



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

JOB OPPORTUNITIES

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

POSITIONS	JOB GROUPS	NO.OF POSTS	VACANCY NO.
Electrical Technician III	MNPG12	1	4/2021
Cook	MNPG12	1	5/2021
Internal Auditor III	MNPG10	1	6/2021

Electrical Technician III – (1 Position)-V/NO.4/2021

Job Description

Duties and responsibilities at this level will entail:

- (i) Ensure proper Installing and maintaining Technical equipment used in Engineering training services;
- (ii) Ensuring that all repairs on electrical fittings and related equipment are done in time;
- (iii) Ensuring that connections of circuit breakers, transformers and other components are done;
- (iv) Ensuring the Meru National Polytechnic generator;
- (v) Assist in Writing of specification for repairs;
- (vi) Ensuring that there is implementation of energy saving techniques
- (vii) Responds to electrical related complaints in the all departments
- (viii) Any other duty assigned by management or any other authorized Persons.

Job Specifications

For appointment to this grade, an officer must have:

- (i) A Diploma in electrical Engineering power option
- (ii) At least two years' experience in the related field

Cook I - (1 Position)-V/NO.5/2021



Job Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Preparing and cooking of a limited variety of food for meal service following standard practices and procedures;
- (ii) Reviewing of menus, evaluating food preparation;
- (iii) Recommending changes to improve operations, facilitating work flow in the kitchen;
- (iv) Facilitating food distribution areas, curving, slicing or otherwise portioning cooked foods to ensure effective portion control and optimum utilization of foodstuffs;
- (v) Reporting supply shortages or low stock levels: and detecting and reporting spoilt or alternative food, defective suppliers/ equipment or other unusual conditions and recommending corrective action; and
- (vi) Supervising and training all staff working under him or her.

Job Specifications

For appointment to this grade a candidate must have:

- (i) Served in the grade of Cook in a comparable position in Public Service or Private Sector for a minimum period of three(3) years;
- (ii) A diploma in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized Institution;

Internal Auditor III - (1 Position)-V/NO.6/2021

Job Description

Duties and responsibilities will entail:

- i. Implementing internal audit policies, systems and procedures.
- ii. Determining internal audit scope and develop annual plans and programmes.
- iii. Carry out post audit reviews to ensure implementation of agreed corrective action plans.
- iv. Reviewing procedures and policies to ensure that adequate controls are in place.
- v. Ensuring financial information is properly processed, reported, and safeguarded.
- vi. Reviewing of the procurement processes and procedures.
- vii. Vouching and verification of sample transactions.
- viii. Preparing audit working papers.
- ix. Verifying assets and liabilities.
- x. Compiling periodic and special audit reports.



- xi. Undertaking non-financial audit assignments
- xii. Analyzing and evaluating academic performance (e.g workload allocation and timetable, class attendance by trainees and trainers, external and internal exams and Customer satisfaction survey) in Liaison with quality assurance officer
- xiii. Conducting special audits as may be requested by the management.
- xiv. Communicating any loopholes within the polytechnic's structure, recommend appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures;

Job Specification

For appointment to this level a candidate must have:

- (i) Bachelor degree in the following disciplines: Auditing, Accounting, Finance, Business Administration or equivalent qualification from recognized institution.
- (ii) Must have pass in CPA Part I.

Certificate in computer application skills.

Note:

- Shortlisted candidates will be contacted via their mobile phone numbers

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; and reach him on or before Wednesday 1st December, 2021 not later than 5:00 pm.