

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– 1 Position (Nairobi Campus)

Grade: P

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 programmes; and advising on initiation of new training programmes;
- (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) Master's Degree in any of the following disciplines will be an added advantage: oil and gas, engineering, engineering, safety, health and environment, energy studies, pure or applied sciences, management sciences, social sciences, pipeline operations and maintenance, analytical chemistry or equivalent qualification from a recognized institution.

- (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, economics, pipeline operations and maintenance, analytical chemistry or equivalent qualification from a recognized institution.
- (iii) Pedagogy and Instruction Certificate is an added advantage
- (iv) Have vast knowledge and experience in a TVET education setting with at least 7 years' experience in a management position as a principal, deputy principal, campus administrator or learning center coordinator.
- (v) Evidence of working knowledge on Recognition of Prior Learning Certificate (RP
- (vi) Proficiency in computer applications

2. Senior Consultancy Officer – 1 Position (Nairobi)

Grade: P

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

Job Specifications

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

- (i) A PhD is an added advantage
- (ii) 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,

pipeline operations and maintenance, quality control or equivalent qualifications from a recognized institution.

- (iii) Bachelor's degree in any of the following disciplines: Bachelor's degree in engineering, Statistics, Economics, Social Sciences, Information Studies, management sciences, Commerce or Oil and gas, safety health and environment, energy studies, pure or applied sciences, pipeline operations and maintenance, quality control or equivalent qualification from a recognized institution.
- (iv) Cumulative period of Seven (7 years' work experience, Three (3) of which should have been in the grade of Consultancy Officer, Research and Innovation or in an equivalent and comparable position.
- (v) Membership in a relevant professional body where applicable and in good standing.
- (vi) Proficiency in grant writing, consultancy service delivery, monitoring and evaluation, computer applications
- (vii) Demonstrate merit and ability in consultancy assignments, environmental audit, proposal writing and consultancy business development
- (viii) Expertise in conducting consultancy assignments, including needs assessment, data collection, analysis, and reporting.
- (ix) Demonstrate 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.

3. Senior Marketing & Business Development Officer– 1 Position (Nairobi)

Grade: P

Terms of Service: 1 Year contract, renewable

Job Description

An officer at this level will be deployed as Senior Marketing and Business Development Officer reporting to the Registrar. Duties and responsibilities at this level will entail: -

- (i) Prepare products specific marketing and business development plans and monitor implementation for the National Polytechnic
- (ii) Conduct benchmarking, competitive and market intelligence analysis to inform and develop effective marketing strategies, Monitor the impact of the applied marketing strategies and make necessary amendments.
- (iii) Supervise on a day to day basis activities and processes geared towards achievement of the set goals and objectives and performance of the Section.

- (iv) Analyse internal and external data to understand current and future growth opportunities for the National Polytechnic
- (v) Draw market research and market mapping programs, supervise activities and identify areas to be pursued.
- (vi) Identify and develop new business opportunities and monitoring and evaluating performance of the new business against desired targets and objectives
- (vii) Oversee implementation of communication and media management activities through strategic meetings and engagements to enhance the Polytechnics image and reputation.
- (viii) Coordinate execution of the Polytechnic's communication strategy in collaboration with relevant stakeholders to ensure effective communication.
- (ix) Lead development and implementation of visibility and publicity initiatives aligned with Polytechnic's goals to strengthen brand reputation.
- (x) Oversee content creation and management for the website and social media platforms, ensuring accurate and impactful messaging.
- (xi) Coordinate corporate events including media briefings, seminars, conferences, trade fairs, and exhibitions to promote positive corporate image.
- (xii) Supervise development and review of newsletters, speeches, articles, briefs, and other publications for internal and external audiences.
- (xiii) Coordinate official visits and outreach programs to enhance corporate visibility and reputation.
- (xiv) Prepare the Sections Budget

Job Specification

For appointment to this position, an officer must have

- (i) Bachelor's degree in social sciences including Commerce, Marketing, Business Administration, Public Relations/Communications or related field from a recognized institution
- (ii) A minimum period of Seven (7) years relevant work experience three (3) of which should be in a supervisory role
- (iii) Member of the Chartered Institute of Marketing or Marketing Society of Kenya (MSK) or membership of a related professional body.

- (iv) Proficiency in digital marketing tools (social media management, SEO/SEM, Google Analytics, email marketing platforms).
- (v) Strong skills in proposal writing, bid preparation, and presentations
- (vi) Data analysis and ability to prepare marketing performance reports.

4. Training Administrator -1 Position(Eldoret Campus)

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: -

- (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) Handle and resolve admission-related inquiries, appeals, and complaints in a timely and professional manner.
- (x) Administer continuous assessments, practical evaluations, and final examinations in compliance with CBET/TVET-CDACC standards.
- (xi) Ensure confidentiality, security, and integrity of all examination processes, including invigilation and script handling.
- (xii) Manage the marking, verification, and standardization of examination results.
- (xiii) Prepare and release timely and accurate results, transcripts, and academic records to learners.
- (xiv) Coordinate with external examiners, regulators, and industry assessors to ensure quality and credibility of assessments.

- (xv) Facilitate appeals, re-marking, and special needs accommodation in line with institutional policy.
- (xvi) Oversee the design, issuance, and authentication of certificates and diplomas, including safeguarding against fraud.
- (xvii) Maintain an examination and certification database to support reporting, compliance, and continuous improvement.
- (xviii) Provide regular reports and analysis of examination outcomes to inform curriculum review and policy decision.
- (xix) Teach/train certificate and diploma trainees/students in Safety Health & Environment and Fire Fighting Courses

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Master's Degree in any of the following disciplines will be an added advantage: 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 or equivalent qualification from a recognized institution.
- (ii) Bachelor's Degree in any of the following disciplines: oil and gas, engineering, safety, health and environment, Fire Fighting or equivalent qualification from a recognized institution.
- (iii) Diploma Pedagogy and Instruction certificate is an added advantage
- (iv) Have vast knowledge and experience in a TVET education setting with at least 5 years' experience as a head of program, examination officer, campus administrator or learning center coordinator.
- (v) Have vast knowledge in firefighting, Occupational health and safety training
- (vi) Evidence of working knowledge on Recognition of Prior Learning Certificate (RPL)
- (vii) Proficiency in computer applications;
- (viii) Experience in supervision of teaching and quality assurance to ensure compliance with sector regulations
- (ix) Coordinate admissions and maintaining student/staff records.

5. Registrar Assistant – 1 Position (Naivasha Campus)

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 analyzing 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, Hotel Management, tours and travel or equivalent
- (ii) Significant work experience for at least 3 years in a TVET institution or university
- (iii) Ability to conduct and analyze research data.
- (iv) Excellent communication, articulation and presentation skills.
- (v) Excellent organizational skills
- (vi) Pleasant personality

APPLICATION REQUIREMENTS

All applications should be submitted to e-recruitment portal on or before 15th October 2026. Please ensure you attach:

- Updated CV
- Cover Letter addressed to the Director, MIOG-NP
- Copies of Academic & Professional Certificates
- Any other relevant supporting documents

Please note that only shortlisted candidates will be contacted.