



JOBS ADVERTISEMENT

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

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	Finance Officer	1	1/2022
	Office Administrative Assistant II	1	2/2022
	Office Administrative Assistant III	2	3/2022
	Librarian II	1	4/2022
	Estate Manager	1	5/2022
	Cleaners	2	6/2022
	Assistant Farm Manager	1	7/2022
	Masonry Artisan I	1	8/2022
	Cashier	1	9/2022
	Cook	1	10/2022
	Electrical Technician III	1	11/2022
	Plumbing Technician I	1	12/2022
	Procurement clerks	2	13/2022
Clerk of Works II	1	14/2022	
Total		17	

FINANCE OFFICER Grade MNPG 08 -V/NO.1/2022

a) Job Description

Duties and responsibilities at this level will include:

- (i)** Planning, directing, coordinating, supervising the finance department
- (ii)** Interpreting and implementing financial regulations and procedures, treasury circulars, letters and instructions
- (iii)** Ensuring expenditures are within voted allocations
- (iv)** Developing supplementary financial regulations and procedures to enhance internal



controls

- (v) Training and development of staff under him/her
- (vi) Supervising preparation of final accounts and reports
- (vii) Supervising preparation of cash-flow statements and analysing deposits
- (viii) Maintaining up-to-date and accurate books of accounts
- (ix) Supervising preparation of monthly expenditures, returns and bank reconciliation statements
- (x) Authorizing payments
- (xi) Preparing management financial reports that fall under his/her division
- (xii) Any other duty assigned by management or any other authorized Persons

b) Job Specification

For appointment to this grade, an officer must have:-

- (i) Served in the job group of Accountant I in a comparable position in the Public Service or Private Sector for at least five (5) years
- (i) Bachelor of Commerce, Bachelor of Business Administration or Bachelor of Business Management (Accounting or Finance option)
- (ii) Must have CPA (K) and ICPAK membership
- (iii) Certificate in computer application skills

OFFICE ADMINISTRATIVE ASSISTANTS II Grade MNPG 12 -V/NO.2/2022

a) Job Description

Duties and responsibilities at this level will include:

- i) Maintaining the diary and appointments/meetings for the Supervisor to ensure appointments are timely and well planned
- ii) Ensuring punctuality
- iii) Organizing 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) Maintaining confidentiality of office records and documents
- vii) Ensuring security of office records, documents and equipment
- viii) Operating office equipment
- ix) Managing office protocol
- x) Handling telephone calls and appointments
- xi) Any other duty assigned by management or any other authorized Persons



b) Job Specification

For appointment to this grade, a candidate must have:-

Diploma in Secretarial Studies from the Kenya National Examinations Council OR Passed the following examinations from the Kenya National Examination Council (KNEC);

- i) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III
- ii) Shorthand III (100 w.p.m)
- iii) Business English III/Communications I
- iv) Office Management III/Office Administration and Management III
- v) Secretarial Duties II
- vi) Commerce II

OFFICE ADMINISTRATIVE ASSISTANTS III Grade MNPG 13 -V/NO.3/2022

a) Job Description

Duties and responsibilities at this level will include:

- i) Maintaining the diary and appointments/meetings for the Supervisor to ensure appointments are timely and well planned
- ii) Ensuring punctuality
- iii) Organizing 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) Maintaining confidentiality of office records and documents
- vii) Ensuring security of office records, documents and equipment
- viii) Operating office equipment
- ix) Managing office protocol
- x) Handling telephone calls and appointments
- xi) Any other duty assigned by management or any other authorized Persons

b) Job Specification

For direct appointment to this grade, a candidate must have:-

Certificate in Secretarial Studies from the Kenya National Examinations Council.



