

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/ (98)

Date: 17th February 2026

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 vacancy:

Procurement Officer (One Post)

Requirements for Appointment

- Be a Kenyan Citizen
- Bachelors Degree in Procurement and Supply Chain Management or Business Administration, (specializing in Procurement/Supply Chain Management) or a related field from a recognized institution
- Registered with the relevant professional body (KISM)
- CIPS Certification will be an added advantage
- Proficiency in Public Procurement Systems (eGP)
- Good knowledge of the Public Procurement Act and Regulations
- Strong negotiation and analytical skills
- At least two (2) years of relevant experience in procurement
- Possess a valid Certificate of Good Conduct
- Be computer literate

Duties and Responsibilities

- Oversee the preparation and issuance of purchase orders
- Conduct market surveys and obtain competitive quotations
- Maintain accurate procurement records and reports
- Coordinate with suppliers and service providers
- Ensure timely delivery of goods and services
- Participate in supplier evaluation and contract management
- Ensure compliance with the Public Procurement and Asset Disposal Act

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circulation
[Signature]
S. Kalema
17/2/2026



Terms of Service: Permanent

Salary Scale: As per the Government of Kenya guidelines for Job Group K

Conditions to Applicants

- 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
- Only hard-copy applications will be considered
- Candidates found canvassing will automatically be disqualified
- Only shortlisted candidates will be contacted

All applications should be addressed to:

The Principal/Council Secretary

Taita Taveta National Polytechnic

P O Box 34 - 80300

VOI

Applications should reach the Principal not later than 6th March 2026 close of business.

Taita Taveta National Polytechnic is an Equal Opportunity Employer and does not discriminate on gender or disability. Persons living with disabilities and other minorities are encouraged to apply.

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circulation*

*S. Kalama
17/2/2026*

