



KENYA SCHOOL OF GOVERNMENT

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KSG/HQS/ADM/3 (10)

October 10, 2023

DECLARATION OF VACANT POSITIONS

1. The Kenya School of Government (KSG) is a State Corporation established under the Kenya School of Government Act of 2012. The School is based at Lower Kabete and has four campuses (Mombasa, Matuga, Embu and Baringo), five institutes and six specialized centers. The School is a renowned national and regional center for capacity development of Public Service officials through training programs designed to enhance knowledge, skills and competencies and promote professional expertise and public service values; research to improve institutional problem-solving ability through data-based policy making and review; expert consultancy services to support organizational and process re-engineering in public institutions; and outreach programs to promote public uptake of government policies and programs.
2. The School offers magnificent hospitality and conferencing services for both resident and non-resident participants in hosted programs and is committed to continuous improvement of residential rooms, kitchens and restaurants, and seminar and amphitheater facilities and above all professionalization of catering and housekeeping services.
3. The School is seeking suitably qualified candidates to fill vacant positions. Detailed information about the specific positions, duties and responsibilities, minimum requirements and the application form is available at KSG website www.ksg.ac.ke
4. **Job application procedure:** Interested candidates are advised to submit applications through the KSG Careers Portal <https://ksg.ac.ke/external-jobs/> as well as in hard copies posted or delivered to the address below so as to be **received on or before Monday, October 30 2023.**

5. Please indicate the Ref. No. of your vacancy as your subject.

**Director General
Kenya School of Government
P.O. Box 23030-00604
Lower Kabete Road
Lower Kabete
NAIROBI**

KSG is an equal opportunity employer committed to workplace diversity and gender equality. Minorities, women and persons with disability are therefore encouraged to apply. Any form of canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

Please note that the staff hiring process at KSG is conducted free of any charges.

CANCELLED

DIRECTOR GENERAL

Appendix 1 – External

	Vacancies	Description		
		Job Group	Number of Vacancies	Ref. No.
1.	Senior Lecturer	6	1	SL/01/2023/24
2.	Senior Lecturer eLearning	6	1	SL eL/02/2023/24
3.	Research Fellow I	7	1	RFI/03/2023/24
4.	Lecturer I eLearning	7	1	LI eL/04/2023/24
5.	Lecturer II	8	3	LII/05/2023/24
6.	Research Fellow I	8	5	RFII/06/2023/24
7.	Research Assistant	9	4	RA/07/2023/24
8.	Senior Systems Internal Auditor	7	1	SSIA/08/2023/24
9.	Internal Auditor II	9	1	IAII/09/2023/24
10.	Senior Business Development and Marketing Officer	7	1	SBDMO/10/2023/24
11.	Business Development and Marketing Officer II	9	2	BDMOII/11/2023/24
12.	Accountant II	9	3	ACCII/12/2023/24
13.	Principal Human Resource Officer	6	1	PHRO/13/2023/24
14.	Human Resource Officer II	9	2	HROII/14/2023/24
15.	Senior Supply Chain Management Officer	7	2	SSCMO/15/2023/24
16.	Supply Chain Management Officer II	9	3	SCMOII/16/2023/24
17.	Senior Office Administrator	7	2	SOA/17/2023/24
18.	Office Administrative Assistant I	12	3	OAAI/18/2023/24
19.	Information Communication Technology Assistant	10	2	ICTA/19/2023/24
20.	Principal Corporate Communications Officer	6	1	PCCO/20/2023/24
21.	Corporate Communications Officer II	9	2	CCOII/21/2023/24
22.	Maintenance Officer	9	1	MO/22/2023/24
23.	Driver III	13	2	DIII/23/2023/24
24.	Chief Security Officer	7	1	CSO/24/2023/24
25.	Senior Security Officer	8	3	SSO/25/2023/24
26.	Security Officer II	10	1	SOII/26/2023/24
27.	Senior Assistant Security	11	4	SAS/27/2023/24
28.	Manager Hospitality Services	5	1	MHS/28/2023/24

29.	Principal Hospitality Officer	6	1	PHO/29/2023/24
30.	Senior Hospitality Officer	7	2	SHO/30/2023/24
31.	Hospitality Officer I	8	2	HOI/31/2023/24
32.	Executive Chef	6	1	EC/32/2023/24
33.	Senior Chef	7	2	SC/33/2023/24
34.	Chef II	9	1	CII/34/2023/24
35.	Senior Cook	10	1	SC/35/2023/24
36.	Cook I	11	8	CKI/36/2023/24
37.	Waiter I	11	20	WI/37/2023/24
38.	Senior Support Staff Supervisor (Swimming Pool Attendant)	11	1	SSSS/38/2023/24
	Total		94	

CANCELLED

EXTERNAL ADVERTISEMENT

1. Senior Lecturer (KSG 6) - Ref: SL/01/2023/24 (1 post)

The Senior Lecturer will report to Campus/Institute Director, and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Conduct training needs assessments and develop training curricula
- ii. Prepare training materials
- iii. Deliver training programs and administer examinations
- iv. Conduct research and disseminate findings through reports and publications
- v. Undertake consultancy assignments
- vi. Source for new projects and programs through technical and financial bids
- vii. Supervise research students
- viii. Participate in professional forums

b. Requirements for Appointment

- i. Bachelor's and Master's Degree in social sciences, law, communication and publishing, or environment and climate change from a recognized university
- ii. Training of Trainers course in a recognized institution lasting at least 2 weeks
- iii. Management course in a recognized institution lasting at least four (4) weeks
- iv. A minimum of 6 years' experience in training, research and consultancy
- v. At least one (1) publication in a refereed journal or one book chapter
- vi. Membership in a professional body
- vii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques

