

# TAITA TAVETA NATIONAL POLYTECHNIC

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



Email: [principal@ttnp.ac.ke](mailto:principal@ttnp.ac.ke), Website: [www.ttnp.ac.ke](http://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: 17<sup>th</sup> 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

Approved for circulation  
S. Kalana  
17/2/2026

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**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 6<sup>th</sup> 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.*

*Approved for  
circulation*

*J. Kalama  
S. Kalama  
17/2/2026*

