

## THE KIAMBU NATIONAL POLYTECHNIC

### JOB VACANCIES

#### **Advert No. HR/05/2023 – HOUSEKEEPER – RE-EDVERTISMENT(1 POST)**

##### **Purpose of the Job**

This position is responsible for overall management of Boarding and accommodation facilities, ensuring compliance and regulatory, occupational and safety and environmental control, organization and management of housekeeping services.

##### **Requirements-Job Specification**

- 1) Diploma in Housekeeping and Laundry/Accommodation or its equivalent from a recognized institution.
- 2) Good Knowledge of Public Health Act
- 3) At least three years working experience in the same position.
- 4) Must be a person who is keen on details and results oriented.
- 5) Experience in using ERP systems
- 6) Proficiency in computer applications;
- 7) Good leadership, people management, supervisory, interpersonal, organizational, problem solving, time management and communication skills.
- 8) A team player

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

##### **Managerial Responsibilities:**

- 1) Responsible for organization, planning and management of housekeeping and accommodation services.
- 2) Preparation of the sections Annual Budget and termly requisitions.
- 3) Prepare work plan for housekeeping staff to ensure efficiency of operations.
- 4) Supervise the proper cleanliness and arrangement of hostels, Classrooms, Offices and any other assigned room.
- 5) Ensure cleaning detergents/materials and equipment are ordered on time.

##### **Operational Responsibilities:**

- 1) Ensure compliance and regulation in line with their occupational objectives, safety, environmental and infection control.
- 2) Develop and implement policies in accommodation and housekeeping.
- 3) Evaluation of work performance by the staff under this position and advise accordingly.
- 4) Ensure overall management of housekeeping and accommodations facilities.

#### **Advert No. HR/06/2023 MEDICAL LAB TECHNOLOGIST (1 POST)**

##### **Purpose of the Job**

The Technologist is responsible for assisting the Trainers and Trainees by ensuring that practical sessions which is part of the training is successful by availing the equipment and chemicals, preparing protocols, recording students attendance, collecting practical reports from the students, administering and supervising the practical session and ensuring safety of the students in the Laboratory. The Technologist will also be responsible for carrying out Clinical Diagnosis in the Clinic.

**Requirements**

- 1) Diploma in Medical Laboratory Technology
- 2) Registered by Kenya Medical Laboratory Technicians and Technologists Board.
- 3) 3Years working experience
- 4) Analytical, interpersonal, communication, organizational and time management skills.
- 5) Team player

***Duties and responsibilities:***

- 1) Clinical Diagnosis Laboratory.
- 2) Set up and dismantle apparatus and equipment for demonstration and practical lessons, as requested and detailed by teaching staff to ensure the practical session runs smoothly.
- 3) Perform demonstrations and provide technical support to the trainees during the practicals.
- 4) Maintain laboratory inventory and ensure that all the required equipment and chemicals are available for use when required.
- 5) Requisition laboratory consumable to ensure they are replenished in a timely manner to ensure laboratory operations run smoothly.
- 6) Maintain safety storage of laboratory chemicals and equipment to prevent incidences of accidents in the laboratory.
- 7) Prepare a maintenance schedule for all laboratory equipment for approval by the section head to ensure that all laboratory equipment are in good working condition.
- 8) Ensure safe disposal of laboratory waste as per the occupational safety and health standards.
- 9) Observe and ensure health and safety procedures are practiced and enforced and all accidents are reported to the section head.
- 10) Advise the section head on the budgeting requirement for the laboratory to ensure that all the laboratory requirement are factored in the budget to promote smooth trainings.
- 11) Maintain all requisite records on the use of various laboratory equipment and chemicals for accountability and future reference.
- 12) Segregate non-functional equipment and machine to ensure safety in the laboratory and ensure they are disposed per the safety disposal guideline.
- 13) Report any breakdown of equipment to the section head for purposes of decision making on replacements.
- 14) Ensure Cleanliness of the laboratory and equipment therein to ensure efficient operation of the laboratory.

**Advert No. HR/07/2023 SENIOR SECURITY OFFICER (1 POST)****Purpose of the Job**

The person in this position is responsible for overall dispensation and supervision of security within the institution, to reduce security risks, respond to incidents and limit exposure to liabilities when conducting day to day operations at the institute.

**Requirements**

For appointment to this grade, an officer must have:

- (i) Diploma in Criminology, Security Management or a related Course from a recognized institution;
- (ii) Work experience in the disciplined forces and with a clean record.
- (iii) Compliant with Chapter 6 of the Kenyan Constitution 2010.
- (iv) Have a certificate in Computer Proficiency from a recognized institution;
- (v) Be physically and mentally fit;

- (vi) Be a team player with good interpersonal and communication skills;
- (vii) Have demonstrated professional competence in security work as reflected in performance and results.

***Duties and responsibilities.***

- 1) Preparation of departmental budget;
- 2) Taking charge of the welfare of the department staff;
- 3) Preparing and implementing work plans, schedules and duty roster;
- 4) Formulation of security regulations and guidelines for the institute;
- 5) Directing visitors to various destinations in the institute;
- 6) Protecting KINAP's property including buildings, stores, motor vehicles and equipment;
- 7) Inspecting and maintaining records for incoming and outgoing vehicles and visitors; and compiling and submitting security reports on daily basis;
- 8) Patrolling and/ or guarding of access points;
- 9) Prevention of unauthorized persons and vehicles from entering premises and/ or protected areas;
- 10) Controlling and reporting of intruders into restricted areas and prevention and detection of crime;
- 11) Compiling and submitting security report on daily and monthly basis and recommending appropriate action;
- 12) Recording security related events in the occurrence book;
- 13) Keeping custody of lost and found property;
- 14) Conducting induction for new security staff;
- 15) Conducting drills;
- 16) Ensuring that action is taken on physical deficiencies and lapses in the institute; and liaising with the county administration and police department on security matters within the institute and its environs;
- 17) Supervising and conducting performance appraisals for departmental staff.

Application process: send your current CV, Academic and Professional Certificates and Testimonials to: **Principal, P.o Box 414-00900, Kiambu, on or before C.O.B Monday 18<sup>th</sup> December, 2023** in a brown, A4 envelope clearly sealed and with the advert reference number clearly indicated.

**DELIVERY MODE:** Hand delivery, Post Office or Courier. NOTE: For hand delivery, ensure you register your name and Date of delivery at our reception and drop the application at a provided sealed box.

We shall not be responsible for loss of hand delivered documents not registered in the provided book.

Only shortlisted candidates will be contacted.

**KINAP** is an equal opportunity employer; women, youth and people with disabilities are encouraged to apply.

**The Principal**  
**Kiambu National Polytechnic**  
**P.O. Box 414-00900,**  
**KIAMBU**

