VACANT POSITIONS IN THE POLYTECHNIC

Terms of Service:

PERMANENT IN ALL CADRES

1. JNNP/F.O/2026/1: FINANCE OFFICER

Duties and responsibilities for the job

- Prepare final accounts including quarterly and end year financial statements that reflect true and fair view of the financial position of the institution to ensure compliance with the statutory requirements.
- Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional materials to comply with statutory requirements.
- Examine, confirm accuracy and sign payment vouchers and commit documents to ensure vouchers are fully supported with relevant and correct documentation and ensure payments are made in a timely manner for minimal disruptions to institution operations.
- Examine, confirm accuracy and sign bank reconciliation statements ensuring proper and timely preparation.
- Examine and confirm accuracy of all financial data of the institution transactions and routine accounting works such as balancing of cashbooks and revenue and expenditure schedules.
- Examine and confirm accuracy of aging analysis records of accounts payables, receivables and imprest.
- Provide technical advice to the Board of Governors and management objectively with reference to applicable statutory and other provisions on all financial matters to ensure sound and correct decision making.
- Oversee preparation and timely submission of statutory reports i.e. SHIF, PAYE, NITA, HELB, VAT, NSSF and any other as required by the law.
- Ensure timely preparation, submission and implementation of the institution budget to maintain accurate accounting records and preparation of management and statutory financial reports.
- Maintain inventory of all bank accounts to monitor the liquidity status of the institution.
- Providing effective supervision to staff in the Finance Office.
- Any other duty that may be assigned to you from time to time.

Minimum Qualifications

- Bachelor's degree in Commerce, Business Administration, Finance (Accounting option), or any other equivalent qualification from a recognized institution.
- A Master's degree in the following disciplines: Commerce, Business Administration, Finance (Accounting option) will be an added advantage.
- CPA K and ICPAK membership and be in good standing.
- Experience in a government institution on public finance will be an added advantage.
- Certificate in computer proficiency for accounting packages from a recognized institution.
- Knowledge of financial reporting guidelines in the public sector.
- Demonstrable **knowledge and practical application of IPSAS** in a public sector or government institution.
- Knowledge of relevant legislations.
- Knowledge of public sector financial management systems; IFMIS experience will be an added advantage
- High integrity and strong analytical skills

2.   JNNP/SECU/2026/1:- SECURITY OFFICER

Duties and Responsibilities:-

- Guarding institutional premises, property, equipment, and installations against loss, damage, theft, or unauthorized access;
- Controlling entry and exit of persons and vehicles into and out of the institution in accordance with laid-down security procedures;
- Conducting routine patrols within the institution to maintain security and detect any security breaches or suspicious activities;
- Maintaining security occurrence books and preparing accurate incident reports;
- Enforcing compliance with institutional security rules, regulations, and safety procedures;
- Responding promptly to security incidents and emergencies in line with established procedures;
- Assisting during emergencies including fire outbreaks, accidents, and evacuations;
- Liaising with law enforcement and other security agencies when required; and
- Performing any other duties as may be assigned by the supervisor.
- Any other duty that may be assigned to you from time to time.

Requirements for Appointment

Academic, Professional and experience Requirements:-

- A Diploma in Security Management, Criminology, Forensic Studies, Disaster Management, or a related field from a recognized institution..
- Formal training in security operations, intelligence, or investigations from a recognized institution is an added advantage.
- At least Three (3) years' relevant experience in security services, with not less than One (1) year in a supervisory role, preferably in a public institution or TVET environment.
- Proven experience in:
  - o Access control and perimeter security
  - o Supervision and deployment of security staff
  - o Liaison with police and other security agencies
- Occupational Safety and Health Act (OSHA)
- Ability to prepare incident, intelligence, and security risk assessment reports.
- Good command of written and spoken English and Kiswahili.
- Demonstrated leadership, integrity, and decision-making skills.
- Legal & Integrity Requirements
- No criminal record or pending criminal cases.
- Previous service in the disciplined forces or a public sector security unit.
- Training in firefighting, first aid, CCTV operations, or crowd control.
- Computer literacy and ability to use basic security and reporting systems.

3.   JNNP/SYS.ADM/2026/1:-   SYSTEM ADMINISTRATOR

Duties and Responsibilities

- Installing, configuring, maintaining, and supporting the institution's ICT systems, servers, networks, and applications;
- Managing user accounts, system access controls, data security, and backups in line with institutional ICT policies;
- Monitoring system performance, diagnosing faults, and ensuring minimal downtime;
- Ensuring ICT systems security, data integrity, and compliance with applicable ICT standards and policies;
- Providing technical support and training to staff and students on ICT systems;
- Maintaining ICT documentation, system logs, and preparing periodic reports;
- Implementing disaster recovery and business continuity measures;
- Liaising with ICT service providers, vendors, and relevant government agencies; and

- Performing any other duties as may be assigned by the supervisor in line with the mandate of the Polytechnic.
- Any other duty that may be assigned to you from time to time.

