

TAITA TAVETA NATIONAL POLYTECHNIC

P.O. BOX 34 – 80300 VOI TEL:0202169229

Email: principal@ttnp.ac.ke, Website: www.ttnp.ac.ke

ISO 9001:2015 Certified

Motto: Skills for self reliance

Our Vision: To be a Centre of Excellence for Education & Training in Science & Technology



Our Ref: TTNP/A/5/VOL.5/ (86)

Date: 16th April 2025

WE ARE HIRING!

Taita Taveta National Polytechnic, formerly Coast Institute of Technology, is a public Technical, Vocational Education and Training (TVET) institution under the Ministry of Education – State Department for TVET. We are located in Taita Taveta County, Voi Town; 2 kilometres from the Central Business District.

We seek to fill the following vacancies:

1. Human Resource Officer (One Post)

Requirements for Appointment

- a) Be a Kenyan Citizen
- b) Bachelors Degree in Business Administration or Business Management or Commerce; specialising in Human Resource Management; or its equivalent from a recognised University
- c) At least 3 years' experience in HR Management
- d) A member in good standing of the Institute of Human Resource Management
- e) Excellent mastery of Kenyan Labour Laws and the Constitution of Kenya 2010
- f) Strong interpersonal and negotiation skills
- a) Excellent knowledge of MS Office suites
- g) Possess a valid Certificate of Good Conduct

Duties and Responsibilities

- a) Oversee recruitment, selection and induction activities
- b) Administer employee welfare, benefits and compensation programmes
- c) Coordinate employee performance appraisals and support performance management
- d) Coordinate training and career development programmes
- e) Handle employee grievances and industrial relations issues
- f) Ensuring compliance with Labour Laws and other applicable regulations
- g) Developing and implementing HR Policies
- h) Advising the Polytechnic Management on HR issues
- i) Participating in employee disciplinary matters
- j) Keeping accurate employee records and guaranteeing confidentiality
- k) Any other relevant duty as may be assigned by the Principal

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2. Librarian (One Post)

Requirements for Appointment

- a) Be a Kenyan Citizen
- b) Bachelors Degree in Library and Information Studies or its equivalent from a recognised University
- c) Minimum 3 years' relevant experience
- d) Excellent knowledge of MS Office suites
- e) Possess a valid Certificate of Good Conduct

Duties and Responsibilities

- a) Cataloging and classifying of library materials
- b) Coordinating procurement of library resources with user departments
- c) Maintaining up-to-date inventories of library assets
- d) Safeguarding library resources
- e) Registering and compiling profiles of users
- f) Advising the Polytechnic Management on relevant library e-resources for subscription
- g) Conducting periodic stock-taking of library resources
- h) Ensuring a conducive environment for users in the library
- i) Developing and implementing relevant library policies
- j) Conducting regular user satisfaction surveys
- k) Assigning duties, supervising and conducting appraisals of library staff
- l) Any other relevant duty as may be assigned by the Principal

Conditions to Applicants

- a) Applications should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents
- b) Only hard-copy applications will be considered
- c) Persons living with disabilities, youth, women, the marginalized and other minorities, are encouraged to apply
- d) Candidates found canvassing will automatically be disqualified
- e) Only shortlisted candidates will be contacted
- f) Taita Taveta National Polytechnic is an equal opportunity employer

All applications should be addressed to:

The Principal/Council Secretary
Taita Taveta National Polytechnic
PO Box 34 – 80300
VOI

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Applications should reach the Principal not later than 7th May 2025 close of business