



THE MERU NATIONAL POLYTECHNIC  
 ISO 9001:2015 CERTIFIED  
 P O BOX 111 – 60200, MERU, KENYA  
 Email: [info@merunationalpolytechnic.ac.ke](mailto:info@merunationalpolytechnic.ac.ke)

## ADVERTISEMENT FOR INTERNSHIP

The Meru National Polytechnic (MNP) is an Accredited Government sponsored Public National Polytechnic. We are looking for trained persons to fill the following one year (1) internship positions.

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	Finance (Sales Persons)	2	2/2022
	Office Administrative Assistant	1	3/2022
	Library Assistant	2	4/2022
	Electronics Technician (Power Option)	1	5/2022
	Electrical and Electronics Engineering Technician	1	6/2022
	Farm Assistant	1	7/2022
	Procurement Clerk Assistant	1	8/2022
	Cosmetology Technician	1	9/2022
<b>Total</b>		<b>10</b>	

### Finance (Sales Persons )-V/NO.2/2022

#### Job Description

Duties and responsibilities at this level will include:

- (i) Receipting sales;
- (ii) Reconciliation of daily revenue;
- (iii) Preparing and submitting reports on weekly sales;
- (iv) Filing and maintaining financial records.



**(a) Job Specification**

**Must have the following qualifications:**

- (i) Bachelor degree in Commerce, Bachelor of Business Administration or Bachelor of Business Management (Accounting or Finance Option)

**OR**

Certified Public Accountants (CPA-K) finalist.

**OFFICE ADMINISTRATIVE ASSISTANTS -V/NO.3/2022**

**Job Description**

Duties and responsibilities at this level will include:

- i) Maintain the diary and appointments/meetings for the HoD to ensure appointments are well planned and timely;
- ii) Ensuring punctuality in opening the office and department laboratories;
- iii) Organize administration records and correspondence to ensure quick access to required information/documents;
- iv) Ensuring the availability of well-managed office services including cleaning and tidying office to ensure a conducive working environment;
- v) Maintaining an efficient, smooth and easily accessible filing system to ensure the security of information and to limit access to unauthorized person;
- vi) Maintain security and confidentiality of office records, documents and equipment;
- vii) Ensuring security of office records, documents and equipment;
- viii) Operating office equipment;
- ix) Managing office protocol;
- x) Handling telephone calls and appointments.

**Job Specification**

**Must have the following qualifications:**

Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)

**OR**

Passed the following examinations from the Kenya National Examination Council (KNEC);

- Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;



- Shorthand III (100 w.p.m);
- Business English III/Communications I;
- Office Management III/Office Administration and Management III;
- Secretarial Duties II;
- Commerce II;
- Office Procedures II
- Foundation of Accounting I
- Information Communication Technology III

### **LIBRARY ASSISTANT-V/NO.4/2022**

#### **Job Description**

Duties and responsibilities at this level will include:

- (i) Assist in identifying books and other library materials for procurement;
- (ii) Assist in cataloguing and classification;
- (iii) Assist preparation, implementation and updating of library orientation manual;
- (iv) Assisting indexing and abstracting; and
- (v) Assist in maintaining an e-library system.

#### **Job Specification**

**Must have the following qualifications:**

- (i) Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
- (ii) Certificate in computer application skills; and

### **ELECTRICAL TECHNICIAN (POWER) -V/NO.5/2022**

#### **Job Description**

Duties and responsibilities at this level will entail:

- (i) Maintaining the condition of the equipment and tools in the workshop and laboratory;
- (ii) Preparing and setting up equipment;
- (iii) Setting up practice sessions;
- (iv) Giving technical support to trainees;
- (v) Advising trainees on their work and the correct way to use machinery;
- (vi) Supporting the trainers with practical classes;
- (vii) Controlling stock levels and ordering new equipment;
- (viii) Following and ensuring that health and safety standards at all time;



- (ix) Any other duty as shall be assigned by the supervisor.

### **Job Specifications**

#### **Must have the following qualifications:**

- (i) A Diploma in Electrical Engineering (power option)

### **ELECTRICAL AND ELECTRONICS TECHNICIAN-V/NO.6/2022**

#### **Job Description**

Duties and responsibilities at this level will entail

- (I) Maintaining the condition of the equipment and tools in the workshop and laboratory;
- (II) Preparing and setting up equipment;
- (III) Setting up practice sessions;
- (IV) Giving technical support to trainees;
- (V) Advising trainees on their work and the correct way to use machinery;
- (VI) Supporting the trainers with practical classes;
- (VII) Controlling stock levels and ordering new equipment;
- (VIII) Following and ensuring that health and safety standards at all time;

### **Job Specifications**

#### **Must have the following qualifications:**

- (i) A Diploma in Electrical and Electronics Engineering

### **FARM ASSISTANT -V/NO.7/2022**

#### **Job Description**

Duties and responsibilities at this level will include:

- (i) Assist in planning and budgeting for farm activities to ensure timely and cost effective implementation of farm activities minimizing wastages.
- (ii) Assist in supervising farm attendants
- (iii) Record farm activities and processes for effective monitoring of herd and crop performance.
- (iv) Confirm treatment compliance to ensure efficient crop and animal treatment.
- (v) Ensure safety in handling of chemicals to minimize risk of intoxication and wastage.
- (vi) Assist in marketing produce to ensure reduced wastage of the harvest and get the best prices.



## Job Specifications

### Must have the following qualifications:

- (i) Have attained a Diploma in Farm Management, Animal Husbandry or General Agriculture;
- (ii) Can communicate in English or Kiswahili;

## PROCUREMENT CLERK ASSISTANT-V/No.8/2022

### Job Description

Duties and responsibilities at this level will include:

- (i) Attend to store enquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
- (ii) Issue and receipt of stores for storage and for timely issuance to the user department
- (iii) Maintain accurate and up to date store records for accountability purposes
- (iv) Label the stock as received to support easy identification, and to protect against theft
- (v) Conduct stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes
- (vi) Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service
- (vii) Arrange received goods in the store to support ease in accessibility, retrieval and to minimize accidents

### Job Specification

#### Must have the following qualifications:

- (i) Diploma in Supply Chain Management
- (ii) Good communication and interpersonal skills.



## **HAIRDRESSING AND BEAUTY -V/No.9/2022**

### **Job Description**

Duties and responsibilities at this level will include:

- (I) Maintaining the condition of the equipment and tools in the workshop;
- (II) Preparing and setting up equipment;
- (III) Setting up practice sessions;
- (IV) Giving technical support to trainees;
- (V) Advising trainees on their work and the correct way to use tools and machinery;
- (VI) Supporting the trainers with practical classes;
- (VII) Controlling stock levels and ordering new equipment and tools;
- (VIII) Following and ensuring that health and safety standards at all time;

### **Job Specification**

- (i) Certificate in Hairdressing and Beauty or
- (ii) NITA Grade I in Hairdressing and Beauty

**Women and Persons with Disability(s) are encouraged to apply.**  
**APPLICATIONS TO BE ADDRESSED TO:**

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

Or email; [info@merunationalpolytechnic.ac.ke](mailto:info@merunationalpolytechnic.ac.ke) and reach him on or before 6<sup>th</sup> January, 2023 not later than 5:00 pm.

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