SHORT TERM CONTRACT ADVERTISMENT

(1)   CATERING AND ACCOMMODATION

A. Hostel Janitor

Qualifications
1. Certificate in Housekeeping or Hospitality operations
2. Knowledge of cleaning methods, use of cleaning equipment/chemicals
3. Customer service skills and ability to interact with students/residents
4. Physical fitness to perform manual labor tasks
5. Training in basic building maintenance, plumbing, and electrical work will be an added advantage

Additional Skills
1. First aid training
2. Basic computer skills for record-keeping
3. Understanding of health and safety regulations
4. Previous experience working in a hostel, hotel, or similar environment
5. Strong work ethic, reliability, and attention to detail

B. Hostel Attendants

Qualifications
1. KCSE certificate
2. Certificate or short-course in Housekeeping or Cleaning Services.
3. Training in the use of cleaning equipment, chemicals, and techniques.

Work Experience:
1. 6 months to 1 year of experience in a cleaning or housekeeping role, preferably in a hostel, hotel, or similar setting.
2. Knowledge of proper cleaning methods, hygiene practices, and waste management.

Key Skills and Competencies:
1. Physical fitness and stamina to perform manual cleaning tasks.
2. Attention to detail and thoroughness in cleaning and maintenance.
3. Time management skills to efficiently complete cleaning duties.
4. Basic problem-solving abilities to address minor maintenance issues.
5. Good communication skills to interact with hostel staff and residents.

6. Commitment to following health, safety, and security protocols.

Additional Preferred Qualifications:
1. First aid training.
2. Basic computer skills for logging cleaning tasks and inventory.
3. Understanding of environmental sustainability and green cleaning practices.

C. Assistant Cooks

Qualifications:
1. Minimum of a Certificate in Culinary Arts or Diploma in Catering and Hospitality Management from a recognized training institution.

Professional Certifications:
1. Food Handler's Certificate or Food Safety and Hygiene Certification
2. Certificates in specialized cooking techniques (e.g. baking, grilling, ethnic cuisine)

Work Experience:
1. 1-3 years of work experience as a cook, chef de partie, or in a similar kitchen role.
2. Experience working in hotels, restaurants, cafeterias, or institutional
3. Knowledge of Kenyan and international cuisine, cooking methods, and food presentation.

Skills and Competencies:
1. Strong culinary skills and expertise in food preparation
2. Ability to work in a fast-paced environment and multitask
3. Good time management and organizational skills
4. Attention to detail and commitment to food safety and hygiene
5. Creativity and willingness to experiment with new recipes
6. Team player with good communication and interpersonal skills

Additional Relevant Qualifications:
1. Training in menu planning, inventory management, and cost control
2. Knowledge of nutritional values and dietary requirements
3. Basic computer skills for inventory tracking and record-keeping

(2)   CENTRAL SERVICES

A. Grounds Work Unskilled Casual

Requirements
1. National identification card
2. NSSF card copy

3. KRA pin copy
4. Bank account number

B. Ungraded Casual

Requirements
1. National identification card
2. NSSF card copy
3. KRA pin copy
4. Bank account number
5. Recommendation letter proving that one has done that work for sometime

C. Cleaning Unskilled Casual

Requirements
1. National identification card
2. NSSF card copy
3. KRA pin copy
4. Bank account number

D. Skilled Casual

Requirement
1. National identification card
2. NSSF card copy
3. KRA pin copy
4. Bank account number
5. Minimum Artisan grade three (3)
6. Recommendation letters

(3)   CENTRE FOR E-LEARNING

A. Skilled Casual

Education and Experience
1. Minimum of a Diploma in Education, Information Technology, Management, or a related field.
2. Prior experience in e-learning support, or a similar role is preferred.
3. Familiarity with Learning Management Systems (LMS) and e-learning platforms. Experience with the eJooust platform is an advantage.
4. Strong organizational and administrative skills to assist in managing student enrollment processes and ongoing improvements related to student and course management.
5. Proficiency in using e-learning platforms, basic HTML/CSS for content upload, and troubleshooting common technical issues.

Responsibilities:
1. Assist in the management of the student enrollment processes, ensuring accuracy and efficiency.
2. Aid in ongoing improvements related to student and course management, providing feedback and implementing changes as needed.
3. Support in coordinating the production of teaching and learning materials, working closely with subject experts.
4. Assist in training subject experts on e-resources development, providing guidance and support as needed.
5. Respond to queries from e-learning stakeholders in a timely and accurate manner via phone, email, or chat.
6. Provide support for students and staff in e-learning issues, including admissions, orientations/inductions, counseling, and program delivery services.
7. Uploading developed content onto the eJooust platform, ensuring it meets the required standards and is accessible to users.

(4)   SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS

A. Laboratory Technician (Skilled Casual)

Education and Experience
- **Minimum Education:** A Diploma or Bachelor's Degree in Computer Science, Information Technology, or a related field
- **Technical Skills:**
  - ✓ Proficiency in scripting languages like Python, Bash, or PowerShell for automation and task management.
  - ✓ Basic knowledge of HTML, CSS, and JavaScript for maintaining lab websites or web-based tools.
  - ✓ Familiarity with SQL and database management systems (e.g., MySQL, PostgreSQL).
  - ✓ Familiarity with basic cybersecurity principles and best practices in maintaining secure computing environments.
  - ✓ Familiarity with learning management systems (LMS) or educational software used in undergraduate courses.
- **Hardware Maintenance**
  - ✓ Knowledge of assembling and disassembling computer hardware.
  - ✓ Skills in diagnosing and fixing hardware issues such as faulty RAM, hard drives, or peripherals.
- **Networking**
  - ✓ Understanding of basic networking concepts (IP addressing, DHCP, DNS).
  - ✓ Ability to troubleshoot network connectivity issues.
  - ✓ Experience with configuring and managing network devices (routers, switches).

- **Software Proficiency:**
  - ✓ Experience with operating systems (Windows, macOS, Linux), office productivity software (Microsoft Office, Google Workspace), and specialized software relevant to the courses offered.
- **Relevant Experience:**
  - ✓ Prior experience in a similar role, ideally in an educational institution or another environment where supporting end-users in a lab setting is required.
- **Soft Skills:**
  - ✓ Strong communication skills to interact effectively with students, faculty, and other staff.
  - ✓ Strong communication skills to interact effectively with students, faculty, and other staff.
  - ✓ Ability to diagnose and resolve technical issues quickly and efficiently.
  - ✓ Ability to manage multiple tasks and prioritize effectively.

(5)   UNIVERSITY HEALTH SERVICES

A. Nursing Officer

Qualifications
1. Diploma in Nursing from a recognized institution
2. At least one (1) year experience as a nursing officer
3. Registered with the Nursing Council
4. Licensed with the Nursing Council
5. Proficiency in using Electronic Medical Records