



THE SIAYA NATIONAL POLYTECHNIC

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Vision

A market leader in the provision of top-notch training, research and innovation

Mission

To produce competent human resource for sustainable development

EXTERNAL ADVERTISEMENT FOR TRAINERS AND NON-TRAINERS POSITION

MONDAY, 25TH MAY, 2026

The Siaya National Polytechnic (TSNP) Is A Public TVET Institution Operating Under the TVET Act No. 29 of 2013 In the State Department of Vocational and Technical Training , Ministry of Education, Kenya. It is situated in Siaya Town along the Siaya -Rang'ala Road.

The Siaya National Polytechnic (TSNP) invites applications from suitably qualified and individuals with excellent credentials to fill the following vacant position on the terms and conditions listed below: -

S/No.	Designation	Advert No.	No. Positions
1.	Trainer - Computing & Informatics Department	TSNP/ADM/HRM/ADVT/TR/25/05/2026	2
2.	Assistant Enterprise Manager	TSNP/ADM/HRM/ADVT/AEM/25/05/2026	1
3.	Supply Chain Management Officer I	TSNP/ADM/HRM/ADVT/SCM/25/05/2026	1
4.	Technician - Computing Informatics Department	TSNP/ADM/HRM/ADVT/T/25/05/2026	1
5.	Assistant Technician - Electrical and Electronic Engineering Department	TSNP/ADM/HRM/ADVT/AT/25/05/2026	1

Trainer - Computing & Informatics Department

Terms of service: One (1) year contract renewable subject to satisfactory performance

Requirements for Appointment

For appointment to this position, a candidate must have: -

- Degree in any of the following disciplines: Bachelor of Science in Information Technology, Bachelor of Science in Information Communication Technology or Bachelor of Science in Computer Science.
- Should have a background training in Competency-Based Education (CBET)
- An applicant in possession of Pedagogy and TVETA Registration and Licensing will have an added advantage.

iv. One who is reliable and of high integrity.

Duties and Responsibilities:

- i. Undertaking training in areas of specialization in accordance with the syllabus
- ii. Preparing teaching/learning materials and schemes of work
- iii. Setting and marking examination/assignment
- iv. Supervision of trainees on attachment
- v. Instructing, guiding and evaluation of trainees in practical exercises
- vi. Reporting progress and overall performance of individual trainees
- vii. Participating in development of curriculum and training programmes
- viii. Undertaking/ carrying out research work under the guidance and supervision of a senior trainer.

Assistant Enterprise Manager

Terms of service: One (1) year contract renewable subject to satisfactory performance

Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: Business Administration, Business Management, Marketing, Entrepreneurship, Finance, Economics, or equivalent qualification from a recognized institution.
- ii. Have served in enterprise development, business development, marketing, or related position for a minimum period of at least one year in a comparable institution.
- iii. Demonstrate knowledge in business development, sales, marketing, customer relationship management, and investment operations.
- iv. Possession of strong communication, negotiation, analytical, and report-writing skills.
- v. Proficiency in computer applications and enterprise management systems.

Duties and Responsibilities:

- i. Assist in managing the Polytechnic's investment and production units.
- ii. Support business development, marketing and sales activities.
- iii. Identify new business opportunities, markets and partnerships.
- iv. Conduct market research and analyse industry trends.
- v. Assist in preparing business proposals, reports, and presentations.
- vi. Maintain good relationships with clients, partners and stakeholders.
- vii. Support budgeting, financial monitoring and due diligence activities.
- viii. Monitor enterprise performance and prepare progress reports.
- ix. Ensure customer satisfaction and quality service delivery.
- x. Support compliance with legal and institutional regulations.
- xi. Coordinate enterprise activities with other departments.
- xii. Assist in supervising enterprise staff and daily operations.
- xiii. Promote the Polytechnic's products and services through marketing initiatives.

Supply Chain Management Officer I

Terms of service: Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Bachelor's Degree in Supply Chain Management/Procurement/Contract Management or its equivalent qualification from a recognized institution.