- vi. Techno savvy
- vii. Negotiation

2. Senior Lecturer, eLearning (KSG 6) - Ref: SLeL/02/2023/24 (1 post)

The Senior Lecturer, eLearning reports to the Director eLearning Institute and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Design and digitize programs using appropriate graphic media
- ii. Conduct training needs assessments and develop training curricula
- iii. Prepare and deliver eLearning and ICT programs
- iv. Develop eLearning course concepts including e-Learning formats to be used in assessments, testing and grading, proper sequencing and integration of content
- v. Undertake consultancy assignments
- vi. Source for new projects and programs through technical and financial bids

b. Requirements for Appointment

- i. Bachelor's and Master's Degree in Education Technology, Information Systems, Information Technology or a related field from a recognised university
- ii. Management course in a recognised institution lasting at least four (4) weeks
- iii. Evidence of participation in eLearning course development and instructional design
- iv. Ability to work with eLearning authoring tools and Learning Management Systems
- v. A minimum of six (6) years' relevant experience in development and delivery of eLearning programs
- vi. Evidence of participation in consultancy work
- vii. At least one (1) publication in a refereed journal or one book chapter
- viii. Membership in a professional body
- ix. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques
- vi. Techno savvy
- vii. Negotiation

3. Research Fellow I (KSG 7) - Ref: RFI/03/2023/24 (1 post)

The Research Fellow I reports to the Head of Research and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Prepare proposals for research grant
- ii. Design data collection tools
- iii. Data collection, codification and analysis
- iv. Disseminate research output
- v. Provide technical support to research teams
- vi. Research report writing
- vii. Prepare delivery of training and consultancy programs
- viii. Coordinate research and training programs

b. Requirements for Appointment

- i. Bachelor's and Master's Degree in social sciences, law, communication and publishing, or environment and climate change or a relevant field from a recognized university
- ii. Training of Trainers course in a recognized institution lasting at least 2 weeks
- iii. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- iv. A minimum of 3 years' experience in training, research and consultancy
- v. Membership in a professional body
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques
- vi. Techno savvy
- vii. Negotiation

4. Lecturer I eLearning (KSG 7) - Ref: LI eL/04/2023-24 (1 post)

The Lecturer I eLearning reports to the Director eLearning Institute and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Prepare proposals for research grant
- ii. Design data collection tools
- iii. Collect, codify and analyse data
- iv. Disseminate research output
- v. Provide technical support to research teams
- vi. Prepare research report
- vii. Prepare delivery of training and consultancy programs
- viii. Coordinate research and training programs

b. Requirements for Appointment

- i. Bachelor's and Master's Degree in Education Technology, Information Systems, Information Technology or a related field from a recognised university
- ii. Training of Trainers course in a recognized institution lasting at least 2 weeks
- iii. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- iv. A minimum of 3 years' experience in training, research and consultancy
- v. Membership in a professional body

- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques
- vi. Techno savvy
- vii. Negotiation

5. Lecturer II: (KSG 8) - Ref: LII/05/2023/24 (3 posts)

The Lecturer II (KSG 8) reports to the Campus/Institute Director and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Participate in development of training material
- ii. Delivery of training programs
- iii. Participates in setting, moderating, administration and marking of examinations
- iv. Coordination of training programs
- v. Participation in preparation of training and consultancy bids
- vi. Participate in surveys to support training, research and consultancy
- vii. Prepare end of event and rapporteur reports

b. Requirements for Appointment

- i. Bachelor's Degree in relevant field: Editorial, Communication and Publishing, or Law, or Environmental Studies and Climate Change from a recognized University
- ii. Training of Trainers course in a recognized institution will be an added advantage lasting at least 2 weeks
- iii. Membership in a professional body
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques
- vi. Techno savvy
- vii. Negotiation

6. Research Fellow II (KSG 8) - Ref: RFII/06/2023/24 (5 posts)

The Research fellow II reports to the Head of Research and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Prepare research proposals
- ii. Collect, codify and analyse data
- iii. Prepare research reports
- iv. Facilitate training programs
- v. Undertake consultancy assignments

b. Requirements for Appointment

- i. Bachelor's Degree in relevant field: Editorial, Communication and Publishing, or Law, or Environmental Studies and Climate Change from a recognized University
- ii. Training of Trainers course in a recognized institution will be an added advantage lasting at least 2 weeks
- iii. Ability to conduct quantitative and qualitative data analysis
- iv. Membership in a professional body
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in area of specialisation
- iv. Communication, presentation and public speaking skills
- v. Analytical and problem solving techniques
- vi. Techno savvy
- vii. Negotiation

