



# Kenya Coast National Polytechnic

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Date: 3<sup>rd</sup> February 2021

## PROCUREMENT INTERNS

Applications are invited from qualified graduates for Procurement Intern Programme at Kenya Coast National Polytechnic.

### Minimum Qualifications

- Diploma in Purchasing and Supplies Management from a recognized institution
- Must have graduated not earlier than the year 2014
- Certificate in computer application skills from a recognised institution

### Duties and responsibilities

1. Stock Taking and stock checking
2. Processing purchase requisitions
3. Processing purchase orders
4. Record Keeping and management
5. Updating ledger books and all stock records

### Duration of Internship

One year (1)

### Stipend

The Intern will be paid Kshs15,000 per month.

Applications to be submitted to the undersigned not later than Wednesday, 17<sup>th</sup> February 2021.

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



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A Centre of Excellence in Training

