



# Kenya Coast National Polytechnic

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Date: 13<sup>th</sup> January 2021

## NON-TEACHING STAFF VACANCY

Applications are invited from qualified candidates for the following position at Kenya Coast National Polytechnic.

### 1. Office Administrative Assistant

#### Minimum Qualifications

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English language or its equivalent qualification
- ii. Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized Institution.
- iii. Must have served as a Secretary for not less than 5 (five) years.
- iv. Working experience in an institution of learning or a busy environment will be an added advantage
- v. Have good communication and interpersonal skills;
- vi. Certificate in computer application skills.
- vii. A valid Certificate of Good Conduct
- viii. Certificate of Service from former employer(s)/recommendation letter from current employer



Approved  
*[Signature]*

Applications to be submitted to the undersigned not later than Friday, 29<sup>th</sup> January 2021.

The Chief Principal  
Kenya Coast National Polytechnic  
P O Box 81220 – 80100  
MOMBASA

**NB:** Only successful applicants will be contacted



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