



VACANCY ADVERTISEMENT

Jeremiah Nyaga National Polytechnic, a Public TVET Institution established under the TVET Act, 2013 invites applications from qualified and motivated candidates for the positions listed below:-

TERMS OF SERVICE:- PERMANENT

1. JNNP/I.A/2026/2:- INTERNAL AUDITOR – RE-ADVERTISEMENT

(BASIC SALARY KSH 39,000)

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.

ENTRY 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.

2. DRIVER JNNP/DRV/2026/1
(BASIC SALARY KSH 14,610)

DRIVER

DUTIES AND RESPONSIBILITIES

- Operate vehicles safely and obey all traffic laws and regulations.
- Transport passengers, goods, or materials to designated locations on time.
- Inspect the vehicle before and after trips to ensure it is in good working condition.
- Perform basic vehicle maintenance, such as checking fuel, oil, tire pressure, brakes, and coolant levels.
- Keep the vehicle clean and presentable at all times.
- Report mechanical problems or accidents promptly to the supervisor or employer.
- Maintain accurate records of trips, mileage, fuel consumption, and vehicle maintenance.
- Plan efficient routes to avoid delays and ensure timely arrivals.
- Load and unload goods safely when required.
- Ensure the safety and security of passengers, cargo, and the vehicle.
- Follow company policies and comply with transportation regulations.
- Assist passengers with boarding, luggage, or special needs when necessary.
- Maintain confidentiality regarding company or passenger information.
- Respond appropriately to emergencies, including accidents or vehicle breakdowns.
- Renew and maintain valid driving licenses and any required certifications.

ENTRY REQUIREMENTS FOR APPOINTMENT:

- Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent from a recognized institution.
- A valid driving license free from any current endorsements for the class(es) of vehicle to be driven. (B3, C1, D1, D2 and D3.)
- Passed the Occupational Trade Test Grade III (or higher) for drivers from a recognized institution.
- A Defensive Driving Certificate from a recognized institution.
- A First Aid Certificate lasting not less than one (1) week from a recognized institution (added advantage where applicable).
- At least three (3) years' driving experience with a clean driving record.
- Experience driving in a public institution or corporate environment is an added advantage.
- Mechanical and automotive knowledge will be an added advantage.

3. Supply Chain Management Officer JNNP/SCMO/2026/1

(BASIC SALARY KSH 39,000)

Duties and Responsibilities of Supply Chain Management Officer

- Plan and coordinate procurement of goods, works, and services.
- Ensure compliance with procurement laws, regulations, and policies.
- Prepare tender and procurement documents.
- Manage supplier selection, contracts, and performance.
- Process purchase orders and monitor timely deliveries.
- Maintain procurement records and reports.
- Manage inventory and stores operations.
- Coordinate inspection and acceptance of supplies.
- Support disposal of obsolete and unserviceable assets.
- Promote value for money, transparency, accountability, and ethical procurement practices.
- Supervise and mentor junior procurement and stores staff where applicable.
- Assist in the development, review, and implementation of procurement and stores policies and procedures.
- Participate in budget preparation by providing procurement and supply chain information.
- Conduct periodic stocktaking and asset verification and prepare reconciliation reports.
- Advise management on procurement policies, procedures, and supply chain management best practices.
- Perform any other lawful duties as may be assigned by the Head of Supply Chain Management, Principal, or other authorized officer.

ENTRY REQUIREMENTS FOR SUPPLY CHAIN MANAGEMENT OFFICER

- Bachelor's Degree in Supply Chain Management, Procurement and Logistics, Purchasing and Supplies Management, Commerce (Procurement/Supply Chain Option), Business Administration (Procurement Option), or an equivalent qualification from a recognized institution.
- Membership with the Kenya Institute of Supplies Management (KISM).
- Valid KISM Practicing Certificate, where applicable.
- At least three (3) years of relevant work experience in procurement and supply chain management.
- Knowledge of the Public Procurement and Asset Disposal Act, 2015 and its Regulations.
- Knowledge of the Public Finance Management Act, 2012.
- Knowledge of government procurement procedures, inventory management, and contract management.
- Proficiency in computer applications, including Microsoft Office Suite and IFMIS/e-procurement systems.
- Strong analytical, communication, interpersonal, and organizational skills.
- High level of integrity, accountability, and professionalism.
- Ability to work independently and as part of a team.

4. Assistant Supply Chain Management Officer JNNP/ASCMO/2026/1
(BASIC SALARY KSH 28,000)

Duties and Responsibilities of an Assistant Supply Chain Management Officer

- Assist in the preparation and implementation of the Annual Procurement Plan (APP).
- Participate in procurement of goods, works, and services in accordance with the Public Procurement and Asset Disposal Act and Regulations.
- Prepare and process purchase requisitions, requests for quotations, tender documents, and Local Purchase Orders (LPOs).
- Maintain accurate procurement and stores records, files, and databases.
- Receive, inspect, and verify goods delivered against purchase orders and delivery notes.
- Assist in inventory management, including stock taking, stock reconciliation, and maintaining stock registers.
- Monitor stock levels and initiate replenishment requests to prevent stock shortages.
- Issue stores items to user departments and maintain proper issue and receipt records.
- Assist in supplier evaluation, registration, and performance monitoring.
- Support contract administration by monitoring supplier compliance with contractual obligations.
- Prepare procurement, stores, and inventory reports for management.
- Ensure safe custody and proper storage of institutional assets and supplies.
- Participate in disposal of obsolete, unserviceable, and surplus stores in accordance with applicable regulations.
- Ensure compliance with procurement laws, government policies, and institutional procedures.
- Liaise with user departments, suppliers, and other stakeholders on procurement and supply matters.
- Assist during internal and external audits by providing procurement and stores documentation.
- Maintain confidentiality, integrity, and professionalism in all procurement processes.
- Any other lawful duties assigned by the Supervisor or Head of Supply Chain Management.

ENTRY REQUIREMENTS FOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER.

- Diploma in Supply Chain Management, Procurement and Logistics, Purchasing and Supplies Management, or an equivalent qualification from a recognized institution.
- Bachelor's degree in Supply Chain Management, Procurement and Logistics, Purchasing and Supplies Management, or a related field will be an added advantage.
- Membership with the Kenya Institute of Supplies Management (KISM) is an added advantage.
- Knowledge of the Public Procurement and Asset Disposal Act, 2015 and its Regulations.
- Knowledge of the Public Finance Management Act, 2012.
- Basic knowledge of procurement procedures, stores management, inventory control, and contract administration.
- Proficiency in computer applications, including Microsoft Office Suite and IFMIS/e-procurement systems

- Good analytical, organizational, and problem-solving skills.
- Good communication and interpersonal skills.
- Ability to work effectively in a team and under minimal supervision.
- High level of integrity, accountability, and professionalism.
- Fulfil the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
- Relevant work experience in procurement or supply chain management will be an added advantage.

Hard copies of the application letter, Application Form, CV, Professional Certificates and other testimonials should be sent or hand delivered to the Polytechnic on or before Wednesday 26th August, 2026 by 5:00 pm and addressed to:

Application forms can be downloaded from our [website:www.jnnp.ac.ke](http://www.jnnp.ac.ke)

The Chief Principal/Council Secretary
Jeremiah Nyaga National Polytechnic
PO BOX 1264 – 60100
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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.
- vi. Only shortlisted candidates will be contacted.