LIBRARIAN II Grade MNPG 9 -V/NO.4/2022

a) Job Description

Duties and responsibilities at this level will include:

- (i) Developing specialized library
- (ii) Identifying books and other library materials for procurement
- (iii) Cataloguing and classification
- (iv) Preparing, implementing and updating of library orientation manual
- (v) Indexing and abstracting
- (vi) Initiating and maintaining an e-library system
- (vii) Any other duty assigned by management or any other authorized Persons

b) Job Specification

For appointment to this grade, an officer must have:

- (i) Served in the grade of Librarian III for a minimum period of three(3) years
- (ii) Bachelor's degree in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution

OR

- (iii) Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution
- (iv) Certificate in computer application skills
- (v) Shown merit, integrity and ability as reflected in work performance and results

ESTATE MANAGER Grade MNPG 10 -V/NO.5/2022

a) Job Description

Duties and responsibilities at this level will include:

- (i) Allocate tasks on a daily basis to the cleaners to ensure cleanliness in the polytechnic
- (ii) Ensure proper assignment of duties for effective utilization of resources and efficiency
- (iii) Monitor and report absenteeism of cleaners
- (iv) Prepare a budget for his/her department and submit to the finance department for approval to facilitate smooth operation of his/her department
- (v) Ensure that all cleaners wear appropriate Personal Protective Equipment
- (vi) Handle minor disagreement(s) within his/her department such as those arising from interpersonal disputes and allocation of resources to enhance team cohesiveness



- (vii) Authorize leave schedules for his/her staff and recommend off and absence days to enhance balanced availability of staff
- (viii) Ensure preparation and maintenance of conference facilities and Board rooms
- (ix) Ensure preparation of examination halls
- (x) Ensure compliance to Occupational Safety and Healthy Act 2007
- (xi) Ensure cleanliness in all open-plan offices such as staff lounge, staffroom, entertainment halls and others.
- (xii) Ensure cleanliness of all office curtains and prepare a cleaning schedule for the same
- (xiii) Any other duty assigned by management or any other authorized Persons

b) Job Specification

For appointment to this grade, a candidate must have:-

- (i) Bachelor's degree/Higher Diploma in Civil Engineering, Building and Construction Technology, Quantity Survey or its equivalent qualification from a recognized Institution
- (ii) Certificate in computer application skills

CLEANERS Grade MNPG 17-V/NO.6/2022

a) Job Description

Duties and responsibilities at this level will entail:

- i) Carry out general cleaning of the institution compound, facilities and infrastructure to provide a friendly surrounding for operations
- ii) Clean washrooms restrooms to ensure they meet the sanitization and hygiene standards
- iii) Remove cobwebs dust and dirt from ceilings& walls, spray pesticides and fumigants to prevent insects and rodents infestation
- iv) Look out for malfunctions on items and report to the supervisors for repairs to enhance the functionality and increased life span of assets
- v) Assist in arranging meeting venues to ensure neat, flexible and functional seating arrangements
- vi) Assist in allocation of hostels and consumables to students to ensure the facilities are well utilized
- vii) Dispose refuse and waste in line with set out procedures to enhance compliance with the health and safety standards
- viii) Any other duty assigned by management or any other authorized Persons



b) Job Specifications

- i) KCSE Certificate
- ii) Previous Job Experience in a private/public institution will be an added advantage

ASSISTANT FARM MANAGER Grade MNPG 12 -V/NO.7/2022

a) 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) Control diseases through movement restriction, acaridae/Ector parasite application and deworming to limit disease spread
- (iv) Record farm activities and processes for effective monitoring of herd and crop performance
- (v) Confirm treatment compliance to ensure efficient crop and animal treatment
- (vi) Ensure safety in handling of chemicals to minimize risk of intoxication and wastage
- (vii) Assist in marketing produce to ensure reduced wastage of the harvest and get the best prices
- (viii) Any other duty assigned by management or any other authorized Persons

b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Served in job group H for a period of at least one (1) year
- (ii) Have attained a Diploma in Farm Management or Animal Husbandry
- (iii) Good communication skills

