



THE NORTH EASTERN NATIONAL POLYTECHNIC

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ADVERT NO: NENAP/VACANCY/24/01

Date: 27th August 2024

WE ARE HIRING!

EMPLOYMENT OPPORTUNITIES AT NORTH EASTERN NATIONAL POLYTECHNIC

North Eastern National Polytechnic (NENAP) is a public Technical and Vocational Education and Training (TVET) institution under the Ministry of Education; State Department for TVET. NENAP was formerly known as North Eastern Province Technical Training Institute (NEP TTI). The institution is situated in Garissa County; 3 kilometres from Garissa Town, along Sankuri Road.

Applications are invited from qualified Kenyans to fill vacant positions at the Polytechnic as listed below. Qualified and interested Kenyans to submit hard-copy applications enclosing their updated curriculum vitae, copies of academic certificates, transcripts, National Identification Card and any relevant testimonials so as to reach the Principal, not later than Tuesday, 17th September 2024.

1. SUPPLY CHAIN MANAGEMENT OFFICER (1 POST) – NENAP/SCMO/01/2024

Job Description

Reporting to the Principal, the Supply Chain Management Officer, shall on the overall be responsible for procuring goods, works and services to ensure the Polytechnic's requirements are met in accordance with the Procurement Policies and applicable Public Procurement and Asset Disposal laws

Duties and Responsibilities

- Procuring goods/services for all departments in the Polytechnic
- Ensuring compliance with relevant procurement laws and regulations

- Reviewing and approving invoices for payment of suppliers
- Performing due diligence on the suppliers shortlisted, in addition to the system checks, to ensure that the Polytechnic contracts only with suppliers that are compliant as per the Procurement Act and the Polytechnic's policies
- Participating in the tender process to carry out tender evaluation in line with the procurement policies and procedures
- Carrying out market surveys
- Maintaining an up-to-date Asset Register of the Polytechnic

Minimum Qualifications

- Diploma in Purchasing and Supplies Management or its equivalent from a recognised institution
- Good knowledge of Public Procurement Procedures
- At least two years' experience in an institution of learning or a busy environment
- Possess a certificate of Good Conduct
- Be a member of Kenya Institute of Supplies Management (KISM)
- Be computer literate

2. INFORMATION COMMUNICATION TECHNOLOGY (ICT) TECHNICIAN (1 POST) – NENAP/ICT TEC/02/2024

Job Description

Reporting to the Head of Department, the ICT Technician, shall on the overall be responsible for supporting the academic and administrative functions related to ICT by maintaining computer systems, network infrastructure, and providing technical support in instructing trainees and trainers in the use of ICT equipment and software as well as monitoring activities of trainees in the computer laboratories

Minimum Qualifications

- Diploma in ICT from a recognised institution
- Knowledge of programming will be an added advantage
- At least two years' experience in an institution of learning or a busy environment
- Possess a certificate of Good Conduct

Duties and Responsibilities

- Providing technical support to trainers and trainees during practical lessons
- Preparing a maintenance schedule for all ICT equipment at the Polytechnic and ensure regular servicing of ICT equipment as per the schedule
- Repairing and maintaining of ICT equipment and associated peripherals

- Receiving, installing and certifying of ICT equipment
- Configuration of Local Area Network and Wide Area Network
- Maintaining inventories by receiving, issuing tools and materials in the workshops/laboratories
- Maintaining up-to-date inventories and the Department's Assets Register
- Observing and ensuring health and safety procedures are practiced and enforced
- Advising the Head of Department on the budgeting requirement of the Computer Laboratories and the Polytechnic's ICT infrastructure in general
- Providing procurement specifications for purchase of ICT equipment and materials and ensuring timely requisition for training materials
- Ensuring cleanliness of the ICT Laboratories and equipment

3. MECHANICAL/AUTOMOTIVE ENGINEERING TECHNICIAN (1 POST) –
NENAP/MECH TEC/03/2024

Job Description

Reporting to the Head of Department, the Mechanical/Automotive Engineering Technician, shall on the overall be responsible for the provision of technical support to the trainers and trainees in the Mechanical and Automotive Engineering Department, contributing to students' learning experience by assisting with the preparation of equipment and machinery for practical work to promote understanding of course work and innovation

