

Approved



THE MERU NATIONAL  
POLYTECHNIC

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ISO 9001:2015 CERTIFIED

P O BOX 111 – 60200, MERU, KENYA

Email:info@merunationalpolytechnic.ac.ke

**VACANCY ADVERTISEMENT FOR OFFICE ADMINISTRATIVE ASSISTANT III JOB GROUP A08 (2POSTS)**

Meru National Polytechnic (MNP) is an Accredited Government sponsored Public Polytechnic. We are looking for qualified disciplined, diligent and self-motivated Office Administrative Assistant III

**QUALIFICATION**

- Diploma in secretarial studies single and group stages III
- Computer literate
- At least one year relevant work experience is an added advantage
- Have good communication and interpersonal skills

Applicants should forward their applications to reach the Principal by **11<sup>th</sup> October, 2019** not later than **5:00 pm**.

**Note:**

- **SHORTLISTED CANDIDATES WILL BE CONTACTED VIA THEIR MOBILE PHONE NUMBERS**
  - **PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- APPLICATIONS TO BE ADDRESSED TO:**

**THE PRINCIPAL/COUNCIL SECRETARY  
MERU NATIONAL POLYTECHNIC  
P.O. BOX 111-60200  
MERU.**