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SIGALAGALA NATIONAL POLYTECHNIC

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Off Kakamega—Kisumu Road, along Sigalagala—Butere Road

CAREER OPPORTUNITIES

Sigalagala National Polytechnic (SNP) is a Technical and Vocational Training Institution founded in 1950. The Polytechnic has three Campuses, The Main Campus, Kakamega Town Campus and Maturu Campus. SNP 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 industry.

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

1.0 INFORMATION COMMUNICATION TECHNOLOGY (ICT) MANAGER – JOB GROUP “N” (1 POST Ref: SNP/HR/01/11/24)

1.1 Job Summary

Reporting to the Chief Principal, ICT Manager will be responsible for systems development, implementation, overseeing the development of local area network (LAN) and wide area network (WAN) for the Polytechnic and constituent campuses; evaluating systems and ensuring adherence to established ICT standards and other statutory requirements.

1.2 Essential Duties

- 1.2.1 Evaluate systems and ensure adherence to established ICT standards and requirements;
- 1.2.2 Ensure network security through deployment and maintenance of firewall and other systems to prevent viruses and malicious software;
- 1.2.3 Systems development and implementation as well as prepare progress reports of system development;
- 1.2.4 Plan, monitor and evaluate program activities;
- 1.2.5 Prepare budget and work plan to guide service delivery in the unit;
- 1.2.6 Conduct regular network and security audits to continuously manage systems security to avoid data loss;
- 1.2.7 Review Polytechnic ICT Policy and controls.

1.3 Key Academic and Professional Qualifications

- 1.3.1 Master’s Degree in Computer Science/ICT or Electronics/Electrical Engineering from a recognized Institution; or
- 1.3.2 A Bachelor’s degree in ICT related discipline or its equivalent qualification from a recognized institution; and



- 1.3.3 A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification;
- 1.3.4 Possess MCP, Oracle, Certified Information System Analyst (CISA), CISCO, CCN, A+ N+);
- 1.3.5 Demonstrated considerable knowledge and competence in systems analysis and programmer design;
- 1.3.6 High level of integrity;
- 1.3.7 At least three (3) years' experience in an equivalent position in a busy educational institution and demonstrate outstanding professional competence;

2.0 ENTERPRISE UNIT MANAGER - JOB GROUP "N" (1 POST Ref: SNP/HR/02/11/24)

2.1 Job Summary

Reporting to the Chief Principal, the Enterprise Unit Manager will be responsible for assisting the Polytechnic in development and implementation of enterprise unit operations across the Institution and review of processes, procedures and monitoring units for productivity.

2.2 Essential Duties

- 2.2.1 Develop and provide leadership in institutional Enterprise and Innovate service areas including Project Support Unit, institutional, Consultancy support and enterprise analytics.
- 2.2.2 Improve the quality of service and increase the scale of enterprise unit activities which should be captured in the Polytechnic revenue allocation.
- 2.2.3 Ensure effective development and operation of frameworks, policies and procedures relating to enterprises across the institution enterprise, ensuring there is joint planning and co-ordination across;
- 2.2.4 Overall accountability as Head of Enterprise and Innovation for a portfolio of projects that support the enterprise and innovation agenda.
- 2.2.5 To lead on the promotion of Enterprise and Innovation Services across college while engaging with Senior Management, staff, the Alumni etc. to ensure successful delivery of the enterprise activities;
- 2.2.6 Develop contacts with international, national and regional funding bodies, policy bodies etc. to identify synergies and opportunities;
- 2.2.7 Plan and allocate resources as required to meet the promotional/marketing requirements as set out in this job description;
- 2.2.8 Develop, nurture and lead on key strategic relationships such that the institution is best able to respond to appropriate opportunities to enhance its external engagement;
- 2.2.9 Liaise with Enterprise and Innovation committee and senior management to provide effective communication and promotion of implementation of strategies and policies in relation to innovation and enterprise;
- 2.2.10 Set Key Performance Indicators (KPIs) or targets as appropriate for the Enterprise Services support areas ensuring they align to the institutional implementation plan and strategy;
- 2.2.11 Monitor performance of activities, support areas and projects across Enterprise Services; monitor the performance of the team and team members and intervene as appropriate to ensure successful delivery of outcomes;
- 2.2.12 Perform other related duties as assigned by the Chief Principal for the purpose of ensuring efficient and effective functioning of the Enterprise units.



2.3 Key Qualifications

- 2.3.1 A Masters Degree in Entrepreneurship or any other related discipline;
- 2.3.2 At least three (3) years' experience in an equivalent position in a busy educational institution and demonstrate outstanding professional competence;
- 2.3.3 Ability to perform principles and practices of management;
- 2.3.4 Computer proficiency in the relevant packages;
- 2.3.5 High level of integrity.

