NYANDARUA NATIONAL POLYTECHNIC

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2nd August 2023

VACANCY ANNOUNCEMENT

Nyandarua National Polytechnic seeks qualified candidates to fill the following positions.

1. SYSTEM ADMINISTRATOR, JOB GROUP K – 1 Position

Duties and Responsibilities

(i) Prepare section budget and work plan to guide service delivery in the unit.

(ii) Allocate work, supervise and evaluate the performance of Subordinates reporting to this position.

(iii) Coordinate the automation process and user support activities to ensure effective delivery of the ICT services to the organization.

(i) Maintain and administer computer networks and related computing components such as computer hardware, systems software, applications software and all configurations to ensure system dependent institution operations function as per the SLAs.

(ii) Ensure that virus protection software is installed on all computers and are updated regularly.

(iii) Perform regular diagnosis, trouble shooting and resolve hardware and software problems that may slow or fail operations of the institution.

(iv) Analyze information to determine, recommend and plan installation of a new system or modification of an existing systems.

(v) Deploy workstations, servers, printers, scanners, firewall, encryption systems and all host security systems.

(vi) Monitor and minimize software deviation through test routine systems backups and restores to ensure optimum system

(vii) Conduct regular network and security audits to continuously manage systems security to avoid data loss.

(viii) Assess, gather, analyse user needs and requirements and provide solutions on a daily basis.

Qualifications Knowledge and Skills

(i) Bachelor is Degree in Information Communication Technology or Computer Science/Engineering or any other relevant equivalent qualification from a recognised Institution.

(ii) Registered member with ICT Authority of Kenya

(iii) MCP

(iv) Oracle

(v) CISCO

(vi) Conversant with the following languages CCN, A, N+.

(vii) Certified Information System Analyst (CISA)

ICT OFFICER II, JOB GROUP H – 1 Position

Duties and Responsibilities

(i) Ensuring repairs and maintenance of ICT equipment;

(ii) Providing advisory services to departments/divisions/sections/units on matters related to ICT;

(iii) Assist in setting and configuring of Local and Wide Area Networks (LAN & WAN);

(iv) Taking charge of daily computer operations;

(v) Supervising operations at the computer laboratories;

(vi) Assist in training the Polytechnic's staff on the use of computers and relevant software packages;

(vii) Assist in developing customized applications; and

(viii) Assist in carrying out research and development on ICT standards, guidelines and approaches and coordinating their constant and efficient applications in the Polytechnic.

Qualifications Knowledge and Skills

(i) Diploma in Computer Studies / Information Technology or its equivalent from a recognized institution; and

(ii) Good communication and interpersonal skills.

HUMAN RESOURCE OFFICER, JOB GROUP K

Duties and Responsibilities

i. Develop the human resource planning policy and procedures in line with the institution overall policy.

ii. Advise the Council on matters relating to Human Resource policies so as to make informed decisions.

iii. Act as the link between the management and the union through negotiations formulation of agreements such as collective bargaining agreements to ensure smooth Labour relations in the institution.

iv. Organize human resource trainings and development through liaison with other departments

to establish human resource needs.

    v.   Administer staff appraisal forms and review the staff annual appraisals reports to monitor staff performance in the institution.

    vi.   Conduct recruitment, appointment and induction of staff to ensure the institution has the right staffing.

    vii.   Validate information collected on letters of promotion, probation, appointment to ensure accuracy of data.

    viii.   Process all approved staff leaves in line with the leave schedule to ensure no overlaps.

    ix.   Manage and update the payroll to ensure compliance with the payroll process and government regulations.

    x.   Handle the staff discipline and grievances issues to ensure that best practice in the management of discipline is instilled in the institution.

    xi.   Review employment and working conditions to ensure legal compliance.

    xii.   Provide counselling and guidance services to the staff to promote staff welfare and wellness.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor degree in Human Resource Management **OR** any Bachelor's degree in a relevant Social Science discipline from a recognized institution with a Diploma or Higher Diploma in Human resource management or equivalent qualification;

(ii) Higher National Diploma in human resource management or CHRP Part III;

(iii) Membership of IHRM(K) with a valid practicing license; and

(iv) Certificate in computer applications from a recognized institution.

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

Duties and Responsibilities;

    i.   Preparing tender and prequalification documents for expression of interest;

    ii.   Assist in preparation of purchase orders;

    iii.   Ensuring timely delivery of goods and services;

    iv.   Ensuring safe storage and distribution management of stores;

    v.   Overseeing receiving and issuing of stores;

    vi.   Assist in carrying out supply evaluation and appraisals;

    vii.   Maintaining and updating supplier information;

    viii.   Assist in disposal of idle stores and equipment; and

    ix.   Ensuring safe custody of the polytechnic's property.

Qualifications Knowledge and Skills:

(i) 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

(ii) At least two (2) years experiences in supply chain management;

(iii)A registered member of Kenya Institute of Supplies Management (KISM); and

(iv)Certificate in computer applications from a recognized institution.

Interested persons who meet the above qualifications should submit their hard copy applications accompanied by a copy of National Identification card, detailed CV, certified copies of academic and professional certificates and other testimonials to the undersigned on or before **Friday 18th August 2023** or deliver in person to the polytechnic during working hours.

The Chief Principal,

Nyandarua National Polytechnic,

P.O Box 2033-20300,

NYAHURURU.

Note:

1. **Successful candidates** will be expected to fulfil the requirement of chapter six by providing the following documents before appointment.

    i. Certificate of Good Conduct from the Directorate of Criminal Investigations.
    ii. Clearance Certificate from the Higher Education Loans Board.
    iii. Tax Compliance Certificate from the Kenya Revenue Authority.
    iv. Clearance from the Ethics and Anti-Corruption Commission.
    v. Report from an Approved Credit Reference Bureau.

2. Only shortlisted candidates will be contacted.

Nyandarua National Polytechnic is an equal opportunity employer