



THE MERU NATIONAL  
POLYTECHNIC

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ISO 9001:2015 CERTIFIED

P O BOX 111 – 60200, MERU, KENYA

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## INTERNSHIP OPPORTUNITIES

The Meru National Polytechnic (MNP) is an Accredited Government sponsored Public Polytechnic. We are looking for qualified disciplined, diligent and self-motivated interns for a period of six (6 months).

INSTITUTION	POSITION	NO.OF INTERNS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	Library Assistant intern	1	1/2020
	Library Assistant intern	1	2/2020
	Office Administrative Assistant	1	3/2020
	Procurement intern	1	4/2020
	Cooks interns	3	5/2020
Total		7	

### Library Assistant Intern (1 Position)-V/NO.1/2020

An intern at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities will entail;

- Stamping of all correspondence,
- Collating records; tallying, classifying,
- Indexing mail,
- Answering to enquiries and requests,
- Filing current correspondence,
- Safe custody of documents,
- control movement of files and records,
- Facilitate retrieval of records,
- Any other duty assigned.

Requirements for Appointment to the above position, a candidate must have;

- Certificate in Information Studies /Science from a recognized Institution.
- Certificate in computer application skills.
- Be a Kenyan Citizen aged between 20 and 34 years

#### Library Assistant Intern (1 Position)-V/NO.2/2020

An intern at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities will entail;

- Stamping of all correspondence,
- Collating records; tallying, classifying,
- Indexing mail,
- Answering to enquiries and requests,
- Filing current correspondence.
- Safe custody of documents,
- control movement of files and records,
- Facilitate retrieval of records,
- Any other duty assigned.

Requirements for appointment to the above position, a candidate must have;

- (i) Diploma in Information Studies /Science from a recognized Institution.
- (ii) Certificate in computer application skills.
- (iii) Be a Kenyan Citizen aged between 20 and 34 years

#### Office Administrative Assistant intern (1 Position)-V/NO.3/2020

An intern at this level will work under the guidance his or her supervisor.

Duties and responsibilities will entail

- Date stamping of all correspondence,
- Processing data,
- Ensuring security of office records, documents and equipment,
- Operating office equipment,
- Managing office protocol and handling telephone calls and appointments
- Any other duty assigned.





Requirements for Appointment to the above position, a candidate must have;

- (i) Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC),
- (ii) Have good communication and interpersonal skills,
- (iii) Be a Kenyan Citizen aged between 20 and 34 years.

**Procurement Intern (1 Position) - V/NO.4/2020**

An intern at this level will be deployed in a procurement department and will work under the guidance of a senior officer.

**Duties and responsibilities will entail;**

- Issuing and receiving stores,
- Assisting in stock taking,
- Reconciliation, preparation and maintenance of records,
- Any other duty assigned.

Requirements for appointment to the above position, a candidate must have;

- (i) Bachelor in Purchasing or Supply Chain Management from a recognized institution.
- (ii) Be a Kenyan Citizen aged between 20 and 34 years

**Cooks Interns (3 Position) - V/NO.5/2020**

An intern at this level will be the deployed in Kitchen and will work under the guidance senior officer.

**Duties and responsibilities will entail;**

- (ii) Set up and direct placement of hot foods in serving line and replenishing
- (iii) Report any defect on equipment, food supplies and other unusual conditions.
- (iv) Ensure cleanliness in the kitchen through washing to avoid any contamination of food.
- (v) Report any faulty equipment for maintenance to avoid any delays which may result from this.



(vi) Receive supplies from the kitchen stores and ensure that the supplies are in good conditions.

(vii) Any other duty assigned.

(vii) Ensure good storage of food supplies to avoid spoilage.

Requirements for appointment to the above position, a candidate must have;

(i) Certificate in food and beverage,

(ii) Valid Food handling Certificate,

(iii) Be a Kenyan Citizen aged between 20 and 34 years.

Applicants should forward their applications to reach the Principal by 5<sup>th</sup> November, 2020 not later than 5:00 pm.

Note:

- Shortlisted Candidates will be contacted via their mobile phone numbers
- Once selected, Candidates will be required to submit proof of a Valid Personal Accident Insurance Cover, Certificate of Good Conduct, Copies of KRA Pin Certificate, NHIF, NSSF, ID card And Bank Account Details.

Women and Persons with Disability(s) are encouraged to apply.

APPLICATIONS TO BE ADDRESSED TO:

THE PRINCIPAL/COUNCIL SECRETARY  
MERU NATIONAL POLYTECHNIC  
P O BOX 111 - 60200  
MERU

