

JOBS ADVERTISEMENT

Morendat Institute of Oil & Gas National Polytechnic is seeking to recruit passionate, highly motivated, and results-oriented professionals to join our team.

Qualified candidates are invited to apply for the following positions:

1. Principal MIOG Campus – 2 posts (Job Ref No. MIOG/ADVT/01/2026)

Grade: Q

Terms of Service: 1 year contract, renewable

Job Description

An officer at this level will be deployed as Principal of a Campus (Assistant Director, Academics). Duties and responsibilities at this level will entail: -

- (i) Overseeing the development, implementation and review of policies, guidelines, standards, rules, regulations, strategies for training in the area of specialization.
- (ii) Overseeing the conduct of institutional training needs assessments (TNA) with a view to developing new curricula or reviewing existing curricula to meet the industry needs.
- (iii) Overseeing trainee evaluation and assessment, grading and award of diplomas and certificates.
- (iv) Providing training and capacity development programmes in the area of specialization.
- (v) Overseeing the supervision of trainee research projects in the area of specialization.
- (vi) Overseeing implementation of training programs in the area of specialization.
- (vii) Managing trainee affairs including accommodation, catering, medical services, sports, bursaries, clubs and societies, career guidance and counselling, trainee leadership.
- (viii) Developing and implementing strategies for ensuring internal quality assurance of the training programs; and advising on initiation of new training programs.
- (ix) Coordinating retooling of trainers in partnership with the industry at all levels to enhance their pedagogical skills and relevance.
- (x) Overseeing the development and maintenance of training database; and
- (xi) Establishing and maintaining a resource center (library) for trainers and trainees.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Bachelor's Degree in any of the following discipline oil and gas, engineering, safety, health and environment, energy studies, pure or applied sciences, management sciences, social sciences, economics, pipeline operations and maintenance, quality control, material sciences, Education, technical education, welding and fabrication or equivalent qualification from a recognized institution.

- (ii) Master's Degree in any of the following disciplines: oil and gas, engineering, safety, health and environment, energy studies, pure or applied sciences, management sciences, social sciences, pipeline operations and maintenance, quality control, material sciences, technical education, welding and fabrication or equivalent qualification from a recognized institution.
- (iii) Diploma Pedagogy and Instruction.
- (iv) Registration certificate/number by TVETA.
- (v) Have vast knowledge and experience in a TVET education setting with at least 5 years' experience in a management position as a principal, deputy principal, campus administrator or learning centre coordinator.
- (vi) Evidence of working knowledge on Recognition of Prior Learning Certificate (RPL)
- (vii) Membership of a professional body in good standing where applicable.
- (viii) Proficiency in computer applications; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.
- (x) Demonstrate ability to Perform Administrative Duties of the Campus
 - Staff and Student Management: Overseeing discipline, performance appraisal, and coordination of trainers and support staff.
 - Resource Mobilization: Planning and procuring training materials and managing office budgets.
 - Strategic Planning: Participating in the development and implementation of the institute's strategic plans.
 - Admissions & Records: Assisting with student admissions and maintaining student/staff records.
- (xi) Ability to Perform Principal Lecturer Duties
 - Pedagogy: Delivering theoretical and practical instruction in the area of specialization.
 - Curriculum Development: Preparing schemes of work, lesson notes, and teaching aids.
 - Assessment: Setting and marking examinations and conducting trainee assessment.
 - Applied Research: Engaging in applied research aimed at improving vocational training and industry solutions.

