



THE MERU NATIONAL
POLYTECHNIC

EASTRIP
Skills for Transformation & Regional Integration



WORLD BANK GROUP

EASTRIP JOB ADVERTISEMENTS

Project Background:

The Meru National Polytechnic (MNP) is a government institution under the Ministry of Education (MoE) with a core mandate to provide Technical and Vocational Education and Training (TVET). The Polytechnic is one of the key flagship centres in Civil Engineering and Building Technology under East Africa Skills for Transformation & Regional Integration Project (EASTRIP), the project development objectives are to increase access while improving the quality of TVET education and supporting regional integration. The project is looking for qualified and competent persons to fill the following posts:

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC EASTRIP	PROJECT ASSISTANT	1	1/2021
	OFFICE ASSISTANT	1	2/2021
	DRIVER	1	3/2021
Total		3	

Position: Project Assistant

Job Group: MNPEG 08

Duty Station: Meru National Polytechnic, Meru, Kenya

Duration: 12 months, with a possibility of renewal of up to 36 months based on performance.

Duties and Responsibilities

The Project Assistant will work in close collaboration with the Project Coordinator, Centre Leader, Procurement & Finance, M & E Officer and the Safeguards Officer. He/she will oversee the general operations, Communications and other project activities for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with Polytechnic financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Administrative management:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Maintain project correspondence and communication;
- Collect, register and maintain all information on project activities;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Contribute to the preparation and implementation of progress reports;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Prepare routine correspondence and memoranda for Project Managers signature;
- Receive, screen and distribute correspondence and attach necessary background information
- Provide support to consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project personnel/ consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Assist in logistical organization of meetings, training and workshops;
- Draft minutes of Project Implementation and other project related meetings;

Financial management:

- Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
- Support the preparations of project work-plans and operational and financial planning processes;
- Monitor project activities, budget and financial expenditures and maintain a proper record of approved project budgets and their revisions;
- Assist in maintaining financial records and establish a filing system;
- Assist in disbursement of cheques and other banking assignments;
- Undertake other financial and administrative tasks on an ad hoc basis.

Procurement:



- Assist in procurement and recruitment processes; assist in preparation of ToRs for the consultants;
- In accordance with the Work Plan arrange for procurement of administrative equipment, supplies and services;
- Create and manage e-requisitions in ABNO MIS;
- Arrange for equipment maintenance and insurance as required;
- Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
- Maintain records over project equipment inventory;
- Perform other duties as assigned.

Monitoring & Evaluation:

- Assist in designing, building and sustaining an M&E system and tools, with particular focus on results as indicated in the Strategic Investment Plans (SIP);
- Assist in preparing and submitting periodic project reports in accordance with the project's results framework and M&E reports;
- Assist the M & E Officer to develop and implement the projects' annual work plans and budgets;
- Assist in timely preparation of relevant minutes and monitoring implementation of action plans;
- Assist in tracking implementation of key tasks, and responses and keep the M & E officer updated on the same;
- Assist in developing and maintaining project M&E plans, based on the Project Appraisal Document (PAD), Project Operation (POM) and overall Project Development Objective (PDO);
- Facilitate M&E planning, training and supervision of M&E activities in priority areas.

Environment & Social Safeguards

- Assist to develop testing, implementation and operational tools for safeguarding the environment;
- Assist in Identifying potential safeguards risks and advises the environment and social safeguards officer on appropriate actions;
- Assist to champion the cause of the disadvantaged social groups including the female gender, youth and people living with disability in the Implementation of the Project.

Industrial Liaison Office

- Assist in trainee's attachment process to the industry;
- Co-ordinate Alumni activities;
- Maintain communication with the industry in the center's area of specialization;
- Assist in partnership activities with the industry;
- Assist the ILO officer in developing/implementing technology transfer strategy for the Centre;
- Organize periodic stakeholder's meetings;
- Assist in preparing reports on Industry collaborations for the Centre.



Outreaching

- Develop a social media strategy and maintain robust Twitter, Facebook, Instagram and other relevant social media platforms on the activities of the project;
- Assist in creating publicity strategies for improving project visibility;
- Assist in developing MoUs with non-project national TVET;
- Assist in assessing the impact of the project on the Non-Project National TVET.