7. Research Assistant (KSG 9) - Ref: RA/07/2023/24 (4 posts)

The Research Assistant reports to the Head of Research and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Collect and analysis data
- ii. Conduct literature review and compile bibliographies
- iii. Provide rapporteur services
- iv. Prepare draft research reports
- v. Proofread research reports

b. Requirements for Appointment

- i. Bachelor's Degree in humanities or social sciences from a recognized university
- ii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Customer-focus
- ii. High quality standards
- iii. Mastery of knowledge in use computer software for data coding, entry, analysis
- iv. Reporting writing skills
- v. Planning and organising

8. Senior Systems Internal Auditor (KSG 7) Ref: SSIA/08/2023/24 (1 post external)

The Senior Systems Internal Auditor reports to Chief Manager Internal Audit and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Conduct routine and special systems audits
- ii. Evaluate information system processes for efficiency, completeness and accuracy.
- iii. Develop and implement efficient information security systems
- iv. Assess adherence to policy and standards in acquisition, deployment and disposal of hardware and software
- v. Assess utilisation of ICT facilities
- vi. Assess implementation of audit recommendations
- vii. Evaluate internal controls and audit reviews of computer information systems and infrastructure

b. Requirements for Appointment

- i. Bachelor's Degree in Computer Science, Information Systems or equivalent from a recognised institution
- ii. Qualification as Certified Information Systems Auditor (CISA)
- iii. Knowledge of Computer Assisted Audit Techniques (CAATs)
- iv. A minimum of 6 years' experience in systems audit
- v. Supervisory skills course in a recognized institution lasting at least two (2) weeks
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in public sector operations, risk assurance, audit standards, relevant laws, policies and procedures
- ii. Proficiency in ERP and other systems
- iii. Communication and report writing skills
- iv. Confidentiality, ethics and integrity

9. Internal Auditor II (KSG 9) - Ref: IAI/09/2023/24 (1 post)

The Internal auditor II reports to the Principal Internal Auditor based at Lower Kabete and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Examine accountable documents to verify propriety and accuracy of transactions
- ii. Draft audit reports
- iii. Maintain official records

b. Requirements for Appointment

- i. Bachelor of Commerce Degree or equivalent from a recognized institution
- ii. Certified Public Accountant (CPA-K)
- iii. Certified Internal Auditor (C.I.A) will be an added advantage

- iv. Certified Information System Auditors (C.I.S.A) will be an added advantage
- v. Proficiency in audit software applications
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in public sector finance, risk assurance, audit standards, relevant laws, policies and procedures
- ii. Ability to interpret and apply school policy and standards
- iii. Confidentiality, ethics and integrity
- iv. Emotional intelligence and people skills
- v. Data and records management
- vi. Planning and organizing

10. Senior Business Development and Marketing Officer (KSG 7) - Ref: SBDMO/10/2023/24 (1 post)

The Senior Business Development and Marketing Officer reports to the Manager Business Development and Marketing and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Implement innovative programs for business development and marketing
- ii. Develop promotional materials
- iii. Coordinate marketing initiatives
- iv. Coordinate admissions, bookings and reservations services
- v. Supervise staff performance
- vi. Prepare customer satisfaction survey reports
- vii. Audit quality standards in service delivery and submit regular report

b. Requirements for Appointment

- i. Bachelor's Degree in Marketing or equivalent from a recognized institution
- ii. Relevant professional qualification

- iii. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- iv. A minimum of six (6) years' experience in business development and marketing in hospitality industry
- v. Proficiency in computer skills, designing and marketing apps
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Vibrant and confident personality traits
- ii. People and relationship building skills
- iii. Analytical and problem solving skills
- iv. Networking skills
- v. Knowledge of market behaviour
- vi. Ability to use social media tools

11. Business Development and Marketing Officer II (KSG 9) - Ref: BDMO II/11/2023/24 (2 posts)

The Business Development and Marketing Officer II reports to the Manager Business Development and Marketing and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Implementing corporate marketing plans
- ii. Promoting uptake of KSG products
- iii. Providing admissions, bookings and reservations services
- iv. Administering customer satisfaction survey instruments
- v. Conducting service evaluation to inform improvement
- vi. Updating business development and marketing database
- vii. Drafting business development and marketing reports

b. Requirements for Appointment

- i. Bachelor's Degree in Marketing from a recognized institution
- ii. Proficiency in appropriate computer applications
- iii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Vibrant and confident personality traits
- ii. People and relationship building skills
- iii. Analytical and problem solving skills
- iv. Networking skills
- v. Knowledge of market behaviour
- vi. Ability to use social media tools

12. Accountant II (KSG 9) - Ref: ACCII/12/2023/24 (3 posts)

The Accountant II reports to the Principal Accountant and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Processing payments
- ii. Capturing data in the financial system
- iii. Storage and retrieval of accountable documents
- iv. Verification of vouchers and committal documents
- v. Compliance with statutory deductions and remittances
- vi. Cashbook and bank reconciliation

b. Requirements for Appointment

- i. Bachelor of Commerce Degree (Finance and Accounting) or equivalent from a recognized institution
- ii. Certified Public Accountants (CPA) Part III or equivalent
- iii. Proficiency in finance and accounts software applications
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in finance and accounts services
- ii. Confidentiality, ethics and integrity
- iii. Planning and organizing skills
- iv. Attention to detail

