



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. We are looking for qualified, diligent and self-motivated persons to fill the following positions.

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	Nursing Officer III GRADE MNPG11	1	2/2025
	Procurement Officer III GRADE MNPG10	1	3/2025
	Internal Auditor III GRADE MNPG10	1	4/2025
	Assistant Farm Manager I GRADE MNPG11	1	5/2025
	Office Administrative Assistants II GRADE MNPG12	3	6/2025
	Office Administrative Assistants III GRADE MNPG13	1	7/2025
	Plumbing Technician GRADE MNPG13	1	8/2025
Total		9	

1. NURSING OFFICER III -V/NO.2/2025

Job Grade: Grade MNPG11

Job Category: 1 year Contract (Renewable)



Nursing Officer III will work under the guidance and supervision of a Senior Officer.

Job Description

Duties and responsibilities at this level will include:

- (i) Providing and planning nursing services at the Polytechnic Outpatient Clinic;
- (ii) Assessing patient needs for nursing services;
- (iii) Verify and maintain information related to patients health records;
- (iv) Keeping records of drugs and other supplies

Job Specification

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

- (i) Diploma in Nursing or its equivalent qualification from a recognized Training Institution;
- (ii) Certificate or Registration from Kenya Registered Nurse or Kenya Registered Community Health Nurse;
- (iii) Certificate in Computer Application Skills;
- (iv) Be a Kenyan Citizen aged below 35 years.

2. PROCUREMENT OFFICER III -V/NO.3/2025

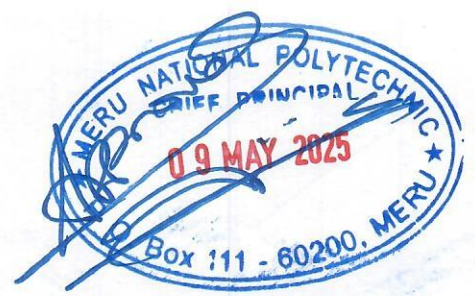
Job Grade: MNPG10

Job Category: Permanent

Job Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Purchasing and warehousing;
- (ii) Storekeeping;
- (iii) Procuring goods and services;
- (iv) Preparation of reports;
- (v) Keeping track of performance contracting targets;
- (vi) Assist in implementing the procurement plan;
- (vii) Carrying out market surveys and research; and
- (viii) Any other duty assigned



Job Specification

For appointment to this grade, a candidate must have

- (i) Bachelor's degree in the following disciplines: Business Management, Commerce, Business Administration (Supplies Management Option), Purchasing and Supplies Management, Supply Chain Management or equivalent qualifications from a recognized institution;
- (ii) Member of a professional body;
- (iii) One year's experience in a relevant field; and
- (iv) Certificate in computer application skills.

3. INTERNAL AUDITOR III -V/NO.4/2025

Job Grade: MNPG10

Job Category: 1 year Contract (Renewable)

Job Description

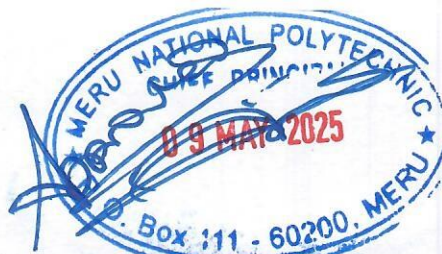
Duties and responsibilities at this level will entail:

- (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 at this level a candidate must have:

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



- (ii) Holder of CPA-K.
- (iii) Be a member of relevant professional body like ICPAK and IIA
- (iv) Minimum of 1 year experience of auditing in the public sector since obtaining the qualifications
- (v) Computer proficiency and demonstrate skills in working with Microsoft suit of applications; and excellent verbal, analytical, organizational and written skills.

4. ASSISTANT FARM MANAGER II -V/NO.5/2025

Job Grade: MNPG10

JOB CATEGORY: 1 year Contract (Renewable)

Job Responsibilities

Duties and responsibilities at this level will entail:-

- (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 and parasites,
- (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.