- ii. Membership of KISM and in good standing
- iii. Certificate in Computer application skills

Duties and Responsibilities:

- i. Assisting in disposal of unserviceable stores.
- ii. Collecting data for preparing procurement plans.
- iii. Participating in sourcing for suppliers.
- iv. Undertaking stock control, stock taking and stock audit.
- v. Implementing existing supplies regulations, procedures and systems.
- vi. Compiling procurement plans.
- vii. Sourcing for suppliers.
- viii. Conducting stock control, stock taking and stock audit.
- ix. Implementing of e - procurement strategies.

Technician - Computing and Informatics Department

Terms of service: Three (3) year contract renewable subject to satisfactory performance

Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Diploma in Information Communication Technology, Information Technology from a recognized Institution.
- ii. One who is reliable and of high integrity.

Duties and Responsibilities:

- i. Running diagnostic programs and tests to identify the root cause of hardware or software failures.
- ii. Fixing or replacing faulty physical components like RAM, hard drives, motherboards, and power supplies.
- iii. Resolving application errors, system crashes and operating system glitches.
- iv. Retrieving lost or corrupted data in the event of system failures.
- v. Troubleshooting local area networks (LAN), wireless (Wi-Fi) connections, and router/switch configurations.
- vi. Installing and managing antivirus software, firewalls, and security patches to protect systems from malware and unauthorized access.
- vii. Setting up user accounts, emails and access permissions.
- viii. Keeping accurate records of repairs, software licenses, and hardware inventory and equipment in the department.
- ix. Educating end-users on how to properly use new hardware, software, and basic security practices.

Workshop Assistant Technician - Electrical and Electronic Engineering Department

Terms of service: One (1) year contract renewable subject to satisfactory performance

Requirements for Appointment

For appointment to this position, a candidate must have: -

- i. Craft Certificate in Electrical and Electronic Engineering
- ii. One who is reliable and of high integrity.

Duties and Responsibilities:

- i. Maintain inventory for all tools, machines and equipment's in the Workshop/Laboratory.

- ii. Preparing preventive maintenance schedules of the items.
- iii. Ensuring compliance with both Statutory and Polytechnic's safety protocol regarding operation of Workshops/Laboratory.
- iv. Supporting the smooth running of the Department Workshop/Laboratory.
- v. Working hand in hand with the workshop practice trainers when preparing materials for practical lessons.
- vi. Maintaining work area, tools/machines/equipment cleaners and proper operations.

Application Procedure:

1. The details of the advertised post can be accessed from the Polytechnic's website www.siyapolytechnic.ac.ke/careers. Further, the Interested applicants possessing the above qualifications are requested to download the Fillable Pdf Application Form, Fill and submit the form together with Application letter addressed to the Chief Principal, Siaya National Polytechnic, detailed Curriculum Vitae, Certified copies of relevant Academic certificates, Professional certificates, Testimonials, National Identity Card or Passport, three (3) reference letters and other relevant supporting documents via e-mail to recruitment@siyapolytechnic.ac.ke
2. Shortlisted candidates with qualifications acquired outside Kenya should obtain recognition from Commission for University Education (CUE).
3. Applications must be received on or before Close of Business on **Monday, 15th June, 2026**.
4. No application submitted after the deadline will be considered.
5. Only shortlisted candidates will be contacted.
6. Any form of direct or indirect canvassing will lead to automatic disqualification.

N/B. The Siaya National Polytechnic is committed to implementing the provisions of Chapter 232 (1), (g,h&i) of the Constitution of Kenya by being an Equal Opportunity Employer, thus women, persons with disability and marginalized groups are encouraged to apply.

**Approved for Circulation by
The Chief Principal and the Secretary of the Governing Council,
The Siaya National Polytechnic,
P.O BOX 1087-40600,
SIAYA.**

Signature: 

Name: *Dr Daniel Randa*

Date: *25th May 2026*