**13. Principal Human Resource Officer (KSG 6)- Ref: PHRO/13/2023/24
(1 post)**

The Principal Human Resource Officer reports to the Manager, Human Resource Management and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be required to:

- i. Collect and collate data and information for decision making
- ii. Implement staff training plans and performance management and productivity system
- iii. Maintain human resource database
- iv. Conduct human resource surveys
- v. Prepare annual draft budget
- vi. Provide counselling service
- vii. Prepare draft reports
- viii. Supervise assigned staff

b. Requirements for Appointment

- i. Bachelor's Degree in Human Resource Management or equivalent from a recognized institution.
- ii. Certified Human Resource Professional (CHRP) qualification at Level III
- iii. A practicing license in human resource management
- iv. Management course in a recognized institution lasting at least four (4) weeks
- v. A minimum of 9 years' experience in human resource management
- vi. Membership to a relevant professional body

- vii. Proficiency in human resource software applications
- viii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in human resource services
- ii. Ability to interpret and apply human resource policy and standards
- iii. Leadership skills
- iv. Negotiation and mediation skills
- v. Confidentiality, ethics and integrity
- vi. Counselling skills
- vii. Emotional intelligence and people skills
- viii. Data and records management
- ix. Planning and organizing skills

14. Human Resource Officer II: (KSG 9) - Ref: HROII/14/2023/24 (2 posts)

The Human Resource Officer II reports to the Principal Human Resource Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be required to:

- i. Generate, verify and update payroll information
- ii. Implement human resource management decisions
- iii. Update human resource databases
- iv. Prepare periodic reports and metrics
- v. Post human resource data in the ERP
- vi. Maintain Labour Management System

b. Requirements for Appointment

- i. Bachelor's Degree in Human Resource Management or equivalent from a recognized institution
- ii. Proficiency in use of Human Resource Enterprise Payroll Module and Integrated Personnel and Payroll Data (IPPD)
- iii. Certified Human Resource Professional (CHRP) qualification at Level I will be an added advantage
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Knowledge in human resource services
- ii. Ability to interpret and apply human resource policy and standards
- iii. Confidentiality, ethics and integrity
- iv. Emotional intelligence and people skills
- v. Data and records management
- vi. Planning and organizing skills
- vii. Mastery of use of IPPD and ERP human resource software

15. Senior Supply Chain Management Officer (KSG 7)- Ref: SSCMO/15/2023 /24 (2 posts)

The Senior Supply Chain Management Officer reports to the Manager, Supply Chain Management and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be required to:

- i. Interpret and apply supply chain management regulations and procedures
- ii. Undertake periodic stock take control
- iii. Compile assets register
- iv. Supervise warehousing of goods and equipment
- v. Process documents for procurement of goods and services
- vi. Conduct market survey
- vii. Evaluate performance of service providers

b. Requirements for Appointment

- i. Bachelor's Degree in Procurement and Supply Chain Management or equivalent from a recognized institution
- ii. Certified Procurement and Supply Professional CPSP-K/ Chartered Institute of Purchasing and Supplies (CIPS) 4 or equivalent
- iii. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- iv. A minimum of 6 years' experience in supply chain management
- v. Membership in a professional body
- vi. Proficiency in supply chain management software applications

vii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Knowledge and mastery of statutory provisions
- ii. Asset management and disposal
- iii. Procurement policy and procedure
- iv. Preparation of professional opinions
- v. Negotiation skills
- vi. Contract management
- vii. Knowledge of market behavior

**16. Supply Chain Management Officer II (KSG 9) - Ref: SCMOII/16/2023/24
(3 posts)**

The Supply Chain Management Officer II reports to the Principal Supply Chain Management Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Participate in tender process
- ii. Identify unserviceable, obsolete and surplus stores and equipment for disposal
- iii. Keep safe custody of store items
- iv. Prepare Local Purchase Order and facilitate timely delivery of goods, services and works
- v. Inspect and accept goods and services
- vi. Check and verify issue notes and invoices
- vii. Undertake inventory and stock control

b. Requirements for Appointment

- i. Bachelor's Degree in Procurement and Supply Chain Management or equivalent from a recognized institution
- ii. Membership in a professional body
- iii. Proficiency in supply chain management software applications
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge of statutory provisions in supply chain management
- ii. Negotiation skills
- iii. Knowledge of market behavior
- iv. Stores management

17. Senior Office Administrator: (KSG 7) Ref: SOA/17/2023/24 (2 posts)

The Senior Office Administrator reports to the Principal Office Administrator and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Respond to customer enquiries
- ii. Manage office diary
- iii. Draft reports
- iv. Verify data and information
- v. Administer survey instruments
- vi. Maintain records
- vii. Prepare payment schedule for adjunct faculty
- viii. Supervise staff

b. Requirements for Appointment

- i. Bachelor's Degree in Secretarial Studies or equivalent from a recognised institution, **OR**

