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NYANDARUA NATIONAL POLYTECHNIC

7th February 2023

VACANCIES ANNOUNCEMENT-RE-ADVERTISEMENT

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

1. SENIOR SECURITY OFFICER, JOB GROUP H – 1 Position

Duties and responsibilities

- i. Implement departmental strategy, security policies and security policy frameworks to ensure efficient and effective management of security processes in the institution.
- ii. Lead in the development of operational and tactical security work plans and schedules, including shifts and work station assignments to ensure cohesion of the team and seamless departmental operation.
- iii. Coordinate periodic security risk assessment to determine and plan for key priority areas in order to reduce exposure to liabilities.
- iv. Lead in the review of security policies and procedures to take into account security priorities to facilitate optimal operational of the department.
- v. Deliver security solutions at the institution within the agreed framework and oversee the implementation of security initiatives to ensure achievement of departmental objectives according to the strategic plan.
- vi. Implement and manage comprehensive safety and security education and awareness program for employees and security personnel to ensure all institutional participants observe proper security practices.
- vii. Review and escalate issues, assess satisfaction of services provided and identify action plans for improvement or change in security strategy, to ensure quality security standards are maintained.
- viii. Ensure all security officers are equipped with the necessary work skills and updated on a continuous basis to facilitate the achievement of the overall institutional deliverables.
- ix. Develop reports including daily occurrence reports, transit reports, background check reports, VIP and safety and security reports to ensure security issues are handled in a timely manner.
- x. Maintain staff work record and updates to ensure proper documentation and accountability.
- xi. Handle staff disciplinary issues in the security department and enhance peaceful coexisting of staff and achievement of departmental objectives.
- xii. Carry out performance appraisals in the security section to ensure the performance management process

Requirements for Appointment

- (i) Diploma in security related field from a recognized institution;
- (ii) Five (5) years relevant experience in disciplined forces 3 of which must be in decision making preferably in the ranks of a major, senior superintendent of police or above.

Or

- (i) Certificate in security relate field from a recognized institution;
- (ii) 10 years' experience in disciplined forces 5 of which must be in decision making preferably in the ranks of a major, senior superintendent of police or above.

2. SECURITY OFFICER II , JOB GROUP F- 1 Position

Duties and Responsibilities:

- I. Monitor points of access in the institution and its building to allow entry only to authorized individuals
- II. Conduct vehicle and visitor searches and register guests in accordance with approved guidelines to ensure in compliance to the security standards in the institution.
- III. Inspect movement of all items in and out of the institution premises to ensure proper accountability
- IV. Monitor parking of the cars according to designated parking slots to ensure proper order and usage of spaces.
- V. Carry out regular patrol around institutions to ensure its entire staff and assets are safe
- VI. Open and close the institution gate and other access areas to ensure continuous security all the time.

Requirements for Appointment

- (i) Certificate in security related field from a recognized institution;
- (ii) Certificate of Good Conduct from the Kenya Police Service; and
- (ii) At least 2 years' relevant experience

3. INTERNAL AUDITOR, JOB GROUP K- 1 Position

Duties and Responsibilities

- i. Supervise the staff in the Internal Audit function.
- ii. Analyze the institution's financial documentation and reports to identify audit issues to be addressed;
- iii. Monitor management implementation of audit recommendations to ensure gaps in implementation are identified and appropriate interventions developed;
- iv. Communicate any loopholes within the institution's structure, and recommend appropriate solutions, to ensure minimal disruptions to business operations from an unsupportive structure;
- v. Assess and research the institution's risk management process' suitability and record the results to make recommendations on possible enhancements to the process;
- vi. Prepare audit reports that reflect institution's audit results for review and presentation to management, and to ensure the whole process is documented;

- vii. Prepare a memorandum of audit finding, to ensure adequate documentation exists to support all the completed audits and conclusions;
- viii. Conduct a review of information control for the organization's system operating procedures, backup and disaster recovery, communication control, security systems and system maintenance, to avoid system breakdowns;
- ix. Assess all the institution's internal control procedures and security for the systems which are under development, and upgrade them to current versions for enhanced efficiency and ease in use; and
- x. Train other audit staff on the use of computerized audit techniques and methods for ease in the use of the techniques.