2. Training Administrator – 2 posts (Job Ref No. MIOG/ADVT/02/2026)

Grade: N

Terms of Service: 1 year contract, renewable

Job Description

An officer at this level will be deployed as Training Administrator. Duties and responsibilities at this level will entail: -

ADMISSION AND PLACEMENT

The admission and placement functions will be to: -

- (i) Develop and implement policies, guidelines and procedures for admission and placement.
- (ii) Coordinate the application, selection, and enrolment process for all programmes, ensuring fairness, transparency, and compliance with regulatory requirements.
- (iii) Maintain and update a centralized student database to support decision-making, reporting, and tracking of enrolment trends.
- (iv) Manage credit transfers, exemptions, and Recognition of Prior Learning (RPL) in line with TVET-CDACC and institutional frameworks.
- (v) Collaborate with academic departments and campuses to allocate students to appropriate programmes, courses, and training locations.
- (vi) Facilitate industrial attachments, internships, and placements in partnership with industry stakeholders.
- (vii) Provide orientation and induction support to newly admitted students to ease transition into the Polytechnic.
- (viii) Monitor and report on admission, retention, and graduation rates to inform planning and continuous improvement.
- (ix) Develop and maintain strong linkages with sponsoring agencies, scholarship bodies, and regulatory authorities to support access and equity in admissions.
- (x) Handle and resolve admission-related inquiries, appeals, and complaints in a timely and professional manner.

EXAMINATION AND CERTIFICATION

The examination and certification functions will be to: -

- (i) Develop and implement policies, guidelines, and procedures for examination and certification.
- (ii) Coordinate the setting, moderation, printing, and secure storage of examination papers.

- (iii) Administer continuous assessments, practical evaluations, and final examinations in compliance with CBET/TVET-CDACC standards.
- (iv) Ensure confidentiality, security, and integrity of all examination processes, including invigilation and script handling.
- (v) Manage the marking, verification, and standardization of examination results.
- (vi) Prepare and release timely and accurate results, transcripts, and academic records to learners.
- (vii) Coordinate with external examiners, regulators, and industry assessors to ensure quality and credibility of assessments.
- (viii) Facilitate appeals, re-marking, and special needs accommodation in line with institutional policy.
- (ix) Oversee the design, issuance, and authentication of certificates and diplomas, including safeguarding against fraud.
- (x) Maintain an examination and certification database to support reporting, compliance, and continuous improvement.
- (xi) Provide regular reports and analysis of examination outcomes to inform curriculum review and policy decision.
- (xii) Teach/train certificate and diploma trainees/students in one's area of specialization

RESOURCE MANAGEMENT

The resource management functions will be to: -

- (i) Manage and allocate the campus budget to support academic and operational needs.
- (ii) Coordinate staffing, workload distribution, and professional development for employees.
- (iii) Oversee campus facilities, equipment, and resource maintenance to ensure effective operations. coordinate the setting, moderation, printing, and secure storage of examination papers.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Bachelor's Degree in any of the following disciplines: oil and gas, engineering, safety, health and environment, energy studies, pure or applied sciences, management sciences, social sciences, economics, education technology/technical education, pipeline operations and maintenance, hospitality, quality control, material sciences, technical education, welding and fabrication or equivalent qualification from a recognized institution.
- (ii) Master's Degree in any of the following disciplines: oil and gas, engineering, safety, health and environment, energy studies, hospitality, pure or applied sciences,

management sciences, social sciences, pipeline operations and maintenance, quality control, material sciences, technical education, welding and fabrication or equivalent qualification from a recognized institution.

- (iii) Diploma Pedagogy and Instruction.
- (iv) Registration certificate/number by TVETA.
- (v) Have vast knowledge and experience in a TVET education setting with at least 5 years' experience as a head of department, head of program, examination officer, campus administrator or learning centre coordinator.
- (vi) Evidence of working knowledge on Recognition of Prior Learning Certificate (RPL)
- (vii) Membership of a professional body in good standing where applicable.
- (viii) Proficiency in computer applications; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.
- (x) Evidence of supervision of teaching and quality control to ensure compliance with sector regulations and quality.
- (xi) Assisting with student admissions and maintaining student/staff records.

