



THE MAWEGO NATIONAL POLYTECHNIC

P.O BOX 289 - 40222 OYUGIS - KENYA

CELL [TEL:0725-050-033](tel:0725-050-033) , [TEL:0784-076-282](tel:0784-076-282)

Email: info@mawegopoly.ac.ke Website: www.mawegopoly.ac.ke

VACANCIES

The Mawego National Polytechnic is a TVET institution operating under the Ministry of Education and committed to delivery of quality training in Technical and business studies. The institution is located in Rachuonyo North Sub county of Homabay County. We are currently seeking for passionate and skilled individuals to join our team in the following positions:

| S/NO. | Position | Grade | Vacancies |
|-------|------------------------|--------|-----------|
| 1. | Internal Auditor | JG 'M' | 1 |
| 2. | ICT Manager | JG 'M' | 1 |
| 3. | Human Resource Manager | JG 'M' | 1 |

1. INTERNAL AUDITOR

Duties and Responsibilities

The Internal auditor will be responsible for but not limited to the following:

- Examine all books of accounts of the polytechnic and carrying out audit checks to verify payments,
- Prepare audit reports and subsequently follow up to ensure audit recommendations are implemented.
- Assist in the development of the departments audit risk based annual work plan budget and departmental procurement plan.
- Report on risks status and mitigating actions, review and develop audit techniques and procedures,
- Review internal control systems on IT, financial and other operations and verify existence and safety of the polytechnics assets.
- Carry out compliance tests, reviewing the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place,
- Maintain custody of relevant documents and avail them to external auditors and other stakeholders as and when required,
- Review the polytechnic compliance with the relevance statutes, policies, rules, regulations, administrative government circulars and guidelines,
- Any other duty as may be assigned.

Requirements for Appointment

For appointment to this position, a candidate MUST have:

- Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance), Business Management/Administration (Accounting/Finance) or it equivalent qualification from a recognized institution;
- Served in the grade of Internal Auditor 1 or in a comparable position for a minimum period of at least four (4) years;
- Certified Public Accountant of Kenya (CPA K) or its equivalent;
- Duly registered with Institute of Internal Auditors (IIA) (Kenya Chapter) or any other relevant professional body;
- Membership to the Institute of Certified Accountants of Kenya (ICPAK).
- Demonstrated professional competence and managerial capability as reflected in work performance and results;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.



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2. ICT MANAGER

The ICT Manager will be responsible for but not limited to the following:

Duties and responsibilities

- a) Formulate and direct Information and Communication Technology (ICT) strategies, policies and plans,
- b) Evaluate user needs and system functionality, offer cost effective technology solutions while ensuring that ICT facilities meet these needs,
- c) Schedule upgrades and security backups of hardware and software systems;and keep inventory on Information Communication Technology activities;
- d) Implement, maintain and document standards for systems maintaining support systems and training of users;
- e) Oversee the running of the polytechnic's ERP Systems and server maintenance;
- f) Oversee network infrastructure, servers, databases, and cloud services providing secure access to the network to ensure confidentiality and security of the polytechnic files and databases;
- g) Ensure the smooth functioning of IT services that support online classes, virtual labs, and blended mode of learning;
- h) Ensure the college complies with data protection regulations;
- i) Any other duty as may be assigned.

Requirements for Appointment

For appointment to this position, a candidate MUST have:

- a) Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or its equivalent qualification from recognized institution;
- b) Served in the grade of Information Communication Technology Officer I or in a comparable position for a minimum period of four (4) years;
- c) Be a member of a relevant Professional Body;
- d) Demonstrated professional competence as reflected in work performance and results and
- e) Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

3. HUMAN RESOURCE MANAGER

Duties and Responsibilities

The Human Resource Manager will be responsible for but not limited to the following:

- a) Coordinate formulation and implementation of human resource strategies, policies, rules, regulations and systems;
- b) Adopt and implement human resource policies and procedures in line with statutory and regulatory requirements;
- c) Oversee human resource planning, development and management of the payroll;
- d) Establishing and managing an efficient and effective, professional and sustainable human resource management system;
- e) Coordinating training and human resource development activities for the polytechnic;



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- f) Overseeing the development of training projections and plans;
- g) Organizing the validation and authentication of academic and professional certificates for the polytechnic staff in liaison with the relevant institutions;
- h) Overseeing and managing performance management and incentive systems;
- i) Analyzing the utilization of human resource in the polytechnic and advising on proper deployment;
- j) Coordinating, monitoring and evaluating staff training and development programs;
- k) Ensuring implementation of computerized human resource management infrastructure; coordinating staff office accommodation;
- l) Managing industrial relations issues; and ensuring the safeguarding of organization's assets.
- j) Any other duty as may be assigned.

Requirements for Appointment

For appointment to this position, a candidate MUST have:

- a) Bachelor's degree in any of the following disciplines: Human Resource Management, Public Administration/ Business Management or its equivalent qualification from a recognized institution;
- b) Served in the grade of Assistant Manager, Human Resource Management Officer for a minimum period of four (4) years;
- c) Membership to a professional body such as IHRM or any other recognized professional body/association,
- d) Certificate in computer application and demonstrate proficiency in computer use and applications;
- e) Demonstrated professional competence and administrative capabilities as reflected in work performance and results.

HOW TO APPLY

If your background and competencies match the specifications of the above positions, please apply both through physical application and online. Online applications can be submitted using <https://forms.gle/sadmi1ZZ9g8TcHHA9> by attaching detailed curriculum vitae, copies of academic and professional certificates and other testimonials. Quote the title of the position you are applying for and include your telephone contact, email addresses to be received not later than **22nd November 2024**.

The applications should be addressed to:

**The Principal/ Council Secretary,
The Mawego National Polytechnic,
P. O BOX 289-40222,
Oyugis**

The Mawego National Polytechnic is an equal opportunity employer. Persons With Disability (PWD) are encouraged to apply.

Only shortlisted candidates will be contacted for interview.