MASONRY ARTISAN I Grade MNPG 13 -V/NO.8/2022

a) Job Description

Duties and responsibilities at this level will entail:-

- (i) Undertaking more complex repairs and maintenance works
- (ii) Carrying out routine checks in line with their area of specialization (e.g carpentry, masonry, Welding, Painting and Plumbing)
- (iii) Any other duty assigned by management or any other authorized Persons



b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Artisan II for a minimum period of three(3) years
- (ii) Certificate in Government Trade Test Grade II in Masonry
- (iii) Shown merit, integrity and ability as reflected in work performance and results

CASHIER Grade MNPG 11 -V/No.9/2022

a) Job Description

Duties and responsibilities at this level will entail:

- (i) Preparing and verification of vouchers in accordance with the laid down rules and regulations
- (ii) Performing primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- (iii) Safe keeping of records and assets under him/her
- (iv) Remitting salaries to respective banks as required
- (v) Any other duty assigned by management or any other authorized Persons

b) Job Specification

For appointment to this grade a candidate must have:

- (i) Bachelor degree in Commerce, Bachelor of Business Administration or Bachelor of Business Management (Accounting or Finance Option) or equivalent qualifications and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Pass in Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications

- (ii) Certificate in computer application skills

COOK Grade MNPG 12 -V/No.10/2022

a) Job Description

Duties and responsibilities at this level will include:

- (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 spoiled or alternative food, defective suppliers/ equipment or other unusual conditions and recommending corrective action
- (vi) Supervising and training all staff working under him or her
- (vii) Any other duty assigned by management or any other authorized Persons

b) 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

ELECTRICAL TECHNICIAN III Grade MNPG 12 -V/No.11/2022

a) 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 on time
- (iii) Ensuring that connections of circuit breakers, transformers and other components are done
- (iv) Ensuring the Meru National Polytechnic generator is operational and in good condition
- (v) Assist in Writing specifications for repairs
- (vi) Ensuring implementation of energy saving techniques
- (vii) Responding to electrical related complaints in the all departments on time
- (viii) Any other duty assigned by management or any other authorized Persons

b) 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

PLUMBING TECHNICIAN I Grade MNPG 13-V/No.12/2022

a) Job Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Undertaking more complex repairs and maintenance works



- (ii) Carrying out routine checks in line with their area of specialization in Plumbing
- (iii) Any other duty assigned by management or any other authorized Persons

b) Job Specifications

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Artisan II for a minimum period of three(3) years
- (ii) Certificate in Government Trade Test Grade III or KNEC craft certificate in the area of plumbing
- (iii) Shown merit, integrity and ability as reflected in work performance and results

PROCUREMENT CLERKS Grade MNPG 12-V/No.13/2022

a) Job Responsibilities

Duties and responsibilities at this level will entail:-

- (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
- (viii) Any other duty assigned by management or any other authorized Persons

b) Job Specification

- (i) Diploma in Supply Chain Management or Store Keeping or its equivalent from a recognized institution
- (ii) Computer literate
- (iii) Knowledge of public procurement and Asset Disposal Act and regulation
- (iv) Certificate of good conduct
- (v) Good communication and interpersonal skills



CLERK OF WORKS II Grade MNPG 12-V/No.14/2022

a) Job Responsibilities

Duties and responsibilities at this level will entail:

- i) Inspecting construction work and comparing it with drawings and specifications
- ii) Measuring and quality checking building materials
- iii) Identifying defects and suggesting ways to correct them
- iv) Keeping detailed records of work progress and maintaining construction files
- v) Referring to plans and taking photographs of work, along with measurements and samples
- vi) Checking that building regulations, health and safety, legal and ecological requirements are met
- vii) Ensuring that repair maintenance and renovation of the Polytechnic buildings and offices are done regularly
- viii) Any other duty assigned by management or any other authorized Persons

Job Specification

For appointment to this grade, an officer must have:

- (i) Diploma in Building Construction Technology, Quantity Survey, Civil Engineering, Construction Management or its equivalent qualification from a recognized Institution;
- (ii) Certificate in computer application skills
- (vi) Shown merit, integrity and ability

NB: 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 at Info@merunationalpolytechnic.ac.ke on or before Tuesday 10th May, 2022