- ii. Bachelor Degree in social sciences **PLUS** a Diploma in secretarial studies from a recognised institution, **OR**
- iii. Bachelor Degree in Social Sciences **PLUS** Business Education Single and Group Certificates (BES & GC) stages I, II and III from KNEC in the following subjects:
 - a. Shorthand III (minimum 100 w.p.m)
 - b. Typewriting III (50 w.p.m) /computerized document processing III
 - c. Business English III/ communications III
 - d. Commerce II
 - e. Office management III/ office administration and management III
 - f. Secretarial duties II
- i. Secretarial Management course in a recognized institution lasting at least three (3) weeks
- ii. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- iii. A minimum of six (6) years' experience in office administration and secretarial management or a relevant field.
- iv. Proficiency in relevant computer applications
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Planning and organizational skills
- ii. Emotional intelligence and people management skills
- iii. Interpersonal skills
- iv. Communication and presentation skills
- v. Office etiquette
- vi. Excellent customer service skills

18. Office Administrative Assistant I: (KSG 12) Ref: OAAI/18/2023/24 (3 posts)

The Office Administrative Assistant reports to the Senior Office Administrator and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Provide administrative services
- ii. Make requisition for office supplies
- iii. Respond to client enquiries
- iv. Prepare draft reports
- v. Administer customer satisfaction survey
- vi. Maintain records

b. Requirements for Appointment

- i. Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-
 - a. Short- hand III (minimum 100 w.p.m.);
 - b. Typewriting III (50 w.p.m)/Computerized
 - c. Document Processing III;
 - d. Business English III/Communications II;
 - e. Secretarial Duties II;
 - f. Office Practice II;
 - g. Commerce II; and
 - h. Office Management III/Office Administration and Management III
- ii. A minimum of three (3) years' experience in secretarial and office management or equivalent
- iii. Proficiency in relevant computer applications
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Planning and organizational skills
- ii. Analytical skills
- iii. Interpersonal skills
- iv. Communication and presentation skills
- v. Delegation skills
- vi. Problem solving skills
- vii. Office etiquette
- viii. Customer relations

**19. Information Communication Technology Assistant (KSG 10) Ref:
ICTA/19/2023/24 – (2 Posts)**

The Information Communication Technology Assistant reports to Principal Information Communication Technology Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Install computers and computer accessories
- ii. Provide day-to-day user support
- iii. Carry out basic protective maintenance
- iv. Compile and maintain inventory of ICT equipment and accessories

b. Requirements for Appointment

- i. Diploma in Computer Science or equivalent from a recognised institution
- ii. Proficiency in ICT software applications
- iii. Compliance with public service ethics and values

c. Essential skills and Competencies

- i. Mastery of knowledge in ICT services
- ii. Ability to interpret and apply ICT policy and standards
- iii. Technology savvy
- iv. Skills in cyber security
- v. Digitization skills
- vi. Confidentiality, ethics and integrity

**20. Principal Corporate Communications Officer: (KSG 6) Ref:
PCCO/20/2023/24 (1 post)**

The Principal Corporate Communication Officer reports to the Manager Corporate Communications and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Develop corporate publicity materials
- ii. Coordinate corporate functions and events
- iii. Develop and publish in-house newsletter
- iv. Draft publications on topical research issues
- v. Monitor maintenance of database for press and other contacts
- vi. Manage records
- vii. Participate in development of corporate communications strategy and work-plan
- viii. Maintain positive media engagement

b. Requirements for Appointment

- i. Bachelor's Degree in Communication or equivalent from a recognized institution
- ii. Membership in Public Relations Society of Kenya (PRSK) or equivalent
- iii. Management course attended at a recognized institution lasting at least four (4) weeks
- iv. A minimum of nine (9) years in corporate communications or a relevant field
- v. Proficiency in relevant computer applications
- vi. Compliance with public service ethics and values

c. Essential skills and Competencies

- i. Knowledge in media ethics, law and governance
- ii. Data management and protection
- iii. Digital integration skills
- iv. Research skills
- v. Innovative thinking
- vi. Interpersonal skills
- vii. Writing and editorial skills
- viii. Analytical skills

**21. Corporate Communications Officer II (KSG 9) Ref: CCOII/21/2023/24
(2 posts)**

The Corporate Communication Officer II reports to the Principal Corporate Communications Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Documenting events
- ii. Participating in creation of designs, concepts and layouts
- iii. Creating databases of press and other contacts
- iv. Participating in publishing of in-house newsletter
- v. Collecting information from online platforms
- vi. Drafting reports
- vii. Participating in corporate events, exhibitions

b. Requirement for Appointment

- i. Bachelor's Degree in Communication or equivalent from a recognized institution
- ii. Proficiency in computer applications
- iii. Relevant professional qualification
- iv. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Knowledge in media ethics, law and governance
- ii. Data management and protection
- iii. Digital integration skills
- iv. Research Skills
- v. Innovative thinking
- vi. Interpersonal skills
- vii. Writing and editorial skills
- viii. Analytical skills

22. Maintenance Officer (KSG 9) Ref: MO/22/2023/24 (1 post)

The Maintenance Officer reports to the Senior Maintenance Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate:

- i. Conduct inspection and service of equipment
- ii. Implement repairs and maintenance schedules
- iii. Prepare and review labour and materials cost estimates
- iv. Compile and maintain records
- v. Maintain tools and equipment in safe, clean and working condition
- vi. Carry out risks and job hazards assessment for works
- vii. Comply with safety guides and environmental standards

b. Requirements for Appointment

- i. Bachelor's Degree a in any of the following disciplines:- Building; Electrical and Electronic Engineering (Power Option) or equivalent qualification from a recognized institution
- ii. Proficiency in Computer skills
- iii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in area of specialization
- ii. Planning and organizing
- iii. Interpersonal skills
- iv. Record keeping skills