3. Senior Consultancy Officer– 1 post (Job Ref No. MIOG/ADVT/03/2026)

Grade: Q

Terms of Service: 1 Year contract, renewable

Job Description

An officer at this level will be deployed as Senior Consultancy Officer reporting to Chief Consultancy Officer. Duties and responsibilities at this level will entail: -

- (i) Develop consultancy expression of interest, consultancy proposals and concept notes.
- (ii) Coordinating with staff to identify consultancy opportunities.
- (iii) Preparation of tender documents as part of bidding for provision of research and consultancy services in the industry.
- (iv) To support access to consultancy assignments through tenders.
- (v) Enhance KPC/MIOG brand through service delivery and presence in industry
- (vi) Source for funding to support commercialization of innovations.
- (vii) Assist in Managing consultancy assignments and projects.
- (viii) Conducting and action research to address industry problems.
- (ix) Assist in establishing collaborations, linkages and working partnerships in consultancy and commercialization.
- (x) Carry out marketing and business development in sourcing for new clients for consultancy service.

Job Specifications

For an appointment to this grade, an officer must have: -

- (i) Cumulative period of Ten (10) years' work experience, five (5) of which should have been in the grade of Consultancy Officer, Research and Innovation or in an equivalent and comparable position.
- (ii) Bachelor's degree in any of the following disciplines: Bachelor's degree in Statistics, Economics, Social Sciences, Information Studies, management sciences, Commerce or Oil and gas, engineering, safety health and environment, energy studies, pure or applied sciences, education, humanities, pipeline operations and maintenance, quality control or equivalent qualification from a recognized institution.
- (iii) Master's degree in any of the disciplines: - Statistics, Economics, Social Sciences, Information Studies, Commerce or Oil and gas, engineering, safety health and environment, energy studies, management sciences, pure or applied sciences, education, humanities, pipeline operations and maintenance, quality control or equivalent qualification from a recognized institution.
- (iv) An earned PhD is an added advantage.
- (v) Membership of a relevant professional body where applicable and in good standing.
- (vi) Proficiency in grant writing, consultancy service delivery, monitoring and evaluation, computer applications.
- (vii) Demonstrated merit and ability as reflected in work performance and results.
- (viii) Expertise in conducting consultancy assignments, including needs assessment, data collection, analysis, and reporting.
- (ix) Demonstrated ability to produce reports, publications, and policy recommendations.
- (x) Strong computer skills (e.g., SPSS, STATA, Microsoft Excel).
- (xi) Strong communication, leadership, and report-writing skills.

4. Administrative Officer – 1 post (Job Ref No. MIOG/ADVT/04/2026)

Grade: L

Terms of Service: 1 Year contract, renewable

Job Descriptions

An officer at this level may be deployed in any of the functional areas: -

- (a) Admissions and Placement
- (b) Examinations and Certification
- (c) Administration (Internal)

Administration

Duties and responsibilities at this level will entail: -

- (i) Drafting administrative reports.

- (ii) In charge of campus statutory compliance, licenses, and occupational health and safety standards.
- (iii) Participating in development of administrative plans and budget to facilitate purchase of appropriate office supplies and equipment.
- (iv) Maintaining a database/inventory of all equipment in the office for accountability.
- (v) Typing drafts, manuscripts and process data and forward to the supervisor for amendments.
- (vi) Ensuring assets are insured, maintained and serviceable.
- (vii) Conducting safety briefings for campus clients, new students and hotel guests.
- (viii) Coordination of short courses on behalf of the institute.
- (ix) Inspecting work done by outsourced service providers.
- (x) Keeping campus records on students, finance, staffing, service providers among others.
- (xi) Administration of campus transport services .
- (xii) Ensuring maintenance of office equipment, facilities and assets. and generate reports on operations, maintenance and utilization. and
- (xiii) Raising purchase requisitions as per the needs of the division and administrative services or purchases and making follow-up on the purchase and distribution of the goods and services.
- (xiv) Management of campus library resources, ICT infrastructure and other systems.
- (xv) Carry out customer relations, marketing, liaison, outreach and business development activities.
- (xvi) Manage registry emails, correspondence, and ensure timely responses to stakeholders.
- (xvii) Management of campus grounds and shared resources.