Requirements for Appointment

- (i) Bachelor of Commerce degree (Accounting/Finance option), Auditing, Accounting, Business Administration (Account of Finance Option) or any equivalent qualification from a recognized institution;
- (ii) Certified Public Accountant of Kenya (CPAK) or equivalent qualification from a recognized institution;
- (iii) Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or institution of Internal Auditors or any other relevant professional body;
- (iv) Three years relevant experience in an equivalent position; and
- (v) Certificate in computer applications.

4. DRIVING SCHOOL INSTRUCTOR III, JOB GROUP F – 1 Position

Duties and Responsibilities

- i. Develop lesson plans and design curriculum to ensure all areas of driving course work are covered
- ii. Teach students motor vehicle operation, road rules and safe driving practices to impart driving skills
- iii. Provide practical driving lessons on the road to ensure lesson learnt in class are put into practice
- iv. Monitor student's driving, offering advice and assistance as needed to help the students develop their driving skills.
- v. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenance
- vi. Assess student's class work and driving abilities to provide a basis of recommending issuance of driver's license to students who qualify.

Requirements for Appointment

- (i) Driving Instructor License from NTSA

- (ii) Three (3) years relevant experience
- (iii) Craft Certificate Automotive engineering from a recognized institution;
- (iv) Valid driving license for class A is preferred;
- (v) Defensive Driving Certificate from a recognized institution
- (vi) Demonstrate adequate knowledge of the Highway Code;
- (vii) Attended a First-Aid Certificate Course lasting not less than one (1) week from a recognized Institution; and
- (viii) Valid certificate of good conduct from the Kenya Police Service.

5. HUMAN RESOURCE ASSISTANT II, JOB GROUP H -1 Position

Duties and Responsibilities

- i. Provide assistance in the implementation of the human resource management and administration policies to ensure compliance with government legal and statutory requirements
- ii. Coordinate office services in the institution to ensure all operations runs smoothly
- iii. Draft letters of appointment, probation and promotion for review, approval and validation by Human Resource Officer
- iv. Administer staff appraisal and compile annual appraisal report for review by the human resource officer
- v. Respond to staffs' queries on basic HR matters to provide clarity on issues not well understood
- vi. Record data for each employee, which include information as addresses, absences, supervisory reports on performance, and dates of and reasons for terminations to ensure accurate data is maintained
- vii. Gather and compile all information relating to training needs from all the departments to facilitate proper planning of training programmes.

Qualifications Knowledge and Skills

- (i) Diploma in Human Resource Management, or its equivalent from a recognized institution; **OR** Part II (CHRP) from the Human Resource Management Professional Examination Board (HRMPEB);
- (ii) Membership of IHRM(K); and
- (iii) Certificate in computer applications from a recognized institution

6. AUDIT CLERK II, JOB GROUP G - 1 Position

Duties and Responsibilities

- i. Record all the institution's financial information and update the information to ensure the audits conducted are well informed;

- ii. Receive and record bank checks and cash vouchers so as to code them in the institution's system for future reference;
- iii. Prepare and calculate all institution's checks meant for taxes, payments and other utilities to bring together the bank's transactions records;
- iv. Update the institution's balance, the status of its loans and accounts to ensure all the payments are current and accurate for the preparation of accurate financial statements, and to support informed decision making;
- v. Verify the accuracy of calculations, postings, and figures of the institution's transactions to ensure the financial records clean;
- vi. Compile and complete tax forms and returns, the institution's workers' compensation forms, and pension contribution forms to comply with laws governing tax

Qualifications Knowledge and Skills

- (i) A Diploma in Commerce/Finance/Accounting or related field from a recognized institution
- (ii) CPA Part II
- (iii) Certificate in computer applications.

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 **Wednesday, 1st March 2023** or deliver in person to the polytechnic during working hours.

The Chief Principal,
Nyandarua National Polytechnic,
P.O Box 2033-20300,
NYAHURURU.

Please Note:

1. Those who had applied need not to reapply.
2. **Successful candidates** will be expected to fulfil the requirement of chapter six by providing the following documents.
 - i. Certificate of good conduct
 - ii. Tax compliance certificate
 - iii. HELB clearance
 - iv. Clearance from EACC
 - v. Clearance from a recognized Credit Reference Bureau(CRB)
3. Only shortlisted candidates will be contacted.

Nyandarua National Polytechnic is an equal opportunity employer