



THE KIPSOEN NATIONAL POLYTECHNIC

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Date: 27th July, 2026

VACANCY ANNOUNCEMENT

The Council of The Kipsoen National Polytechnic invites applications from suitably qualified, competent and experienced persons to fill the following positions:

Advert No.: TeKNP/ADM/001/2026

2. INTERNAL AUDITOR (1 POST)

Terms of Service

Contract Renewable Subject to Satisfactory Performance

Job Purpose

To provide independent and objective assurance on governance, risk management, and internal control systems while offering advisory services to ensure compliance with statutory requirements and institutional policies.

Reports to: Council Audit Committee / Chief Principal

Minimum Qualifications

Applicants must possess:

- Bachelor's Degree in Finance, Accounting, Commerce, or an equivalent qualification from a recognized institution.
- At least three (3) years' relevant work experience, two (2) of which must have been in Internal Audit or a comparable position.
- Registered with Institute of Internal Auditor.
- CPA (K), ACCA, or equivalent professional qualification.
- Membership to ICPAK and the Institute of Internal Auditors (IIA) in good standing.
- Leadership Course lasting at least four (4) weeks from a recognized institution (added advantage).
- Proficiency in Computer Applications and Computer Assisted Audit Techniques (CAATs).
- Valid Certificate of Good Conduct.
- Compliance with Chapter Six of the Constitution of Kenya, 2010.



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[Signature]

Duties and Responsibilities

The successful candidate will be responsible for:

- Coordinating implementation of the Audit Committee Charter, Internal Audit Charter, policies, strategies, and work plans.
- Preparing reports and papers for the Board Audit and Risk Committee.
- Providing secretarial support to the Board Audit Committee.
- Coordinating internal audit and risk assurance activities.
- Implementing Internal Audit Quality Assurance and Improvement Programmes.
- Detect fraud investigations, forensic audits and special assignments.
- Coordinating with internal and external assurance providers.
- Following up implementation of audit recommendations.
- Facilitating statutory and external audits.
- Maintaining the Polytechnic Risk Register.
- Ensuring compliance with the Public Finance Management Act, International Professional Practices Framework (IPPF) and Government regulations.
- Maintaining confidentiality of audit records.
- Performing any other duties assigned by the Chief Principal.

Advert No.: TeKNP/ADM/002/2026

1. ACCOUNTANT I (1 POST)

Terms of Service

Contract Renewable Subject to Satisfactory Performance

Job Purpose

To support the Polytechnic in maintaining accurate financial records, preparing financial statements, ensuring compliance with Government financial regulations and accounting standards, and promoting accountability in the utilization of public resources.

Minimum Qualifications

Applicants must possess:

- Bachelor's Degree in Commerce (Accounting Option), Business Administration (Accounting Option), Finance, or its equivalent from a recognized institution.
- CPA (K) or an equivalent professional accounting qualification from a recognized institution.
- Membership to ICPAK in good standing.
- At least three (3) years' relevant work experience in accounting or financial management in Public Sector.
- Proficiency in computerized accounting systems and financial management software.
- Valid Certificate of Good Conduct.
- Compliance with Chapter Six of the Constitution of Kenya, 2010.
- Excellent analytical, communication, and interpersonal skills.

Duties and Responsibilities

The successful candidate will be responsible for:

- Verify vouchers and commitment documents in accordance with the set requirements and guidelines to ensure compliance.
- Capture financial data and post transactions into primary record books/documents including cash books and ledgers.
- Prepare payment vouchers to ensure funds are discharged to the correct bank accounts.
- Account for all expenditure and ensure compliance with institutional policies and procedures to promote transparency and integrity.
- Prepare information on payment claims and ensure approvals are supported by relevant documentation to enhance efficiency and effectiveness in the payment process.
- Prepare reports on institutional budget performance to identify performance gaps and support development of appropriate corrective strategies.
- Prepare periodic cash flow and forecasting reports to advise on availability of funds critical for implementation of institutional budgets.
- Prepare accurate year-end financial statements to support financial reporting and resource planning.
- Process staff payments in a timely manner and in accordance with institutional policies and procedures.
- Monitor daily cash returns and reconciliation.
- Assist the Finance Officer in the preparation of financial reports, audits, budget monitoring and compliance with government financial regulations and institutional policies.
- Report to the Finance Officer on all accounting activities, financial transactions, reports, challenges and emerging issues to facilitate effective financial management and decision-making.

Application Procedure

Interested candidates should submit:

- Application Letter indicating the position and advert number.
- Detailed Curriculum Vitae.
- Copies of Academic and Professional Certificates.
- National Identity Card or Passport.
- Valid Certificate of Good Conduct.
- Relevant Professional Membership Certificates.
- Testimonials and any other supporting documents.

Applications should be addressed to:

**The Chief Principal
The Kipsoen National Polytechnic
P.O. Box 344 - 30700
Iten, Kenya**

Email: kipsoentvc@gmail.com/kipsoennationalpoly@gmail.com

Closing Date

Applications should reach the Polytechnic on or before **10th August, 2026 at 5.00 p.m.**

Equal Opportunity Statement

The Kipsoen National Polytechnic is an Equal Opportunity Employer committed to diversity, equity, and inclusion. Women, Youth, Persons with Disabilities, and applicants from marginalized and minority communities are encouraged to apply.

Only shortlisted candidates will be contacted.



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