Duties and Responsibilities

The Mechanical/Automotive Engineering Technician shall be tasked with the following duties and responsibilities among others:

- Providing technical support to trainers and trainees during practical lessons
- Maintaining up-to-date workshop inventories and the Department's Assets Register
- Preparing a maintenance schedule of the workshop equipment/machines and ensuring regular servicing of the equipment/machines
- Observing and ensuring health and safety procedures are practiced and enforced in the workshops
- Advising the Head of Department on the budgeting requirements of the Department
- Providing procurement specifications for purchase of equipment and consumables for the Department
- Ensuring cleanliness of the workshop and equipment/machines
- Repairing or servicing of mechanical/automotive engineering equipment at the Polytechnic

Minimum Qualifications

- Diploma in Mechanical/Automotive Engineering from a recognised institution

- At least two years' experience in an institution of learning or a busy environment
- Possess a certificate of Good Conduct
- Be computer literate

4. LIBRARIAN (1 POST) - NENAP/LIB/04/2024

Job description

Reporting to the Principal, the Librarian, shall on the overall be responsible for the effective management of library resources within the Polytechnic to enhance the link between knowledge creators and knowledge users for the provision of learning and development solutions through enabling access to a wide range of academic resources, supporting research activities, and facilitating lifelong learning

Duties and Responsibilities

The Librarian shall be tasked with the following duties and responsibilities among others:

- Oversee the management of library resources in line with policies and best practices to facilitate continuous availability of the materials
- Develop library procedures and policies and ensure their implementation
- Advise and recommend acquisition of new information resources
- Ensure security of information resources and other library assets
- Carry out registration and clearance of library users
- Ensure cleanliness of the library and its surroundings
- Preparation of the library budget
- Perform any other duty as may be assigned by the Principal

Minimum Qualifications

- A Diploma in any of the following disciplines: Library Studies or Information Science or equivalent qualifications from a recognised institution
- At least two years' relevant experience in an institution of learning
- Possess a certificate of Good Conduct
- Must be computer literate

5. INTERNAL AUDITOR (1 POST) - NENAP/IA/05/2024

Job Description

Reporting to the Principal, the Internal Auditor, shall on the overall be responsible for

development, coordination and monitoring of the implementation of the Internal Audit strategy, budgets, policies and procedures to ensure delivery of audit services that meet set timelines and quality standards

Duties and Responsibilities

The Internal Auditor shall be tasked with the following duties and responsibilities among others:

- Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy
- Develop an annual audit programme to ensure audit reviews are done in a timely manner
- Present audit findings to management to assist in the development and implementation of strategies to address the issues/gaps identified
- Report audit findings to the Council's Audit & Risk Management Committee
- Monitor the implementation of the Council's recommendations to ensure appropriate interventions are implemented
- Coordinate the application of a risk-based approach to review the Polytechnic's systems and controls to identify any gaps in the management of risks and recommend appropriate strategies
- Coordinate the training of Process Owners on risk management at the Polytechnic so as to ensure adherence to rules and regulations governing risks at all times
- Conduct internal checks across all the Polytechnic's departments in order to mitigate any risks
- Verify payment documents and recommend payments to suppliers/service providers
- Perform any other duty as may be assigned by the Principal

Minimum Qualifications

- Be a holder of a Bachelors Degree in Commerce or Business Administration/ Management or a related field; specialising in Finance/Accounting
- Be a Certified Public Accountant (Kenya) – CPA (K)
- Be a Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK)
- At least two years' work experience in a similar position
- Be computer literate
- Possess a Certificate of Good Conduct

How to Apply

Hard-copy applications to be submitted to the undersigned not later than Tuesday, 17th September 2024. Applicants to note the following:

- Only shortlisted candidates will be contacted
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during the interview
- It is a criminal offence to present fake certificates/documents/testimonials
- Canvassing in any form will lead to automatic disqualification
- The Polytechnic is an equal opportunity employer; people living with disabilities, the marginalised and the minorities are encouraged to apply

The Principal/Council Secretary
North Eastern National Polytechnic
P O Box 329 - 70100
GARISSA

*Approved for
circulation*



[Signature]
S. Kalama
27/8/2024