



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

ADVERTISEMENT FOR INTERNSHIP

The Meru National Polytechnic (MNP) is a Public National Polytechnic. We are looking for qualified person to fill the following one (1) year internship position.

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.	WORK STATION
	Office Administrative Assistant	1	3/2025	Giaki Campus
Total		1		

Requirements

Must have the following qualification:

- Certificate in Secretarial Studies from the Kenya National Examinations Council (KNEC).

OR

Typing II (minimum of 40 w.p.m)/Computerized Document Processing(CPDII),Shorthand II(80 w.p.m), Office Administration and Management II, Business English II/Communication Skills II, Secretarial Duties II, Commerce II, Information Communication Technology II, Office Procedure II.

- Have good communication and interpersonal skills;
- Certificate in computer application skills.

Note:

- The Meru National Polytechnic is an equal opportunity 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.

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 1st September, 2025 not later than 4:00 pm.

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