



## KARATINA UNIVERSITY

### JOB VACANCIES

Karatina University wishes to recruit qualified and interested applicants for the vacant positions listed below: Specific specializations are indicated in the university website [www.karu.ac.ke](http://www.karu.ac.ke)

### INTERNAL / LOCAL ADVERT

S/No.	ADMINISTRATIVE POSITIONS			
	Position	Grade	Positions	Reference Number
1.	Assistant House Keeper	4	1	KarU/HR/AHK/2022
2.	Dining Hall Attendant	3	1	KarU/HR/DHA/2022
3.	Assistant Cook III	3	2	KarU/HR/AC/2022
4.	Driver III	3	1	KarU/HR/DIII/2022

For information related to person specifications, areas of specialization and general requirements, kindly visit our website [www.karu.ac.ke](http://www.karu.ac.ke). Interested applicants should send the applications quoting the relevant reference number, so as to be received on or before **Friday 18<sup>th</sup> November, 2022.**

Notes:

- (i) *Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.*
- (ii) *Canvassing will lead to automatic disqualification.*
- (iii) *Only shortlisted candidates will be contacted.*

**1. JOB TITLE: ASSISTANT HOUSEKEEPER II- GRADE 4: KarU/HR/AHK 2022**

Basic Salary for this position is between Kshs. 25,633 by Kshs. 816/= to Kshs. 34,605/=

The job is responsible to the Senior Housekeeper and exists to provide quality, efficient and student focused letting and housing service delivery to students in the University managed accommodation facilities to ensure proper housing to students.

**a. Job Description**

- i) Oversee cleaning of accommodation area through supervising cleaners to ensure optimal hygienic environment for students housed in the university halls of residence.
- ii) Assist in students, registration to the halls of residents during room allocation at the beginning of every semester to ensure that students sign in in the rooms allotted.
- iii) Issue cleaning materials to cleaners so as to foster accountability for the same through proper utilization.
- iv) Collect and surrender to the senior housekeeper misplaced items so as to be logged into the lost and found inventory to facilitate recovery by the respective owners.
- v) Fumigate students' rooms when required in accordance with the fumigation procedure in order to provide a parasite free environment for students to reside in.
- vi) Collect and prepare hostel linen at the end of every semester.
- vii) Assist housekeepers in the regular filing and updating of students' records within the hostels so as to ensure reliable records for future planning and decision making.
- viii) Carry out other duties and responsibilities as may be assigned by a senior officer

**b. Job Requirements for Appointment**

- i) Craft certificate II/Trade Test II
- ii) Kenyan certificate of secondary education (KCSE) mean grade at least D+ (plus) or its approved equivalent;
- iii) At least five (5) years relevant work experience
- iv) Computer literacy

**2. JOB TITLE: DINING HALL ATTENDANT III- GRADE 3: KarU/HR/DHA/ 2022**

Basic Salary for this position is between Kshs. 23,070 by Kshs. 734/= to Kshs. 31,144/=

The job is responsible to the Dining Hall Supervisor and exists to ensure the effective use and maintenance of dining hall facility, furniture, and equipment to ensure efficient delivery of services to staff and students in the dining hall.

**a. Job Description**

- i) Obtain menu cards from the kitchen and place them on staff and students' notice boards regularly to inform and avoid any confusion that may arise.
- ii) Oversee the cleaning of the Dining Halls to ensure proper hygiene and provide a conducive environment for both for working and eating.
- iii) Identify areas, furniture and equipment that need repairs and maintenance in the Dining Halls liaise with the Catering to organize for the repairs.

- iv) Receive students' and staff complaints in order to address them, where possible or escalate to the concerned parties to act upon the grievances.
- v) Monitor stock levels for cutlery, crockery and glassware and make requisition from stores for use in the Dining Hall.

**b. Job Requirements for Appointment**

- i) Craft Certificate/Trade Test III
- ii) Kenyan Certificate of Secondary Education (KCSE) mean grade at least D+ (plus) or its approved equivalent;
- iii) At least two (2) years relevant work experience

**3. JOB TITLE: ASSISTANT COOK III- GRADE 3: KarU/HR/AC/ 2022**

Basic Salary for this position is between Kshs. 23,070 by Kshs. 734/= to Kshs. 31,144/=

The job is responsible to the Head Cook and exists to prepare meals to ensure production of quality food and beverage to students and staff.

**a. Job Description**

- i) Ensure all kitchen equipment is well maintained, in good working condition.
- ii) Prepare ingredients for cooking and have meals ready in good time for staff and students.
- iii) Ensure that high standards of hygiene and cleanliness is maintained while preparing and producing food in the kitchen, to meet the required standards of practice on a daily basis.
- iv) Ensure that all food produced in the kitchen are high standard to satisfy students' and staff needs and expectations.
- v) Check constantly at the service counter and coordinate the cooks to replenish of cooked food to ensure continuous service and sufficient supply of food to students and staff.
- vi) Carry out other duties and responsibilities as may be assigned by a senior officer

**b. Job Requirements for Appointment**

- i) Kenyan Certificate of Secondary Education (KCSE) mean grade at least D+ (plus) or its approved equivalent
- ii) Craft Certificate/Trade Test III
- iii) At least two (2) years relevant work experience

**4. JOB TITLE: DRIVER III- GRADE 3: KarU/HR/DIII/ 2022**

Basic Salary for this position is between Kshs. 23,070 by Kshs. 734/= to Kshs. 31,144/=

The Role exist to facilitate transport of staff, students and goods in and outside of the University in accordance with University requirements and regulations

**a. Job Description**

- i. Carry out minor mechanical repairs to ensure the vehicle is in a good working condition for effective delivery of services for the university
- ii. Maintain cleanliness of assigned vehicle to ensure a good environment for its users

- iii. Observe traffic rules and highway regulations while on and off the road
- iv. Ensure compliance with government rules and regulations governing road safety and proper use of transport facilities
- v. Maintain daily work ticket and strictly adhere to authorized travel schedules
- vi. Report on time, all motor vehicle defects to the transport officer and follow up for proper and timely repair of the same
- vii. Carry out other duties and responsibilities as may be assigned by a senior officer

#### **b. Job Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibus drivers)
- iv) At least five (5) years' work experience relevant work experience
- v) Certificate of Good conduct
- vi) Basic certificate on first Aid
- vii) Computer literacy
- viii) Accident free record or if any the records show that they were not in any way attributable to the driver's negligence

#### **TERMS AND CONDITIONS OF SERVICE**

The successful candidates will be offered a competitive remuneration package in accordance with the existing Terms and Conditions of Service.

#### **MODE OF APPLICATION**

Applicants must submit two (2) copies of applications giving details of their educational and professional qualifications, age, detailed work experience, present, post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials and giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and area of specialization, accompanied with detailed Curriculum Vitae and a copy of the most recent pay slip.

In addition, applicants should request their referees to write directly to the undersigned, in separate sealed envelopes. Interested applicants should send the applications to the address below, quoting the relevant reference number, so as to be received on or before **Friday 18<sup>th</sup> November, 2022.**

**The Vice Chancellor  
Karatina University  
P.O. Box 1957- 10101  
KARATINA**

Only shortlisted candidates will be contacted.