



# NYANDARUA NATIONAL POLYTECHNIC

P.O BOX 2033 – 20300, NYAHURURU

Cell:0727-256001

EMAIL ADDRESS:nyandarupolytechnic@gmail.com

info@nyandaruanationalpoly.ac.ke

Website:www.nyandaruanationalpoly.ac.ke



1<sup>st</sup> February 2022

## **VACANCY ANNOUNCEMENT**

Nyandarua National Polytechnic wishes to recruit competent and qualified persons to fill the following positions

### **SECRETARY III, JOB GROUP H (3 Posts)**

#### **Duties and Responsibilities:**

- Handle incoming and outgoing telephone calls to ensure timely communication passed on to the relevant office;
- Operate office equipment in printing and photocopying documents to provide administrative assistance to the institution;
- Prepare responses to simple routine correspondences in a timely manner;
- Assist the head of department in preparation of presentations materials and other documentations for internal and external circulation;
- Organize administration records and correspondences to ensure easy accessibility to the documentation/ information whenever required;
- Classify documents and materials to ensure security and confidentiality of office records
- Receive and attend to visitors and clients in a professional and courteous manner and direct them to the respective offices;
- Monitor cleanliness of the office and ensure that the office is well-managed to promote a good working environment; and
- Maintain of an efficient, smooth and easily accessible filing system to ensure required documents are traced in an efficient manner.

#### **Qualifications Knowledge and Skills:**

- Kenya National Examination Council exams in Shorthand III, Typewriting III, Business English III, Office Practice II, Commerce II, Secretarial Duties II or
- Diploma in Secretarial Studies.

### **ASSISTANT SUPPLY CHAIN OFFICER, JOB GROUP J (1 Post)**

#### **Duties and Responsibilities:**

- Preparing tender and prequalification documents for expression of interest;
- Assist in preparation of purchase orders;
- Ensuring timely delivery of goods and services;



**NyNP IS ISO 9001:2015 CERTIFIED**



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- Ensuring safe storage and distribution management of stores;
- Overseeing receiving and issuing of stores;
- Assist in carrying out supply evaluation and appraisals;
- Maintaining and updating supplier information;
- Assist in disposal of idle stores and equipment; and
- Ensuring safe custody of the polytechnic's property.

## **Qualifications Knowledge and Skills:**

- Bachelor's degree in any of the following disciplines: - Commerce/ Business Administration, (Supplies Management Option), Procurement and Supplies Management or its equivalent from a recognized institution
- At least two (2) years experiences in supply chain management;
- A registered member of Kenya Institute of Supplies Management(KISM); and
- Certificate in computer applications from a recognized institution.

## **SUPPLY CHAIN CLERK, JOB GROUP G (1 Post)**

### **Duties and Responsibilities**

- Attend to store enquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
- Issue and receipt of stores for storage and for timely issuance to the user department
- Maintain accurate and up to date store records for accountability purposes and
- Label the stock as received to support easy identification, and to protect against theft.
- Conduct stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes.
- Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service
- Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents

## **Qualifications Knowledge and Skills:**

- Craft Certificate in Procurement and Supply Chain Management or its equivalent from a recognized institution
- A registered member of Kenya Institute of Supplies Management (KISM); and
- Certificate in computer applications.





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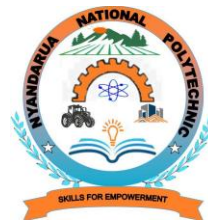
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In compliance to article six (6) of the constitution of Kenya, the applicant should provide:

- Valid certificate of good conduct
- Tax compliance certificate
- HELB clearance

Interested persons who meet the above qualifications should send their applications accompanied by a detailed CV, certified copies of academic and professional certificates and other testimonials to the undersigned on or before **Friday 25<sup>th</sup> February 2022** or deliver in person to the polytechnic during working hours.

The Chief Principal,

The Nyandarua National Polytechnic,

P.O Box 2033-20300,

**NYAHURURU.**

*NB: Nyandarua National Polytechnic is an equal opportunity employer*



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