

JOB ADVERTISEMENT

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

1. ADMINISTRATIVE ASSISTANT I: TMNP/REC/2026/001 Job Group H (1 Position)

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: - ensuring security of office equipment, documents and records; recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office; planning and organizing meetings, workshop/conferences and seminars; operating office equipment; responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments; handling protocols and confirming travel itineraries;

b. Minimum Academic, Professional Qualifications and Experience

- i. Served in the grade of Administrative Assistant II or in comparable position for minimum period of four (5) years.
 - ii. Served in the grade of Administrative Assistant II or in a comparable position for a minimum period of four (4) years;
 - iii. Passed the following examinations from the Kenya National Examinations Council (KNEC);
 - Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - Shorthand III (120 w.p.m);
 - Business English III/Communications I;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
 - Commerce II;
- OR
- iv. Diploma in Secretarial Studies from the Kenya National Examinations Council.
 - v. Higher Diploma is an added advantage
 - vi. Certificate in Supervisory Skills lasting not less than two (2) weeks from a recognized institution.
 - vii. Certificate in computer applications and demonstrate proficiency in computer use and applications; and
 - viii. demonstrated professional competence as reflected in work performance and results.

Approved for circulation



2. DRIVER III: TMNP/REC/2026/002 Job Group G

a. Duties and Responsibilities

Duties and responsibilities at this level will entail: - driving vehicles and detecting common mechanical faults; carrying out minor repairs; maintaining work tickets for vehicles assigned; ensuring safety of the vehicle on and off the road; ensuring safety of passengers and goods; and maintaining cleanliness of the assigned vehicle.

b. Minimum Academic, Professional Qualifications and Experience

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent qualification from a recognized institution;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. Passed the Suitability Test for Drivers Grade II;
- iv. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution;
- v. Valid Certificate of Good Conduct from the Kenya Police;
- vi. Minimum period of four (4) years active driving experience; and
- vii. Adequate knowledge of the Highway Code.
- viii. Aged 45 years and below

3. AUTOMOTIVE ENGINEERING TECHNICIAN: TMNP/REC/2026/003 Job Group H

a. 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 section head
- iv. Requisition for consumables to ensure they are replenished in a timely manner and organize in a way that they are easily traced
- v. Prepare maintenance schedule for all the workshop equipment for approval by section head and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.
- vi. Advise the section head 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 the section to advise 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 practical



b. Requirements for Appointment

- i. Must hold a Diploma in Automotive Engineering.
- ii. Welding and Fabrication skills will be an added advantage.
- iii. Previous experience of at least 4 years in a TVET (Technical and Vocational Education and Training) institution will be an added advantage.
- iv. Demonstrated merit and shown ability as reflected in work performance and results
- v. Minimum K.C.S.E C- (Minus)
- vi. Diploma in relevant field
- vii. Computer literacy
- viii. Valid License for a relevant professional body
- ix. Knowledge of OSHA Act

4. LABORATORY TECHNICIAN TMNP/REC/2026/004 Job Group H

a. Duties and Responsibilities

- i. Cataloguing recordings and making them available when requested
- ii. Coordinating work in the laboratory to ensure efficient use is made of equipment
- iii. Ensuring that all health and safety procedures are understood and followed correctly
- iv. Ensuring that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored
- v. Maintaining and repairing equipment and laboratory apparatus
- vi. Preparing equipment and chemicals before practical lessons
- vii. Record keeping, e.g for students' practical sessions, tracking methods, results, etc
- viii. Running trials of experiments prior to classes and then demonstrating techniques for experiments
- ix. Supporting the work of academic staff in classes and laboratory sessions and giving technical advice to staff and students
- x. To liaise with academic staff to discuss timetables, equipment requirements and work plans for practical sessions

b. Requirements for Appointment

- i. Diploma in Science Laboratory Technology
- ii. 3 years' experience in a science laboratory.
- iii. Registration with relevant professional bodies.
- iv. Knowledge of quality assurance and accreditation requirements.
- v. Excellent communication, teamwork, and integrity

5. AQUACULTURE TECHNICIAN TMNP/REC/2026/005 Job Group H

a. Duties and Responsibilities

- i. Cataloguing recordings and making them available when requested
- ii. Coordinating work in the laboratory to ensure efficient use is made of equipment
- iii. Ensuring that all health and safety procedures are understood and followed correctly
- iv. Ensuring that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored



- v. Maintaining and repairing equipment and laboratory apparatus
- vi. Preparing equipment and chemicals before practical lessons
- vii. Record keeping for students' practical sessions, tracking methods, results
- viii. Maintaining water quality for within the culture systems.
- ix. Assisting trainees with their practical lessons.
- x. Any other duties that may from time to time be assigned
- xi. To liaise with academic staff to discuss timetables, equipment requirements and work plans for practical sessions

b. Requirements for Appointment

- i. Diploma in Aquaculture
- ii. 3 years' experience
- iii. Knowledge of quality assurance and accreditation requirements.
- iv. Excellent communication, teamwork, and integrity

All Applications including CVs and copies of relevant certificates should be sent electronically to the undersigned on or before 28th July 2026.

**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

Handwritten signature and text: "Mawego to Candidates"

