



THE MAWEGO NATIONAL POLYTECHNIC

P.O BOX 289 - 40222 OYUGIS - KENYA

CELL TEL:0725-050-033 , TEL:0784-076-282

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

JOB ADVERTISEMENT

The Mawego National Polytechnic invites qualified applicants for the following positions:

1. Clinical Officer - TMNP/REC/2025/004 Job Group J (1 Position)

This position exists to examine, diagnose and treat patients in the institution's dispensary and coordinate all operations within a Clinic/Dispensary which include clinical services and management.

Duties & Responsibilities

- i. Supervise and allocate work to the nurses to ensure efficiency in delivery of services in the clinic/dispensary.
- ii. Prepare Work plan for the Clinic/Dispensary staff to guide on day to day operations of the Clinic /Dispensary.
- iii. Responsible for diagnosis and treatment of patients in the clinic through history taking and carrying out of medical examination on the patients.
- iv. Make appropriate and document patient's diagnosis for future reference during treatment.
- v. Requisition for Clinic/Dispensary's stock for replenishment from the procurement/purchase unit.
- vi. Prescribe drugs to patients depending on the results of examination and diagnosis.
- vii. Refer patients for further medical treatment to other medical center in cases where the patient's case is beyond their ability to handle.
- viii. Ensure maintenance and safety of records of the clinic's Medical equipment, tools and drugs in the Dispensary/Clinic enhance ease of tracking of the assets and budgeting.
- ix. Recommend patient's admission for further medical attention.
- x. Attend to minor surgical problems through stitching and dressing.
- xi. Ensure proper disposal of bio-hazardous materials in the Clinic/Dispensary to minimize accidents.
- xii. Maintain security of the medicine cabinets to prevent contamination of medicine or loss of medicine through pilferage.



Key Qualifications

- i. Diploma in Clinical Medicine or its equivalent
- ii. Registered with Kenya Clinical Officers Council (COC)
- iii. Minimum of 3 years working experience
- iv. Knowledge of professional standards
- v. Computer Literate

2. PHARMACEUTICAL TECHNOLOGIST- TMNP/REC/2025/005 JOB GROUP J (1 POSITION) RE-ADVERTISEMENT

This position is responsible for the provision of support routine duties in the Laboratory to ensure that the operations are running smoothly. The holder of this position shall report to the HOD, Health Sciences Department.

Duties & Responsibilities

- i. Requisition laboratory consumable to ensure they are replenished in a timely manner and laboratory operations run smoothly.
- ii. Advise the section head on the budgeting requirement for the laboratory to ensure that all the laboratory requirements are factored in the budget to promote smooth trainings.
- iii. Maintain all requisite records on the use of various laboratory equipment for accountability and future reference.
- iv. Provide technical support to the trainees during practical.
- v. Ensuring that all health and safety procedures are understood and followed correctly in the laboratories.
- vi. Segregate non-functional equipment and machine to ensure safety in the laboratory.

Minimum Academic, Professional Qualifications and Experience

- i. Diploma in Pharmaceutical Technology from a recognized institution.
- ii. Valid registration with the **Pharmacy and Poisons Board (PPB) of Kenya**.
- iii. Possession of a **valid practicing license** from the PPB.
- iv. Familiarity with the **Pharmacy and Poisons Act** and relevant regulatory guidelines.
- v. Proficiency in handling, compounding, and dispensing of medicines and laboratory reagents.
- vi. Knowledge of pharmaceutical laboratory equipment, chemicals, and safety procedures.
- vii. Ability to manage inventory, prepare practical lessons, and maintain laboratory records.
- viii. Skilled in pharmaceutical compounding, drug formulation, and preparation of extemporaneous products.
- ix. Competent in **Good Manufacturing Practice (GMP)** and **Good Laboratory Practice (GLP)**.

- x. Ability to assist instructors and students during practical sessions.
- xi. High standards of integrity and professionalism.
- xii. Good communication and interpersonal skills.
- xiii. Commitment to safety, hygiene, and cleanliness in the lab.
- xiv. Basic computer skills: word processing, data entry, and inventory systems.

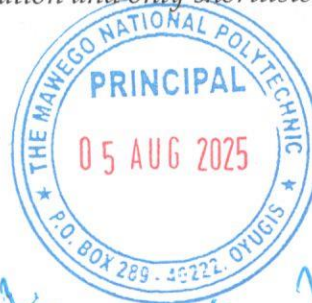
All Applications including CVs and copies of relevant certificates should be submitted electronically to the undersigned on or before 15th August 2025.

The Chief Principal
The Mawego National Polytechnic
P.O. BOX 289-40222
Oyugis

vacancies@mawegopoly.ac.ke

The Mawego National Polytechnic is an Equal Opportunity Employer – women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.



Approved for circulation