Approved for circulation.

SIGALAGALA NATIONAL POLYTECHNIC
P. O. Box 2966-50100,
KAKAMEGA
05 NOV 2026
Sign
CHIEF PRINCIPAL

SIGALAGALA NATIONAL POLYTECHNIC

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Email:info@sigalagalapoly.ac.ke Website:www.sigalagalapoly.ac.ke
Off Kakamega—Kisumu Road, along Sigalagala—Butere Road

JOB 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 and certify courses at Level 4, 5, 6 & 7. The Polytechnic offers Competence Based Education and Training (CBET) producing middle level human resources that are well equipped with technical and business skills required in the industry.

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

1.0 SUPPLY CHAIN MANAGER – JOB GROUP "N" (1 POST Ref: SNP/HR/01/11/26)

Job Type: Permanent
Location: Main Campus

1.1 Job Summary

Reporting to the Chief Principal, the Supply Chain Manager will be the Head of Supply Chain Management. The officer is responsible for planning, implementing and monitoring the Polytechnic's overall supply chain strategy to maximize efficiency and productivity in all departments.

1.2 Job Description

1.2.1 Plan, organize and coordinate supply chain management function.
1.2.2 Develop and review procurement policies and strategies.
1.2.3 Ensure proper interpretation and implementation of existing policies, regulations and procedures.
1.2.4 Spearhead the preparation and implementation of the procurement manual and procedures.
1.2.5 Coordinate periodic valuation of the Polytechnic's assets.
1.2.6 Initiate the process of disposal of unserviceable, obsolete and surplus stores and equipment.
1.2.7 Ensure periodic market research and surveys are conducted.
1.2.8 Lead negotiation efforts in major contracts.

1.2.9 Oversee implementation and effective use of e-procurement system.
1.2.10 Coordinate preparation and consolidating procurement budgets and plans.
1.2.11 Ensure compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works.
1.2.12 Ensure timely procurement of goods and services.
1.2.13 Oversee safe custody of procured goods.
1.2.14 Initiate periodic stock taking and stock audit.
1.2.15 Secretary to procurement, disposal and tender committees.
1.2.16 Manage and develop departmental staff.

1.3 Job Specifications

A candidate must have:

1.3.1 Master's degree in any of the following disciplines: Logistics and Supply Chain Management; Procurement and Logistics; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution.
1.3.2 A Bachelor's degree in any of the following disciplines: Procurement and Supply Chain Management; Purchasing and Supplies Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management; Business Management, Commerce, Business Administration or equivalent qualification from a recognized institution.
1.3.3 Must be a holder of the Certified Procurement and Supply Professional of Kenya (CPSP-K) qualification, having successfully completed all the prescribed levels.
1.3.4 Must be a member of Kenya Institute of Supplies Management (KISM) or equivalent in good standing.
1.3.5 Served in the grade of Supply Chain Manager or its equivalent for a minimum period of five (5) years in a comparable institution.
1.3.6 Must have a practicing license.
1.3.7 A certificate in management course from a recognized institution.
1.3.8 A certificate in computer applications.
1.3.9 Must demonstrate e-GP proficiency.
1.3.10 Demonstrated outstanding professional competence in supply chain management.
1.3.11 Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

1.4 Personal Attributes

1.4.1 Organizational, managerial and administrative skills.
1.4.2 Positive working attitude and ability to give and take instructions.
1.4.3 Ability to communicate and get on well with a diverse workforce.
1.4.4 Creativity and innovativeness.
1.4.5 Conceptual and analytical skills.
1.4.6 Professionalism and Integrity.
1.4.7 Supervisory management Skills.
1.4.8 Policy implementation Skills.
1.4.9 Target setting Skills.

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2.0 INTERNAL AUDITOR – JOB GROUP "N" (1 POST Ref: SNP/HR/02/11/26

Job type: Permanent

Location: Main Campus

2.1 Job Summary:

Reporting directly to the council and administratively to the Chief Principal, the internal Auditor will be the head of the department and will be responsible for conducting internal audits according to set guidelines and best international practices by providing independent, objective assurance and consulting services designed to add value and improve operations.

2.2 Job Description:

2.2.1 Provide independent, objective assurance and consulting activity designed to add value and improve the operations of the polytechnic.

2.2.2 Conduct internal audit reviews and assess the effectiveness of internal controls.

2.2.3 Provide vigilant oversight on behalf of the board audit committee, ensuring effective checks and balances across all operations.

2.2.4 Provide assurance on compliance with regulatory requirements, policies, and procedures.

2.2.5 Provide recommendations to the governance mechanisms for transparency and accountability concerning the operations, finances and assets of the polytechnic.

2.2.6 Develop annual audit plans on basis of risk assessment and as set out in the SNP strategic plan.

2.2.7 Implement the annual audit plan, as approved, including any special tasks and projects as requested by management and the audit committee and issue reports.