Recruitment Qualifications:

- A degree in project management or a related field;
- At least 3 years of administrative or project management experience;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Excellent interpersonal skills are essential part of the job;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Position: Project Driver

Job Group: MNPEG 12

Duty Station: Meru National Polytechnic, Meru, Kenya

Duration: 12 months, with a possibility of renewal of up to 36 months based on performance.

Duties and Responsibilities

The tasks of the Project Driver will include, but are not necessarily limited to, providing the following assistance:

- Drives official vehicles of the EASTRIP Project
- Responsible for keeping his/her driving license valid and for conforming to the traffic code and for meeting requirements for driving motor vehicles driven by him/her;
- In case his/her vehicle is involved in accident, ensure that the necessary steps confirming to rules and regulations are taken;
- Responsible for the day to day maintenance and cleanliness of the vehicle in his/her charge;
- Inform the line managers for any irregular happenings to the project vehicles and suggest the necessary steps;



- Inspect the vehicles' document of licensing, NTSA inspection and insurance and inform the line managers as needed;
- Keeps daily maintenance records and work tickets as required for the vehicle assigned to him/her;
- Assists in identifying and purchasing necessary spare part for project vehicles and undertakes minor repair of vehicles
- Transports official passengers/visitors
- Delivery support as messenger and responsible for safe carrying of pouches, mail or any documents, parcels or other articles entrusted to him/her for transporting as assigned by the Project Procurement & Finance managers;
- Assists in logistic work process as necessary, and flexibility in working hours and over the weekend;
- Performs official errands as required, and performs any other tasks as appropriately assigned.

Recruitment Qualifications:

- Completion of secondary education;
- Fluency in English and Swahili communication (written and spoken);
- Knowledge of driving rules and regulation according to the National Transport & Safety Authority (NTSA);
- Basic elementary knowledge of motor machines and a valid driver's license;
- Be able to fix the vehicles as minor broken;
- Minimum of five years' driving experience with safe driving record;
- Excellent interpersonal skills are essential part of the job.
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Position: Office Assistant

Job Group: MNPEG 12

Duty Station: Meru National Polytechnic, Meru, Kenya

Duration: 12 months, with a possibility of renewal of up to 36 months based on performance.

Duties and Responsibilities

The tasks of the Office Assistant will include, but are not necessarily limited to, providing the following assistance:

- Prepare menus and budgets for catering needs;
- Prepare and serve meals on a daily basis for project staff and meetings;
- Maintain a high levels of hygiene in food preparation and serving;
- Clean windows (internal side) and windows frames, glass partitions, and glass doors;
- Dust all furniture and scrub surfaces clean (desks, side tables, bookshelves, filling cabinets, chairs);
- Clean IT equipment lightly to remove dust;
- Empty trash bins and change plastic bags;



- Mop/sweep floors, elevators and stairs;
- Keep an updated tracker of all cleaning materials and re-order them via ABNO MIS through the project assistant;
- Clean and tend the large plants pots around the building and flower beds;
- Clean the sidewalks around the building;
- Clean the building main entrances and washrooms;
- Ensure proper maintenance of fire equipment;
- Ensure proper disposal of the building trash;
- Periodically spray insecticides and fumigants to prevent insect and rodent infestation and COVID-19 infection;
- Identify and report possible repairs and burnt light fixtures;
- Undertake any other duties as may be required from time to time.

Recruitment Qualifications:

- Diploma in hospitality management;
 - Updated food-handling certificate/ medical report;
 - Fluency in English and Swahili communication (written and spoken);
 - Minimum of three years' experience;
 - Excellent interpersonal skills are essential part of the job;
 - Consistently approaches work with energy and a positive, constructive attitude;
 - Remains calm, in control and good humored even under pressure.
- Only the shortlisted Candidates shall be contacted.

APPLICATIONS TO BE ADDRESSED TO:

**THE PRINCIPAL/PROJECT COORDINATOR
MERU NATIONAL POLYTECHNIC
P O BOX 111 - 60200
MERU**

Or email: Info@merunationalpolytechnic.ac.ke and reach him on or before Wednesday, 26th May 2021 not later than 5:00 pm East Africa time.

Women and Persons with Disability(s) are encouraged to apply.