Requirements for Appointment

- A Bachelor's Degree in Computer Science, Information Technology, or a related field from a recognized institution;
- Relevant professional certifications (e.g. CCNA, MCSE, Linux, Cyber security) will be an added advantage;
- Demonstrated experience in systems administration, network management, and ICT support;
- Strong analytical, problem-solving, and communication skills;
- Demonstrated integrity and ability to work under minimal supervision.

4. JNNP/I.O/2026/1:- INTERNAL AUDITOR

Duties and Responsibilities

- Planning and executing internal audit assignments in accordance with approved audit plans and professional standards;
- Reviewing and evaluating the adequacy and effectiveness of internal controls, risk management, and governance systems;
- Auditing financial, procurement, stores, payroll, and operational systems to ensure compliance with applicable laws, regulations, and policies;
- Preparing audit reports and making recommendations for improvement;
- Monitoring implementation of audit recommendations and reporting on their status;
- Conducting investigations on suspected cases of fraud, irregularities, and misuse of public resources;
- Liaising with external auditors, oversight bodies, and management on audit matters; and
- Performing any other duties as may be assigned by the supervisor in line with the mandate of the Polytechnic.
- Any other duty that may be assigned to you from time to time.

Requirements for Appointment

For appointment to this position, a candidate must have:

- A Bachelor's Degree in Accounting, Finance, Commerce, Business Administration, or a related field from a recognized institution;
- Professional qualification such as CPA (K), CIA, ACCA, or equivalent;
- Registration with ICPAK in good standing
- Relevant experience in internal auditing, preferably in a public sector institution;

- Demonstrated knowledge of public sector financial management, risk management, and audit standards;
- High level of integrity and analytical skills.
- Any other duty that may be assigned to you from time to time.

5. JNNP/TECH/2026/1:- TECHNICIAN - ELECTRICAL & ELECTRONIC ENGINEERING

Duties and Responsibilities

The successful candidate will be responsible for:

- Assisting in the preparation, installation, operation, and maintenance of electrical and electronic training equipment and workshops.
- Supporting trainers during practical lessons, demonstrations, and assessments.
- Carrying out routine inspection, testing, troubleshooting, and repair of electrical and electronic systems and equipment.
- Ensuring safety, cleanliness, and proper storage of tools, equipment, and materials in the workshop and laboratories.
- Maintaining accurate records of tools, equipment, consumables, and maintenance activities.
- Assisting in the implementation of occupational safety and health standards within the department.
- Performing any other duties as may be assigned by the Head of Department.
- Any other duty that may be assigned to you from time to time.

<u>Requirements for Appointment</u>

Applicants must have:

- A Diploma in Electrical and Electronic Engineering or its equivalent from a recognized institution.
- At least three (3) years' relevant practical experience, preferably in a TVET institution or industrial environment.
- Registration with the Engineers Board of Kenya (EBK) or relevant professional body will be an added advantage.
- Demonstrable skills in handling electrical and electronic tools, equipment, and instructional materials.
- Knowledge of occupational safety and health requirements in electrical and electronic workshops.
- Good communication, teamwork, and interpersonal skills.
- High level of integrity and analytical skills.

6. JNNP/SEC/2026/1:- SECRETARY

Duties and Responsibilities

- Providing secretarial and administrative support services to the assigned office;
- Receiving, recording, filing, and dispatching correspondence in accordance with established procedures;
- Typing letters, reports, minutes, and other official documents;
- Managing office diaries, appointments, meetings, and travel arrangements;
- Receiving and directing visitors and telephone calls professionally;
- Maintaining proper records, files, and confidentiality of information;
- Assisting in the preparation of reports and official documents; and
- Performing any other duties as may be assigned by the supervisor in line with the mandate of the Polytechnic.
- Any other duty that may be assigned to you from time to time.

Requirements for Appointment

For appointment to this position, a candidate must have:

- A KCSE certificate with a minimum mean grade as prescribed in the TVET establishment;
- Secretarial Studies or Office Administration Certificate/Diploma from a recognized institution;
- Proficiency in computer applications including word processing, spreadsheets, and email;
- Good communication, organizational, and interpersonal skills;
- Demonstrated integrity and ability to work under minimal supervision

Hard copies of the application letter, Application Form, CV, Professional Certificates and other testimonials should be sent or handed delivered to the Institute on or before Friday 18th February, 2026 by 5:00 pm and addressed to:

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The Chief Principal/Council Secretary
Jeremiah Nyaga National Polytechnic
PO BOX 1264 – 60100
EMBU
Email: **https://jnnp.ac.ke**

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Please note that:

i. Jeremiah Nyaga National Polytechnic is an equal opportunity employer. Persons with disabilities, youth and persons from marginalized groups and minority communities who meet the requirement of the advertised jobs are encouraged to apply.
ii. Shortlisted candidates shall be required to produce Originals of their National ID, academic and professional certificates and transcripts during interviews.
iii. It is a criminal offence for any applicant to provide false information and document in the job application.
iv. Canvassing will lead to automatic disqualification.
v. Successful candidates will be required to provide clearances forms from KRA, DCI (Police Clearance), EACC, HELB and CRB.