



NYANDARUA NATIONAL POLYTECHNIC

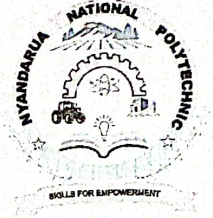
P.O BOX 2033 – 20300, NYAHURURU

Cell:0727-256001

EMAIL ADDRESS: nyandarupolytechnic@gmail.com

info@nyandaruanationalpoly.ac.ke

Website: www.nyandaruanationalpoly.ac.ke



13th September 2024

VACANCY ANNOUNCEMENT

Nyandarua National Polytechnic seeks to recruit suitable candidates to fill the following vacant positions:

1. AUTOMOTIVE ENGINEERING TECHNICIAN, JOB GROUP H - 1 Position

Duties and Responsibilities

- (i) Provide support to trainers and trainees in solving technical problems and practicals.
- (ii) Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- (iii) Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the head of department
- (iv) Requisition for consumables to ensure they are replenished in a timely manner and organized in a way that they are easily traced
- (v) Prepare maintenance schedule for all the workshop equipment for approval by head of department and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to
- (vi) Advice the head of department on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- (vii) Segregate non- functional equipment and machinery to promote safety in the workshop

APPROVED
FOR CIRCULATION
13/9/2024

- (viii) Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
- (ix) Report breakdown of machinery and equipment to the head of department to advice on replacement needs
- (x) Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals
- (xi) Undertake regular maintenance of machinery in the workshop
- (xii) Asses vehicles and or machinery to accurately diagnose and repair

Requirement for Appointment

For appointment to this grade a candidate must have:

- (i) Diploma in Automotive Engineering
- (ii) Three (3) years relevant experience
- (iii) Certificate in computer applications
- (iv) Certificate of good Conduct

2. MECHANICAL ENGINEERING TECHNICIAN, JOB GROUP H -1 Position

Duties and Responsibilities

- i. Provide support to trainers and trainees in solving technical problems and practicals.
- ii. Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop
- iii. Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the head of department
- iv. Requisition for consumables to ensure they are replenished in a timely manner and organized in a way that they are easily traced

- v. Prepare maintenance schedule for all the workshop equipment for approval by head of department and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to
- vi. Advise the head of department on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for
- vii. Segregate non- functional equipment and machinery to promote safety in the workshop
- viii. Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery
- ix. Report breakdown of machinery and equipment to the head of department to advice on replacement needs
- x. Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals.
- xi. Undertake regular maintenance of machinery in the workshop

Requirement for Appointment

For appointment to this grade a candidate must have:

- i. Diploma in Mechanical Engineering
- ii. Three (3) years relevant experience
- iii. Certificate in computer applications
- iv. Certificate of good conduct

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 **26th September 2024** or deliver in person to the polytechnic during working hours.

APPROVED
13/9/2024

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

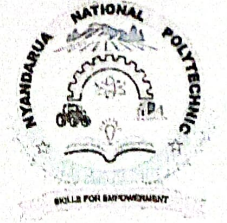
P.O BOX 2033 – 20300, NYAHURURU

Cell:0727-256001

EMAIL ADDRESS: nyandaruapolytechnic@gmail.com

info@nyandaruanationalpoly.ac.ke

Website: www.nyandaruanationalpoly.ac.ke



13th September 2024

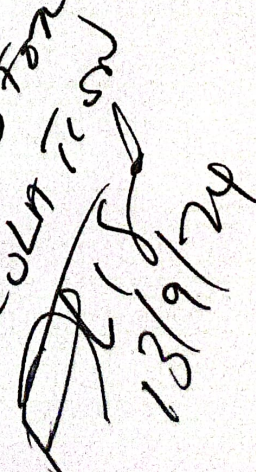
VACANCY ANNOUNCEMENT

Nyandarua National Polytechnic seeks to recruit suitable candidates to fill the following vacant position:

1. Electrical Assistant Technician II, Job Group F – 1 position

Duties and Responsibilities

- (i) Issue the trainees with the required training resources during electrical practicals to ensure that they run smoothly
- (ii) Supervise the trainees while in the workshop to ensure that all the health and safety procedures are observed while in the workshop
- (iii) Clean the workshop and equipment in the workshop to ensure conducive working environment
- (iv) Maintain the security of equipment and materials in the workshop by ensuring the workshop is opened and locked at appropriate times
- (v) Store the workshop equipment at the right location to ensure easier traceability when required and for security purposes
- (vi) Clearly label the cabinets in the workshop to ensure equipment and materials are easily traced
- (vii) Provide assistance to the technician in the preparation of practicals sessions by setting up apparatus/ equipment required for practicals
- (viii) Assist technician in maintaining electrical workshop inventories

Approved for
Circulation

13/9/24

- (ix) In consultation with technician advice head of department on workshop budget requirements
- (x) Carry out general maintenance on electrical equipment and machinery in the workshop and within polytechnic.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Craft Certificate in electrical engineering
- (ii) 2-3 Years relevant experience
- (iii) Certificate in computer applications
- (iv) Certificate of good conduct

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 **26th September 2024** 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.