2.2.8 Follow-up implementation and closure of audit committee's recommendations from management.

2.2.9 Provide secretariat services to the audit committee.

2.2.10 Coordinate with external auditors/agencies/assurance providers in enhancing the quality of the engagements on the polytechnic's operations.

2.2.11 Prepare annual budgets, monthly, quarterly, and annual progress reports showing achievements of the department against planned targets.

2.2.12 Provide justification for audit performance variances and define areas for improvement.

2.2.13 Provide career development, training and skill-building for staff in the department to meet both SNP goals.

2.2.14 Set and evaluate performance targets for staff in the department.

2.2.15 Evaluate financial and information systems, management procedures, and related controls and report to management and the council.

2.2.16 Provide technical guidance and assistance to management and staff to ensure compliance with operational procedures/policies.

2.2.17 Report on the results of audit findings for line management and internal audit manager.

2.2.18 Ensure follow up of outstanding audit recommendations from internal audit reports and other audits carried out by other external bodies.

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2.2.19 Evaluate the effectiveness and compliance of operational processes with polytechnic's policies and related regulations.

2.2.20 Prepare statutory reports and submit them to the relevant offices.

2.3 Job Specifications:

A candidate must have:

2.3.1 A Bachelor of Commerce degree (Accounting/Finance) option and hold a post graduate Diploma in Auditing or its equivalent; a Master's Degree in a relevant field will be an added advantage.

2.3.2 Been registered as an Internal Auditor with (IAA) or Institute of Certified Public Accountants of Kenya (ICPAK) and have a practicing license from the Institute of Internal Auditors.

2.3.3 A working experience of four (4) years as an auditor or its equivalent in a comparable institution.

2.3.4 Demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising financial and management audits as well as running a unit effectively.

2.3.5 Shown merit and ability as reflected in work performance.

2.3.6 Fulfilled the requirements of chapter six (6) of the constitution of Kenya.

2.3.7 Proficiency in computer applications.

2.4 Personal attributes:

2.4.1 Creative and innovative.

2.4.2 Technical problem-solving Skills

2.4.3 Resource management skills

2.4.4 Interpersonal and communication skills.

2.4.5 Professionalism and integrity.

2.4.6 People management skills.

2.4.7 Planning and co-coordinating skills

2.4.8 Financial management Skills

3.0 SENIOR SUPPLY CHAIN OFFICER – JOB GROUP "L" (1 POST Ref: SNP/HR/03/11/26)

Job Type: Permanent

Location: Main Campus

3.1 Job Summary

The Senior Supply Chain Officer reports to the Supply Chain Manager. The officer is responsible for supporting the Head of Department to ensure all procurement processes are done on a timely basis without compromising procurement standards and work closely with all departments to ensure that planned activities are implemented accordingly.

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3.2 Key Result Areas

3.2.1 Coordinating purchasing, warehousing and control of materials from receipt to delivery to end users.

3.2.2 Participating in developing and reviewing procurement policies and strategies.

3.2.3 Coordinating implementation of procurement policies, regulations and procedures.

3.2.4 Developing the procurement manual and procedures.

3.2.5 Ensuring internal auditing and evaluation of supply chain management processes and procedures is undertaken.

3.2.6 Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal.

3.2.7 Ensuring effective use of e-procurement systems.

3.2.8 Ensuring compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works.

3.2.9 Consolidating procurement budgets and plans.

3.2.10 Ensuring safe custody of procured goods.

3.2.11 Coordinating preparation and maintenance of assets register, transfer and valuation.

3.2.12 Ensuring periodic stock taking and stock audit is conducted.

3.2.13 Supervising and developing staff.

3.3 Professional Qualifications and Experience

A candidate must:

3.3.1 Have a Bachelor's degree in any of the following disciplines: Procurement and Supply Chain Management; Purchasing and Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management; Commerce; Business Management; Business Administration or equivalent qualification from a recognized institution.

3.3.2 Be a member of Kenya Institute of Supplies Management (KISM) or equivalent in good standing.

3.3.3 Have served in the grade of Senior Supply Chain Officer for a minimum period of three (3) years or its equivalent in a comparable institution.

3.3.4 Have attained Certified Procurement and Supply Professional of Kenya (CPSP-K)

3.3.5 Have a valid full membership to a relevant professional body, KISM.

3.3.6 Have a certificate in management course from a recognized institution.

3.3.7 Have a certificate in computer applications.

3.3.8 Demonstrate outstanding professional competence in supply chain management.

3.3.9 Fulfill the requirements of Chapter Six (6) of the Constitution of Kenya.

Successful candidates for the above positions shall be required to produce statutory clearance certificates from **EACC, KRA, HELB** and **DCI.**

Join us and be part of a dynamic team that drives innovation and growth.

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An attractive and competitive salary package and a medical cover will be offered to successful candidates.

How to Apply:

Interested and qualified candidates should submit Cover Letters with detailed CVs, copies of academic and professional certificates and other testimonials together with National identity card, to reach the undersigned not later than **25 November, 2026** by **17:00 hours.**

The Chief Principal
Sigalagala National Polytechnic
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- **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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