23. Driver III (KSG 13): DIII/23/2023/24 (2 posts)

The Driver III reports to the Head of Transport and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Provide transport services as authorized

- ii. Carry out routine checks
- iii. Maintain work tickets
- iv. Provide security and safety for vehicle and passenger
- v. Maintain cleanliness

b. Requirements of Appointment

- i. Mean Grade of D+ (plus) in the Kenya Certificate of Secondary Education or equivalent
- ii. Valid driving license free from any current endorsement(s) at least class D3
- iii. Practical Test for drivers conducted by Automobile Association (AA) of Kenya or National Transport and Safety Authority or National Youth Service
- iv. Certificate in First-Aid Course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- v. Occupational Trade Test III for Drivers conducted by the Ministry of Public Works
- vi. A minimum of two (2) years driving experience

c. Essential skills and competencies

- i. Planning and organising skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Problem solving skills
- v. Mastery of knowledge in transport services

24. Chief Security Officer (KSG 7) CSO/24/2023/24 (1 post)

The Chief Security Officer reports to the Head of Administration Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise performance of lower-ranking cadres
- ii. Lead security operations
- iii. Interpret and implement security decisions within existing rules, regulations and procedures
- iv. Prepare documentation on security matters

- v. Oversee effective management of security system, equipment and records
- vi. Analyse security issues and propose appropriate action
- vii. Prepare and submit regular security briefs

b. Requirements for Appointment

- i. Bachelor's Degree in any of the following disciplines:- Security Studies; Security Management; Criminology and Criminal Justice from a recognized security training institution or its equivalent
- ii. Undergone six (6) weeks Security Course at Criminal Investigation Department (C.I.D) Training School or its equivalent from a recognised institution
- iii. Three (3) months Basic Security Course from a recognized security training institution
- iv. Supervisory skills development course in a recognized institution lasting at least two (2) weeks
- v. A minimum of 9 years' experience in security management or a relevant field
- vi. Proficiency in computer skills
- vii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Leadership skills
- ii. Mastery of knowledge in security management
- iii. Communication skills
- iv. Planning and organizing skills
- v. Integrity and Confidentiality
- vi. Team Player
- vii. Emotional intelligence
- viii. Interpersonal skills

25. Senior Security Officer (KSG 8) SSO/25/2023/24 (3 posts)

The Senior Security Officer reports to the Chief Security Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise performance of lower-ranking cadres
- ii. Analyse security information

- iii. Implement security decisions within existing rules, regulations and procedures
- iv. Coordinate periodic security vetting of security staff
- v. Maintain security tools and equipment
- vi. Prepare work-plans and budget for security requirements

b. Requirements for Appointment

- i. Bachelor's Degree in Security Studies, Security Management, or Criminology and Criminal Justice from a recognized security training institution or its equivalent
- ii. Undergone six (6) weeks Security Course at Criminal Investigation Department (C.I.D) Training School or its equivalent from a recognised institution
- iii. Three (3) months Basic Security Course from a recognized security training institution
- iv. A minimum of 6 years' experience in security management or a relevant field
- v. Proficiency in computer skills
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Mastery of knowledge in security management
- ii. People management skills
- iii. Analytical skills
- iv. Communication skills
- v. Integrity and Confidentiality
- vi. Team Player

26. Security Officer II (KSG 9) - Ref: SOII/26/2023/24 (1 post)

The Security Officer II reports to the Chief Security Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Undertake assigned duties in security management
- ii. Compile security incidents
- iii. Participate in investigation of security breaches

- iv. Apply established rules, regulations and procedures
- v. Draft correspondence
- vi. Maintain security records
- vii. Conduct security checks within the premises

b. Requirements for Appointment

- i. Diploma in Security Studies, Security Management, or Criminology and Criminal Justice from a recognized security training institution or its equivalent with an experience of **not less than three years**
- ii. Undergone six (6) weeks Security Course at Criminal Investigation Department (C.I.D) Training School or its equivalent from a recognised institution
- iii. Three (3) months Basic Security Course from a recognized security training institution
- iv. Proficiency in computer skills
- v. Compliance with public service ethics and values

c. Essential skills and Competencies

- i. Mastery of knowledge in security management
- ii. Communication skills
- iii. Planning and organizing
- iv. Integrity and Confidentiality
- v. Team Player
- vi. Emotional intelligence
- vii. Interpersonal skills

27. Senior Assistant Security (KSG 11) - Ref: SAS/27/2023/24 (4 posts)

The Senior Assistant Security reports to the Chief Security Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Control movement of visitors
- ii. Maintain records and charts of crimes and incidences
- iii. Keep lost and found articles in safe custody