Job Specifications

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

- (i) Have attained a Diploma in Farm Management or Animal Husbandry; and
- (ii) Can communicate in English or Kiswahili;
- (iii) Certificate in Computer Application skills ;

5. OFFICE ADMINISTRATIVE ASSISTANTS II V/NO.6/2025

Job Grade : MNPG12

Job Category: 1 year Contract (Renewable)



Job Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Recording dictation in shorthand and transcribing it in typewritten form;
- (ii) Processing data; management of e-office;
- (iii) Ensuring security of office records, documents and equipment;
- (iv) Operating office equipment;
- (v) Managing office protocol;
- (vi) Managing office petty cash;
- (vii) Handling telephone calls and appointments; and

Job Specification

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

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

OR

Typing III(minimum of 50 w.p.m)/Computerized Document Processing(CPD III), Shorthand III(100 w.p.m), Office Management III/Office Administration and Management III, Business English III/Communication II, Secretarial Duties II, Principles & Practice of Management (PPM III) Commerce II, Information Communication Technology III, Office Procedure II.

- (ii) Have good communication and interpersonal skills;
- (iii) Certificate in computer application skills.

6. OFFICE ADMINISTRATIVE ASSISTANTS III -V/NO.7/2025

JOB Grade: MNPG13

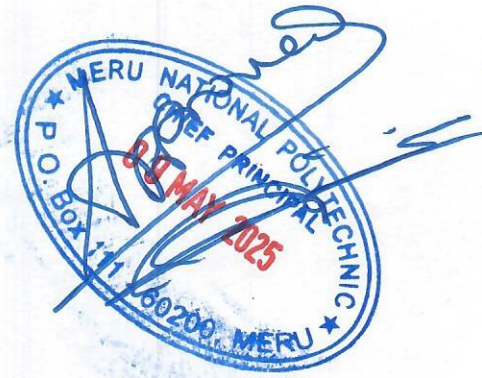
JOB CATEGORY: 1 year Contract (Renewable)

Job Responsibilities

Duties and responsibilities at this level will entail:-

- (viii) Recording dictation in shorthand and transcribing it in typewritten form;
- (ix) Processing data; management of e-office;
- (x) Ensuring security of office records, documents and equipment;

- (xi) Operating office equipment;
- (xii) Managing office protocol;
- (xiii) Managing office petty cash;
- (xiv) Handling telephone calls and appointments; and



Job Specification

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

- (i) 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.

- (ii) Have good communication and interpersonal skills;
- (iii) Certificate in computer application skills.

7. PLUMBING TECHNICIAN -V/NO.7/2025

Job Grade: MNPG13

JOB CATEGORY: 1 year Contract (Renewable)

Job Responsibilities

Duties and responsibilities at this level will entail:-

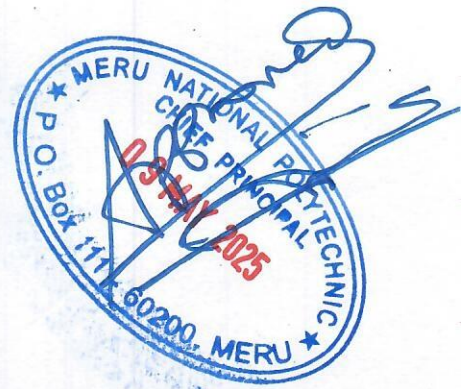
- (i) Install, repair, and maintain pipes, fixtures, and other plumbing systems.
- (ii) Inspect plumbing systems and identify potential issues.
- (iii) Read blueprints and follow building codes to execute plumbing work.
- (iv) Diagnose and troubleshoot plumbing problems.
- (v) Collaborate with contractors, electricians, and other professionals when necessary and authorized by a senior officer.
- (vi) Provide excellent customer service and maintain a professional demeanour.
- (vii) Ensure all work meets industry safety and quality standards.

Job Specifications

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

- (i) Have attained a Craft Certificate in Plumbing
- (ii) A Certificate in Government Trade Test Grade III
- (iii) 1 year of plumbing experience.

- (iv) Knowledge of plumbing codes and safety regulations.
- (v) Strong problem-solving skills and attention to detail.
- (vi) Good communication and customer service skills.



Note:

- 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.

**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.**

To reach him on or before 23rd May, 2025 not later than 5:00 pm.

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