3.0 INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER – JOB GROUP “K” (2 POSTS Ref: SNP/HR/03/11/24)

3.1 Job Summary

Reporting to the ICT Manager, the officer will be responsible for assisting in implementation and testing of computer programmes, carrying out system analysis, configuration of local area network (LAN) and wide area network (WAN) for the Polytechnic. Providing user support, performing technical, systems and user documentation, process reports for facilitating revenue collection; and conducting training for users.

3.2 Essential Duties

- 3.2.1 Install, configure, and maintain hardware and software components of our ICT infrastructure, including servers, networks, and peripherals;
- 3.2.2 Monitor system performance and troubleshoot issues, ensuring timely resolution and minimal downtime;
- 3.2.3 Implement and maintain security measures to protect our ICT systems and data from unauthorized access, malware, and other threats;
- 3.2.4 Manage user accounts, permissions, and access rights, ensuring compliance with security policies and procedures;
- 3.2.5 Conduct regular backups and disaster recovery procedures to safeguard critical data and systems.
- 3.2.6 Provide technical support and assistance to end users, resolving hardware and software issues and answering technical queries;
- 3.2.7 Assisting in ensuring network security through deployment and maintenance of firewall and other systems to prevent viruses and malicious software;
- 3.2.8 Support facilitation of revenue generation;
- 3.2.9 Prepare budget and work plan to guide service delivery in the unit;
- 3.2.10 Provide institutional ERP support to SNP staff;
- 3.2.11 Periodic update of Institutional Website;
- 3.2.12 Periodic maintenance of institutional CCTV system.

3.3 Key Academic and Professional Qualifications

- 3.3.1 Bachelor's Degree in Computer Science/Information Technology from a recognized Institution;



- 3.3.2 A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification;
- 3.3.3 Possess MCP, Oracle, Certified Information System Analyst (CISA), CISCO, CCN, A+ N+);
- 3.3.4 Demonstrated considerable knowledge and competence in systems analysis and programme design;
- 3.3.5 High level of integrity;
- 3.3.6 At least two (2) years' experience in an equivalent position in a busy educational institution and demonstrate outstanding professional competence.

4.0 INTERNAL AUDIT ASSISTANT JOB GROUP "K" (1 POST Ref: SNP/HR/04/11/24)

4.1 Job Summary

Reporting to the Internal Auditor, the officer will be assisting the Internal Auditor in completing audits and reviews of processes, procedures and leading, developing and monitoring internal controls; conducting audits; evaluating the degree of internal control exercised by each person and providing updated procedures for the polytechnic.

4.2 Essential Duties

- 4.2.1 Assist the team with the use of accounting software both activity and college systems for the purpose of ensuring compliance with government guidelines;
- 4.2.2 Support audits of a variety of internal activities and/or procedures for the purpose of ensuring compliance with prescribed auditing standards, detecting issues occurring so proper resolution can be determined;
- 4.2.3 Collaborate with other staff members, independent audit staff, state agencies, etc. for the purpose of responding to questions with audits and/or preparing work aids, manuals, policies and procedures for use by college personnel;
- 4.2.4 Coordinate the data processing system with financial data for the purpose of ensuring system is operating efficiently, effectively and accurately;
- 4.2.5 Prepare a variety of reports, documents and other written materials (e.g. concise statistical, analytical reports, monthly travel report to Council, detailed audit findings, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information;
- 4.2.6 Respond to inquiries from a variety of sources (e.g. staff, auditors, government agencies, etc.) for the purpose of providing information or direction related to polytechnic accounting issues and clarification as needed;
- 4.2.7 Assist in review of Polytechnic internal processes and controls (e.g. travel reimbursement related issues, college accounting manual, etc.) for the purpose of ensuring financial information is properly processed, reported, and safeguarded;
- 4.2.8 Perform other related duties as assigned by the Internal Auditor for the purpose of ensuring the efficient and effective functioning of the work unit.

4.3 Key Qualifications

- 4.3.1 CPA (K) or its recognized equivalent;
- 4.3.2 A Bachelor's Degree in Commerce, accounting or Finance or any other related discipline;

- 4.3.3 At least two (2) years' experience in an equivalent position in a busy educational institution and demonstrate outstanding professional competence;
- 4.3.4 Ability to perform principles and practices of accounting and auditing including general ledger debit, credit, journal entries and audit procedures;
- 4.3.5 Computer literacy in the relevant packages;
- 4.3.6 High level of integrity;
- 4.3.7 Member of a relevant professional body.

Successful candidates shall be required to produce statutory clearance certificates **EACC, KRA, HELB** and **DCI**.

Interested and qualified candidates should send their application 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 **Tuesday 24 December, 2024 at 17:00 hours**.

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

- **Sigalagala National Polytechnic is an equal opportunity employer. Women, youths, persons living with disability, marginalized and minority groups are encouraged to apply.**
- **Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.**

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