- iv. Investigate security breaches
- v. Maintain inventory of security apparatus and equipment
- vi. Conduct security checks within the premises
- vii. Implement security decisions
- viii. Monitor effectiveness of security systems

b. Requirements for Appointment

- i. Certificate in Security Studies, Security Management, or Criminology and Criminal Justice or equivalent qualification from a recognized institution
- ii. Kenya Certificate of Secondary Education mean grade D Plain or its equivalent qualification from a recognized Institution
- iii. First-Aid Certificate Course lasting not less than one (1) week from St. John's Ambulance or any other recognized Institution
- iv. A minimum of 9 years' experience in a relevant field with satisfactory record of performance
- v. Proficiency in computer skills
- vi. Compliance with public service ethics and values

c. Essential skills and Competencies

- i. Mastery of knowledge in security management
- ii. Communication skills
- iii. Planning and organizing
- iv. Integrity and Confidentiality
- v. Team Player
- vi. Emotional intelligence
- vii. Interpersonal skills

28. Manager Hospitality Services (KSG 5) - Ref: MHS/28/2023/24 (1 post)

The Manager, Hospitality Services reports to the Chief Manager, Hospitality Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise staff
- ii. Coordinate hospitality services

- iii. Develop and review hospitality policy and service standards
- iv. Develop strategy and work-plan
- v. Develop specifications for supply of goods and services
- vi. Prepare departmental budget
- vii. Manage catering and housekeeping resources
- viii. Plan and organize provision of catering, accommodation and conferencing services
- ix. Implement hospitality policy and service standards

b. Requirements for Appointment

- i. Bachelor's and Master's Degree in Hospitality Management or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Substance Act
- iii. Leadership course in a recognized institution lasting at least six (6) weeks
- iv. A minimum of 12 years of experience in hospitality management in a high ranking facility or equivalent
- v. Proficiency in relevant computer applications
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

29. Principal Hospitality Officer (KSG 6) - Ref: PHO/29/2023/24 (1 post)

The Principal Hospitality Officer reports to the Manager, Hospitality Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise staff
- ii. Coordinate duty schedule
- iii. Monitor customer satisfaction
- iv. Implement hospitality service standards
- v. Implement strategy and work-plans
- vi. Coordinate provision of catering, accommodation and conferencing services
- vii. Maintain catering and housekeeping resources
- viii. Manage catering and housekeeping records
- ix. Prepare reports

b. Requirements for Appointment

- i. Bachelor's Degree in Hospitality Management or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Substance Act
- iii. Management course in a recognized institution lasting at least four (4) weeks
- iv. A minimum of nine (9) years in hospitality management or relevant field
- v. Proficiency in in relevant computer applications
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

30. Senior Hospitality Officer (KSG 7) - Ref: SHO/30/2023/24 (2 posts)

The Senior Hospitality Officer reports to the Principal Hospitality Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise staff
- ii. Conduct on-job-training
- iii. Prepare and administer duty schedules

- iv. Resolve customer complaints
- v. Respond to client enquiries
- vi. Implement hospitality policy, standards, regulations and statutory requirements
- vii. Maintain records of hospitality equipment, machine, tools and materials
- viii. Maintain stock levels of supplies
- ix. Draft reports

b. Requirements for Appointment

- i. Bachelor's Degree in Hospitality Management or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Sub- stance Act
- iii. Supervisory Skills Development course in a recognized institution lasting at least two (2) weeks
- iv. A minimum of six (6) years in hospitality management or a relevant field
- v. Proficiency in relevant computer applications
- vi. Compliance with public service ethics and values

c. Essential skills and competencies

- vii. Dining etiquette
- viii. Knowledge in health and safety standards
- ix. Mastery of cuisines and nutritional standards
- x. Guest comfort
- xi. Good interpersonal skills
- xii. Innovation and creativity

31. Hospitality Officer I (KSG 8) - Ref: HOII/31/2023/24 (2 posts)

The Hospitality Officer I reports to the Principal Hospitality Officer and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Conduct on-job-training
- ii. Monitor hygiene
- iii. Report on maintenance requirements

- iv. Provide security and safe keeping of room keys
- v. Receive and check in guests
- vi. Implement hospitality policy, standards, regulations and statutory requirements
- vii. Review customer feedback for appropriate action

b. Requirements for Appointment

- i. Bachelor's Degree in Hospitality Management or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Substance Act
- iii. A minimum of three (3) years in hospitality management or a relevant field
- iv. Proficiency in relevant computer applications
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

32. Executive Chef (KSG 6) - Ref: EC/32/2023/24 (1 post)

The Executive Chef reports to the Manager, Hospitality Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Oversee food production
- ii. Develop recipes and cuisines
- iii. Determines presentation plans
- iv. Orders and evaluates the quality of food
- v. Supervise staff
- vi. Comply with nutrition and sanitation regulations and safety standards
- vii. Carry out regular market survey in food production

- viii. Standardize food production across the School
- ix. Maintain, requisition and repair of appliances and equipment
- x. Maintain food production records

b. Requirements for Appointment

- i. Bachelor's Degree in Culinary Arts or its equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Substance Act
- iii. Practicing license where relevant
- iv. Management course in a recognised institution lasting at least four (4) weeks
- v. A minimum of nine (9) years as a Chef or in a relevant field in high ranking hotel or equivalent
- vi. Proficiency in relevant computer applications
- vii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

