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Off Kakamega—Kisumu Road, along Sigalagala—Butere Road

JOB VACANCIES

The Sigalagala National Polytechnic (SNP) is a public managed Polytechnic that was founded in 1950 as a Technical and Vocational Training Institute. The polytechnic has three Campuses, The Main Campus, Kakamega Town Campus and Maturu Campus. The polytechnic is mandated to offer courses at Artisan, certificate, diploma, and higher national diploma levels in different disciplines. The polytechnic mainly produces middle level human resources that are well equipped with technical and business skills required in the Kenyan industry.

To strengthen our Institutional capacity to achieve the mandate, the polytechnic is seeking to recruit qualified Kenyans for the following vacant positions:

1.0 TRAINERS REF: SNP/HR/ADV/01/02/24

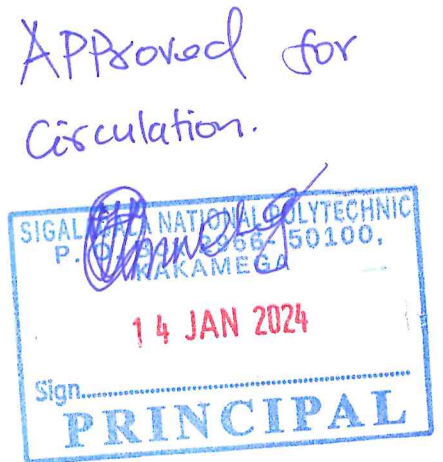
1.1.1	Agriculture	(2 posts)
1.1.2	Business (Secretarial Studies)	(1 post)
1.1.3	Electrical and Electronics Engineering	(2 posts)
1.1.4	Health Sciences (Community Health)	(1 post)
1.1.5	Fashion and Design	(1 post)
1.1.6	Beauty Therapy	(1 post)
1.1.7	Baking Technology	(1 post)
1.1.8	Building and Civil Engineering	(2 posts)
1.1.9	Mathematics and Applied Sciences	(2 posts)

1.2 Requirements for Appointments

- 1.2.1 Degree or Higher National Diploma in the respective area or its equivalent
- 1.2.2 At least one year of relevant experience
- 1.2.3 Possession of pedagogy qualification is an added advantage
- 1.2.4 Registration with TVETA will be an added advantage
- 1.2.5 Knowledge of professional ethics and Computer Literacy
- 1.2.6 Meet the requirements of Chapter six of Kenya Constitution 2010

1.3 Duties and Responsibilities

- 1.3.1 Undertaking training in areas of specialization in accordance with the syllabus
- 1.3.2 Preparing learning/ teaching materials and schemes of work



- 1.3.3 Setting and marking examinations/assignments
- 1.3.4 Carrying out research work under the guidance and supervision of a senior trainer
- 1.3.5 Supervising trainees 'projects and practical work.
- 1.3.6 Any other duties as may be assigned

1.4 Terms of Service

One-year contract renewable subject to performance.

2.0 TECHNICIANS REF: SNP/HR/ADV/02/02/24

- 2.1.1 Building and Civil Engineering SNP Grade G (1 post)
- 2.1.2 Computing and Informatics SNP Grade G (3 posts)
- 2.1.3 Hair Dressing and Beauty Therapy SNP Grade G (1 post)
- 2.1.4 Catering and Accommodation (Laundry and House Keeping) SNP Grade G (1 post)

2.2 Requirements for Appointment for Building and civil Engineering, Hair dressing and Beauty therapy, Catering and accommodation:

- 2.2.1 Diploma in Relevant field or area of specialization
- 2.2.2 Computer applications skills.
- 2.2.3 Fulfil requirements of chapter six of the Kenyan constitution

2.3 Duties and Responsibilities

- 2.3.1 Carry out routine schedule maintenance works and ensure the systems run continuously and effectively.
- 2.3.2 Participate in equipment specification preparation and tender evaluation
- 2.3.3 Control maintenance tools, and equipment to ensure the tools are in good condition and prevent any losses.
- 2.3.4 Carry out quality inspection on jobs and services to ensure compliance with standards.
- 2.3.5 Any other duties assigned from time to time

2.4 Requirements for appointment for Computing and informatics Technician

- 2.4.1 Degree, Higher National Diploma (HND) or Diploma in Computer studies/Computer Science/Information Communication Technology,
- 2.4.2 Certificate in computer repair and maintenance/ computer networking will be an added advantage

2.5 Duties and Responsibilities

- 2.5.1 Repair and maintenance of computers, printers, computing devices
- 2.5.2 Setup and maintenance of Local area networks within the institution
- 2.5.3 Prepare termly maintenance workplan
- 2.5.4 Assist trainees in carrying out computer lab practicals
- 2.5.5 Carry out weekly inventory of computers in all computer labs
- 2.5.6 Carry out termly general maintenance of computers in labs and departmental offices
- 2.5.7 Ensure cleanliness of all computer labs



- 2.5.8 Report cases of computer/computer accessories theft immediately they occur to the HOD.
- 2.5.9 Ensure lab rules are upheld at all time by trainees
- 2.5.10 Carry out other duties assigned by the Head of department

3.0 REGISTRY CLERKS GRADE F REF: SNP/HR/ADV/03/02/24 (3 Posts)

3.1 Requirements for appointment

- 3.1.1 Degree in computer Science/ICT or Diploma in information studies, Records and Archives Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution;
- 3.1.2 Proficiency in computer applications;
- 3.1.3 Fulfil requirements of chapter six of the Kenya constitution

3.2 Duties and Responsibilities

- 3.2.1 Receiving mails, sorting/verifying, performing data entry and dispatch to the recipients
- 3.2.2 Maintaining registers for incoming and outgoing mails
- 3.2.3 Preparing files for archiving and ensuring security of files and documents including Equipment in the section.
- 3.2.4 Perform data entry
- 3.2.5 Update trainee's data into the data management system.
- 3.2.6 Scanning, organizing and maintaining physical and digital records.
- 3.2.7 Provide ICT support services.
- 3.2.8 Maintaining a record inventory/retrieval of information/file management system.
- 3.2.9 Ensuring all pending correspondences are brought to the attention of supervisor and appropriate action taken;
- 3.2.10 Preparing appraisal and disposal schedule of files and documents in liaison with relevant agencies;

3.3 Terms of Service

One year contract renewable subject to performance.

Interested and qualified individuals should send their applications letters with detailed CVs, copies of academic and professional certificates and other testimonials together with national identity card so as to reach the undersigned not later than **27 February, 2024 at 5:00pm.**

**The Principal,
Sigalagala National Polytechnic,
P.O. Box 2966-50100,
KAKAMEGA.**

Sigalagala National Polytechnic is an equal opportunity employer. Women, youths, persons living with disability, marginalised and minority groups are encouraged to apply. Only shortlisted candidates will be contacted