Job Specifications

For appointments to this grade, an officer must have: -

- (i) Cumulative period of three (3) years in a comparable position in a higher institution of learning.
- (ii) Bachelor's Degree in any of the following: - Business Administration, Public Administration, Business Management, Information sciences, Education, Community Development, Education, Governance, Conflict Management or its equivalent qualifications from a recognized and accredited institution.
- (iii) Proficiency in computer applications. and
- (iv) Shown merit and ability as reflected in work performance and results.

5. Registrar Assistant – 1 post (Job Ref No. MIOG/ADVT/05/2026)

Grade: K

Terms of Service: 1 Year contract, renewable

Job Description

Duties and responsibilities at this level will entail: -

- (i) Admissions & Records: Managing student enrolment, maintaining databases, and verifying data accuracy.
- (ii) Serve as a bridge in communication between departments, faculties, and students, ensuring regulatory compliance and smooth day-to-day operations.
- (iii) Working closely with HODs in the administration of the timetable and course delivery.
- (iv) Examinations & Grading: Overseeing the preparation and secure handling of exams, compiling transcripts, handling examination related correspondence and reports, processing external examiner reports, and analysing results.
- (v) Policy Compliance: Ensuring academic and student code of conduct, rules and examination procedures are strictly followed.
- (vi) Ensure compliance with government accreditations and regulatory requirements
- (vii) Interpreting academic regulations for staff and students.
- (viii) Graduation: organizing graduations, checking student eligibility, generating graduation lists, and preparing certificates.
- (ix) Conduct student results analysis, prepare reports, and support quality assurance queries related to student numbers.
- (x) Stakeholder Support: providing secretarial support to academic boards or disciplinary committees, faculty and students/trainees.
- (xi) Conducting safety briefings for campus clients, new students and hotel guests.
- (xii) Coordination of short courses and trainings on behalf of the institute.
- (xiii) Undertake training in areas of specialization in accordance with the syllabus.

Job Specifications

- (i) Degree in Hospitality, tours and travel, education, IT, Information sciences, engineering, pure and applied sciences, social sciences, business management or equivalent.
- (ii) Diploma Pedagogy and Instruction.
- (iii) Significant work experience for at least 3 years in a TVET institution or university.
- (iv) Ability to conduct and analyze research data.
- (v) Excellent communication, articulation and presentation skills.
- (vi) Excellent organizational skills.
- (vii) Pleasant personality.

6. Diploma Technical Trainers – 2 posts (Job Ref No. MIOG/ADVT/06/2026)

Grade: L

Terms of Service: 1 Year contract, renewable.

Job Description

An officer at this level will be deployed as a diploma technical trainer, reporting to the Campus principal. Duties and responsibilities at this level will entail: -

- (i) Deliver theoretical and practical training in the assigned field using approved curricula and CBET approaches.
- (ii) Prepare lesson plans, schemes of work, teaching notes, and training materials.
- (iii) Conduct assessments, examinations, and practical tests, and provide feedback on trainee performance.
- (iv) Supervise laboratory, workshop, field practicals, and student projects.
- (v) Monitor and assess trainees during industrial attachment and liaise with industry supervisors.
- (vi) Undertake research, innovation, technology transfer, and skills development activities.
- (vii) Participate in curriculum development, review, and improvement of learning resources.
- (viii) Provide academic guidance, career mentorship, and promote discipline and professionalism.
- (ix) Maintain trainee records, assessment data, attendance registers, and progress reports.
- (x) Participate in institutional activities and perform other duties assigned by management.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Five (5) years' experience as a technical trainer in one's area of specialization in an institution of higher learning.
- (ii) Bachelor's Degree in any of the following discipline oil and gas, engineering, safety, health and environment, energy studies, pure or applied sciences, management sciences, social sciences, hospitality, pipeline operations and maintenance, quality control, material sciences, technical education, welding and fabrication or equivalent qualification from a recognized institution.
- (iii) Diploma Pedagogy and Instruction.
- (iv) Registration certificate/number by TVETA.
- (v) Evidence of working knowledge on Recognition of Prior Learning Certificate (RPL)
- (vi) Membership of a professional body in good standing where applicable.