33. Senior Chef (KSG 7) - Ref: SC/33/2023/24 (2 posts)

The Senior Chef reports to the Manager, Hospitality Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise staff
- ii. Develop and review menus
- iii. Carry out food preparation (*mise-en-place*) and production
- iv. Maintain stock items for production
- v. Receive produce as per specifications
- vi. Forecast food production needs
- vii. Maintain food production records

- viii. Maintain catering equipment

b. Requirements for Appointment

- i. Bachelor's Degree in Culinary Arts or its equivalent from a recognized institution
- ii. Relevant professional qualification
- iii. Valid Certificate of Medical examination in pursuant to The food, Drugs and Chemical Substance Act
- iv. Supervisory Skills Development course in a recognized institution lasting at least two (2) weeks
- v. A minimum of six (6) years as Chef or in a relevant field in a high ranking hotel.
- vi. Proficiency in relevant computer applications
- vii. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

34. Chef II (KSG 9) - Ref: CII/34/2023/24 (1 post)

The Chef II reports to the Senior Chef and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Develop and review menu and recipe
- ii. Carry out food preparations (*mise-en-place*) and production
- iii. Design layout and direct food placement
- iv. Replenish food stations and buffet service line
- v. Update stock levels
- vi. Update work order forms on equipment

b. Requirements for Appointment

- i. Bachelor's Degree in Culinary Arts or equivalent from a recognized institution, OR
- ii. Diploma in either pastry and bakery, culinary art, food production (both mass food production and a *la carte*) or equivalent AND a minimum of three (3) years as a Chef or in a relevant field
- iii. Valid Certificate of Medical examination in pursuant to the Food, Drugs And Chemical Substance Act
- iv. Proficiency in relevant computer applications
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

35. Senior Cook (KSG 10) - Ref: SC/35/2023/24 (1 post)

The Senior Cook reports to the Senior Chef and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service

a. Duties and Responsibilities

The successful candidate will:

- i. Supervise staff
- ii. Draft menu and recipe
- iii. Coordinate food preparation and production
- iv. Maintain stock and place orders
- v. Receive orders according to specifications
- vi. Prepare schedule for maintenance of kitchen appliances and equipment
- vii. Design food layout at stations

b. Requirements for Appointment

- i. Diploma in Catering and Hotel Management, Housekeeping and Front

- Office Management, Food and Beverage Production and Service, Food and Beverage Management, Institutional and Catering Management, and Hospitality Management or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs And Chemical Substance Act
 - iii. A minimum of nine (9) years in a relevant field
 - iv. Proficiency in relevant computer applications
 - v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

36. Cook I (KSG 11) –Ref: CK1/36/2023/24 (8 posts)

a. Duties and Responsibilities

The successful candidate will:

- i. Guide staff operations
- ii. Coordinate food preparations (*mise-en-place*)
- iii. Monitor replenishing of food stations
- iv. Prepare food according to menu and recipe
- v. Maintain production appliances and equipment
- vi. Make requisitions and maintain food stock

b. Requirements for Appointment

- i. Certificate in Food Production, Food and Beverage Service and Sales, Housekeeping and Laundry lasting **not less than one (1) year or equivalent** from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs And Chemical Substance Act
- iii. A minimum of six (6) years in a relevant field

- iv. Proficiency in relevant computer applications
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette
- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

37. Waiter I: (KSG 11) Ref: WI/37/2023/24 (20 posts)

a. Duties and Responsibilities

The successful candidate will:

- i. Respond to client enquiries
- ii. Reservations
- iii. Maintain orderly dining area
- iv. Table and stations set up (*mise-en-scene*)
- v. Provide satisfactory service to clients; food and beverages
- vi. Carry out general cleaning

b. Requirements for Appointment

- i. Certificate in Food Production, Food and Beverage Service and Sales, Housekeeping and Laundry lasting not less than one (1) year or equivalent from a recognized institution
- ii. Valid Certificate of Medical examination in pursuant to the Food, Drugs and Chemical Substance Act
- iii. A minimum of six (6) years in a relevant field
- iv. Proficiency in relevant computer applications
- v. Compliance with public service ethics and values

c. Essential skills and competencies

- i. Dining etiquette

- ii. Knowledge in health and safety standards
- iii. Mastery of cuisines and nutritional standards
- iv. Guest comfort
- v. Good interpersonal skills
- vi. Innovation and creativity

**38. Senior Support Staff Supervisor (*Swimming Pool Attendant*) KSG 11 –
Ref: SSSS/38/2023/24 (1 post)**

The position of Senior Support Staff Supervisor (*Swimming Pool Attendant*) shall report to Manager, Administration Services and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa. Engagement is based on permanent and pensionable terms of service.

a. Duties and Responsibilities

The successful candidate will:

- i. Maintain swimming pool cleanliness and hygiene
- ii. Provide pool maintenance services such as plumbing
- iii. Maintain safety standards of users
- iv. Provide first aid skills on need basis
- v. Maintain records

b. Requirements for Appointment

- i. Certificate in a course of not less than or in aggregate of at least one (1) month
- ii. Swimming pool attendance
- iii. A certification in first aid
- iv. A minimum of nine (9) years in relevant field
- v. Compliance with public service ethics and values

c. Essential skills and Competencies

- i. First aid skills
- ii. Capability to provide life-saving skills
- iii. Plumbing skills
- iv. Planning and organizing