

Reference Number: MaaNP/ADM/JOB/ADV/VOL.1/16/2025Date: 28<sup>th</sup> July, 2025**JOB ADVERTISEMENT**

The Maasai National Polytechnic invites applications from suitably qualified persons to be considered for appointment to the following vacant positions:

**1. MTTI/HR/01/2025: FINANCE OFFICER (Re-advertisement)****Responsibilities for the job:**

- i. Organize, direct, control, and coordinate the preparation of budgetary planning and Processes.
- ii. Ensuring compliance with government financial regulations.
- iii. Preparing financial reports, including annual budget execution reports, and quarterly Financial.
- iv. Interpret and implement financial policies and provide strategic advice and guidance on all issues of financial management
- v. Budget controls by monitoring and controlling expenditures within the approved budget.
- vi. Ensuring the provision of adequate financial resources for the Polytechnic's operations.
- vii. Any other duty assigned

**Qualifications and Requirements**

- i. A Bachelor's Degree in Commerce (Finance/Accounting Option) or related, and be in possession of CPA(K) or its recognized equivalent qualification from a recognized Institution or its equivalent.
- ii. Have proven financial management experience of a minimum of three (3) years in the grade of Accountant II or in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- iii. Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting and risk management
- iv. Proficiency in financial software and Microsoft Excel, strong analytical and problem solving skills, excellent attention to details, and effective communication and interpersonal abilities.
- v. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)

**2. MTTI/HR/02/2025: NURSE (Re-advertisement)****Job Responsibilities**

Duties and responsibilities at this level will entail:-

- i. Providing and planning nursing services at the Polytechnic's Outpatient Clinic.
- ii. Assessing patients need for nursing services.
- iii. Verify and maintain information related to patients' health records; and

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# THE MAASAI NATIONAL POLYTECHNIC

P.O Box 125-01100, Kajiado-Kenya

Cell: +254 723433333

[emailinfo@masaitch.ac.ke](mailto:emailinfo@masaitch.ac.ke)

Website: [www.maapn.ac.ke](http://www.maapn.ac.ke)



- iv. Keeping records of drugs and other supplies.
- v. And any other duties assigned.

## Qualifications and Requirements

For appointment to this grade an officer must have:

- i. Have a Kenya Certificate of Secondary Education mean grade C (plain) or its equivalent qualification.
- ii. Have a Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized Institution; and
- iii. Be registered by the Nursing Council of Kenya.
- iv. Certificate in computer application skills.

### 3. MTTI/HR/03/2025: OFFICE ADMINISTRATOR

#### (a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Receiving and dispatching mail;
- ii. Handling correspondence;
- iii. Ensuring the security of documents, equipment and files including classified matter;
- iv. Facilitating and Assisting in the smooth running of the office;
- v. Receiving and attending to visitors; and
- vi. Making telephone calls.
- vii. Ensuring timely communication on seminars, workshops, departmental and Board of Governors meetings;
- viii. Responsible for official e-mail;
- ix. Prepare responses to simple routine correspondence;
- x. Management and control of visitors in the office;
- xi. Maintain back-up system liaison with Information Communication Technology Unit;
- xii. Oversee telephone, secretarial and registry service
- xiii. Provide general office services.
- xiv. And any other duties assigned.

## Requirements for Appointment

- i. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or its equivalent from a recognized Institution with at least three (3) years' experience;
- ii. Certificate of Good Conduct from the Kenya Police Service;
- iii. Certificate in computer applications; and
- iv. Demonstrated merit and shown ability as reflected in work performance and results.



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## 4. MTTI/HR/04/2025: INTERN - SUPPLY CHAIN MANAGEMENT

### (a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- i. Receiving, storing, shelving, labeling and issuing of stores;
- ii. Posting and updating of issued stores to the automated ledger;
- iii. Cleaning and ensuring neatness of the stores and safe storage;
- iv. Distribution management;
- v. Identifying idle stores and equipment;
- vi. Ensuring safe custody of the Polytechnic's mobile property;
- vii. Guarding of wastage and misuse of stores;
- viii. Receiving and issuing of stores; and stock-taking, reconciliation, preparation and maintenance of stock records.
- ix. Attend to store inquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
- x. Issue and receipt of stores for storage and for timely issuance to the user department.
- xi. Label the stock as received to support easy identification, and to protect against theft.
- xii. Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents.
- xiii. And any other duties assigned.

### Requirements for Appointment

For appointment, a candidate must have:-

1. Diploma in Procurement and Supply Chain Management/ Stores Management or its equivalent from a recognized institution; and
2. Certificate in computer applications.