- (vii) Proficiency in computer applications; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.
- (ix) Demonstrate ability to Perform Administrative Duties of the Campus.

7. Marketing Assistant – 1 post (Job Ref No. MIOG/ADVT/07/2026)

Grade: K

Terms of Service: 1 Year contract, renewable.

Job Description

Duties and responsibilities at this level will entail: -

- (i) Design and implement marketing strategy/plans to meet admission targets.
- (ii) Design and produce institute promotional and advertising tools such as posters, banners, brochures etc.
- (iii) Organize and execute marketing events such as door-to-door campaigns, activations and speaking engagements, expos and open days etc.
- (iv) Keep up to date records of all contacts received from advertising efforts and their interaction progress.
- (v) Develop and report on weekly and monthly marketing plans.
- (vi) Present sales, revenue and expenses reports and realistic forecasts to the management team.
- (vii) Organize and attend marketing and outreach activities.
- (viii) Stay up to date with emerging trends in the industry and knowledge of competitor edge.
- (ix) Sensitizing a marketing culture within the Institute.
- (x) Responding to client inquiries.
- (xi) Calling and tracking interested clients.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Degree in Marketing or PR or equivalent.
- (ii) Significant work experience for at least 3 years in a TVET institution.
- (iii) Innovative and creative with the ability to think ‘outside the box’ and achieve exceptional tangible outcomes.
- (iv) Ability to use design software.
- (v) Ability to mobilize marketing teams and be a good team leader.
- (vi) Ability to conduct and analyze research data.
- (vii) Excellent communication, articulation and presentation skills.
- (viii) Hands-on ability to use audio visual equipment and Public Address systems.
- (ix) Excellent organizational skills.
- (x) Pleasant personality.
- (xi) Ability to build networks.

8. Senior Technical Trainer -Welding and Fabrication – 1 Post (Job Ref No. MIOG/ADVT/08/2026)

Grade: M

Terms of Service: 1 Year contract, renewable

Job Description

Duties and responsibilities at this level will entail: -

- (i) Undertake training in welding and fabrication in accordance with the syllabus.
- (ii) Prepare teaching/learning materials and schemes of work.
- (iii) Set and mark examinations/assignments.
- (iv) Carry out research work under the guidance and supervision of the campus principal.
- (v) Reporting progress and overall performance of individual trainees.
- (vi) Liaison with international welding examination bodies for welding certification.
- (vii) Instruct, guide and evaluate trainees in practical exercises.
- (viii) Offer services in weld inspection.
- (ix) Supervise trainees' projects and practical work.
- (x) Participate in training in oil and gas short courses.
- (xi) Academic leader for all welding programs.
- (xii) Supervise adjunct faculty in delivery of welding programs and examinations.
- (xiii) Manage resources and materials in welding and fabrication.
- (xiv) Support trainee placement for attachment and other opportunities
- (xv) Perform other academic and administrative duties as assigned by the principal.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Possession of a Bachelor's degree relevant to oil and gas, engineering, safety, health and environment, energy studies, IT, pure or applied sciences, management sciences, social sciences, hospitality, pipeline operations and maintenance, quality control, material sciences, technical education, welding and fabrication or equivalent qualification from a recognized institution.
- (ii) Welding certification from the International Institute of Welding (IIW) or the American Welding Society (AWS).
- (iii) Evidence of lecturing Diploma and certificate level students and international specialised welding training for at least 1 year.
- (iv) Proficiency in computer applications, experience with student information management systems and e-learning platforms.
- (v) Pedagogical skills in Education, TVETA/TSC registration and registration with relevant and recognized professional bodies will be an added advantage.

APPLICATION REQUIREMENTS

Interested parties are requested to visit MIOG website <https://miog.ac.ke>, under career opportunities section where respective job descriptions and specifications have been posted as well as user manual containing instructions on how to apply for the positions posted.

All applications should be received not later than **21st June 2026**.

Please note that only shortlisted candidates will be contacted.

Any form of canvassing will lead to automatic disqualification.