of visitors in the office.
- x. Maintain back-up system liaison with Information Communication Technology Unit
- xi. Provide general office services.

Required Qualification and Competencies

The following qualifications from the Kenya National Examination Council:-

- Typewriting III (50 w.p.m.)/ Computerized Document Processing III.
- Shorthand III (100 w.p.m.) or Audio typing III.
- Business English III/Communications II.

Office Management; OR

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or its equivalent from a recognized Institution with at least three (3) years' experience.

Certificate in computer applications

Internship opportunities

1. Electrical Department-(1 No.)
2. Human Resource Department (1 No.)
3. Applied Science Department (1 No.)
4. Building and Civil Engineering (1 No.)
5. Fashion and design Technician (1)
6. Agriculture Technician (1)

Academic and Professional Requirements

- Must have graduated from University, College or TVET in possession of a Degree, Diploma or Certificate or any recognized professional qualification in their relevant field.
- Be a Kenyan youth below 30 Years of age.
- A certificate of good conduct.

Interested persons who meet the requirements should apply enclosing copies of the Curriculum Vitae, Copies of Academic and Professional Certificates and other testimonials as to reach the undersigned on or before **29th May, 2024 at 5.00PM**

The Chief Principal/Secretary Bog

Bungoma National Polytechnic

P. O. Box 158 - 50200

Bungoma

Email: sangaloist@yahoo.com; Info@sis.ac.ke; principal@sist.ac.ke

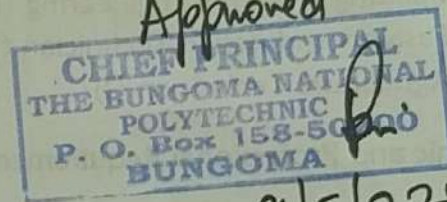
Please Note:

1. Only candidates offered employment shall be expected to present the following clearance certificates;

- i. Valid Certificate of Good Conduct
- ii. Valid Clearance from the Ethics and Anti-Corruption Commission.
- iii. Valid Certificate of Compliance from the Higher Education Loans Board (HELB)
- iv. Kenya Revenue Authority (KRA) Tax Compliance Clearance, and
- v. Valid Certificate of Clearance from Credit Reference Bureau (CRB)

2. BNP is an equal opportunity employer and encourage all qualified persons, including Women, Persons with Disability and persons from Marginalized and Minority Groups to apply. Canvassing in any form will lead to disqualification

3. Only shortlisted and successful candidates will be contacted.



9/5/024