## 5. MTTI/HR/05/2025: HUMAN RESOURCE OFFICER

### Duties and responsibilities

- i. Planning, organizing, coordinating and administering all human resources and administration activities in the Polytechnic;
- ii. Overseeing development and review of human resource and administration plans, strategies, policies, rules and regulations;
- iii. Monitoring and coordinating implementation of human resource management policies, rules and regulations;
- iv. Developing and institutionalizing performance management process;
- v. Maintaining professional human resource management standards;
- vi. Advising on human resource planning, career development and succession management.
- vii. Coordinating organizational development and job reviews and advising on and review of Career Progression Guidelines;







- viii. Interpreting labour laws and other statutes that impact on human resources in the Polytechnic as well as coordinating industrial relations and staff welfare;
- ix. Spearheading the development and implementation of a human resource management system;
- x. Spearheading assessment of skills and competence needs for the organization;
- xi. Overseeing budgeting, allocation and optimal utilization of training resources and opportunities;
- xii. Reviewing of terms and conditions of service;
- xiii. Ensuring proper utilization of human resources in the Polytechnic and advising on proper deployment;
- xiv. Ensuring compliance with all the statutory and regulatory requirements relating to Human Resource and Administration; and
- xv. Managing and developing staff.
- xvi. Supervise payroll processing.
- xvii. And any other duties assigned.

**Job Requirements**

For appointment to this/her grade, a candidate must:

- i. Have a Bachelor's degree in any of the following disciplines:- Human Resource Management, Industrial Relations, Business Administration, Personnel Management, Public Administration or any relevant Social Science discipline or its equivalent from a recognized institution;
- ii. Have Diploma in any of the following disciplines:- Human Resource Management, Human Resource Development, Industrial Relations, Business Administration or its equivalent from a recognized institution;
- iii. Certificate in a management Course lasting not less than three (3) weeks from a recognized institution, shall be an added advantage;
- iv. Have Certificate in computer applications from a recognized institution;
- v. Been registered by the relevant professional body; and
- vi. Have shown integrity, good interpersonal and communication skills;
- vii. Be result oriented and a team player; and
- viii. Demonstrated professional competence in human resource management work as reflected in work performance and result.

**6. MTTI/HR/06/2025: INTERN - HUMAN RESOURCE MANAGEMENT****(a) Duties and Responsibilities**

- (i) Assisting in developing human resource policies and procedures;
- (ii) Assist in recruitment and deployment of staff;
- (iii) Assist in the development, monitoring and implementation of training and development Programmes.
- (iv) Salary administration and Industrial Relations matters.
- (v) Understanding of labor laws and disciplinary procedures
- (vi) Handle staff welfare matters.
- (vii) Liaises with Heads of Departments on human resource management issues arising
- (viii) Administering staff performance appraisals;
- (ix) Processing pension documents and other staff benefits.
- (x) And any other duties assigned.





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## (b) Requirements for Appointment

- i. Degree in any of the following disciplines:- human resource management, industrial relations, business administration, personnel management, public administration or any relevant social science discipline or its equivalent from a recognized institution;
- ii. Certificate in computer applications;
- iii. Registration by the Institute of Human Resource Management (IHRM) or any other relevant professional body.
- iv. Shown integrity, good interpersonal and communication skills; and
- v. Demonstrated professional competence in human resource management work as reflected in work performance and results.

Interested and qualified applicants are advised to download and fill MTTI employment form and scan together with copies of application letter, CV, ID, Academic & Professional Certificates and Testimonials and send to;

**Chief Principal/Secretary BOG**  
**The Maasai National Polytechnic**  
**P O Box 125-01100**  
**KAJIADO**

Or send via email address [info@masaitch.ac.ke](mailto:info@masaitch.ac.ke) on or before 18<sup>th</sup> August, 2025 at 5.00 Pm.

Click the link below to access the employment form

<https://drive.google.com/file/d/1NzI8SDbC3Rvmv1VVEUmnwv5iCFOnVc5u>

### Please note that:

- i. The Maasai National Polytechnic is an equal opportunity employer. Persons with Disabilities, Youth, and Persons from Marginalized groups and Minority communities who meet the requirements of the advertised job are encouraged to apply.
- ii. Only shortlisted candidates will be notified and only the successful candidate will be required to provide clearance forms from KRA, DCI (Police Clearance), EACC, HELB and CRB.
- iii. It is a criminal offence for any applicant to provide false information and documents in the job application
- iv. Canvassing will lead to automatic disqualification.



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