



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

JOBS ADVERTISEMENT

The Meru National Polytechnic (MNP) is an Accredited Government sponsored Public National Polytechnic and leading institution of TVET dedicated to excellence in training and service delivery. As part of our strategic growth and to enhance our corporate image and public engagement, we are looking for competent, self-driven and result -oriented persons to fill the following positions.

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	COMMUNICATION OFFICER III GRADE MNPG10	1	10/2025
	TRANSPORT AND LOGISTICS OFFICER GRADE MNPG11	1	11/2025
Total		2	

1. COMMUNICATION OFFICER III -V/NO.10/2025

Job Grade: MNPG10

Job Category: 1 year Contract

Duties and responsibilities at this level will include:



Job Specification

- i) Gathering information on topical issues within the Polytechnic.
- ii) Verifying authenticity, editing and dispatching information for dissemination to the public and media under the guidance of senior officer.
- iii) Maintain and update Polytechnic websites and social media accounts.
- iv) Assist in producing promotional materials including brochures, posters and banners
- v) Support internal communication effort to keep staff informed and engaged.
- vi) Maintain a digital archive of communication materials and media coverage.
- vii) Ensure consistency in the Polytechnic brandings, voice and messaging.
- viii) Any other duty assigned by an authorized person.

Job Specification

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism or Public Relations from a recognized Institution;
- (ii) At least three (3) years' experience in a similar position
- (iii) Certificate in computer application skills.

2. TRANSPORT AND LOGISTICS OFFICER -V/NO.11/2025

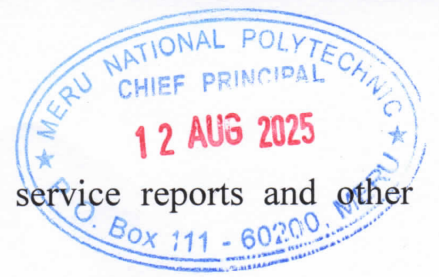
Job Grade: MNPG11

Job Category: 1 year Contract

Duties and responsibilities at this level will include:

Job Specification

- i) Oversee the day-to-day transport operations in the Polytechnic.
- ii) Plan, coordinate and supervise scheduling of the Polytechnic vehicles.
- iii) Ensure all vehicles are regularly serviced, roadworthy and properly maintained.



- iv) Maintain updated vehicle logbooks, fuel records, service reports and other transport documentation.
- v) Supervise drivers and provide guidance on routes, safety and Polytechnic transport policies.
- vi) Monitor vehicle usage and recommend cost saving and efficiency strategies.
- vii) Any other duty assigned by an authorized person.

Job Specification

For appointment to this grade, a candidate must have:

- i) Diploma in Logistics or Transport Management from a recognized institution;
- ii) Valid Driving Licence and knowledge of motor vehicle mechanics will be an added advantage.
- iii) Proficiency in Transport Management System and Microsoft Office Suite'
- iv) Knowledge of Relevant Transport and Traffic Regulations.
- v) Have Strong Record Keeping, Coordination and Reporting Skills

Note:

- The Meru National Polytechnic is an equal employer. Women, youth and persons with disabilities (PWD's) are encouraged to apply.
- Only the shortlisted candidates will be contacted via their mobile phone numbers.
- Once selected, candidate will be required to submit certificate of good conduct, copies of KRA Pin Certificate. Contract engagements shall be renewable based on performance.

APPLICATIONS TO BE ADDRESSED TO:

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

To reach him on or before 30th August, 2025 not later than 4:00 pm.

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