

KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY

JOB VACANCIES

Advert No. HR/01/2023 – HOUSEKEEPER - (1 POST)

Purpose of the Job

This position is responsible for overall management of Boarding and accommodation facilities, ensuring compliance and regulatory, occupational and safety and environmental control, organization and management of housekeeping services.

Requirements-Job Specification

- 1) Diploma in Housekeeping and Laundry/Accommodation or its equivalent from a recognized institution.
- 2) Good Knowledge of Public Health Act
- 3) At least three years working experience in the same position.
- 4) Must be a person who is keen on details and results oriented.
- 5) Experience in using ERP systems
- 6) Proficiency in computer applications;
- 7) Good leadership, people management, supervisory, interpersonal, organizational, problem solving, time management and communication skills.
- 8) A team player

Duties and responsibilities:

Managerial Responsibilities:

- 1) Responsible for organization, planning and management of housekeeping and accommodation services.
- 2) Preparation of the sections Annual Budget and termly requisitions.
- 3) Prepare work plan for housekeeping staff to ensure efficiency of operations.
- 4) Supervise the proper cleanliness and arrangement of hostels, Classrooms, Offices and any other assigned room.
- 5) Ensure cleaning detergents/materials and equipment are ordered on time.

Operational Responsibilities:

- 1) Ensure compliance and regulation in line with their occupational objectives, safety, environmental and infection control.
- 2) Develop and implement policies in accommodation and housekeeping.
- 3) Evaluation of work performance by the staff under this position and advise accordingly.
- 4) Ensure overall management of housekeeping and accommodations facilities.

Advert No. HR/02/2023 DRIVER (1 POST)

This position is to provide transportation services, timely and consistent maintenance of vehicle and ensuring the security of the vehicle on and off the road.

Requirements

- 1) KCSE certificate
- 2) Driver's License for class BCE vehicles NTSA PSV license
- 3) At least Five years relevant working experience.
- 4) Computer Literacy
- 5) Conversant with NTSA Act and Regulations
- 6) suitability test
- 7) Possess good communication,organizational,interpersonal and time management skills
- 8) Knowledge of first aid procedures.

- 9) Previous working experience as a bus driver and working with students is preferred

Duties and responsibilities:

- 1) Transport authorized staff to designated locations in a safe and timely manner, to ensure the transport department supports the institution staff in the performance of work
- 2) Ensure the cleanliness and routine maintenance of the institution's vehicles assigned, to enhance the image of the institution and to make the vehicles user friendly.
- 3) Detecting and reporting malfunctions and make arrangement for major repairs to ensure the vehicles are kept in good condition at all times
- 4) Ensure timely change of oil, checking tyres, brakes and water levels to prevent the vehicle from breakdowns
- 5) Report any accidents and incidents to the Transport Officer to ensure appropriate strategies are developed and implemented to minimize the accidents and incidents.
- 6) Record distances travelled and fuel costs incurred for proper record keeping to assist in the management of transport costs
- 7) Inspect the vehicles to ensure they are fully equipped with tools and first aid kit to ensure adherence to the regulation
- 8) Maintain all valid legal documents such as driving license, work tickets, insurance and safety hazards
- 9) Ensure safety of the vehicle on and off the road
- 10) Team Player
- 11) Any other duties assigned to you by the Supervisor

Advert No. HR/03/2023 CIVIL ENGINEERING LABORATORY TECHNICIAN (1 POST)

This position is responsible for the provision of support routine duties in the workshop/laboratory to ensure that the operations are running smoothly

Requirements

- 1) Diploma in Civil Engineering from a recognized institution
- 2) Certificate in material testing will be an added advantage.
- 3) One year experience in a road construction or building site.
- 4) Computer proficiency
- 5) Analytical, interpersonal, communication, organizational and time management skills.
- 6) Team player

Duties and responsibilities.

- 1) Testing of Construction Materials.
- 2) Setting Engineering surveys practicals.
- 3) Provide support to trainers and trainees in solving technical problems and practicals.
- 4) Maintain workshop inventories by receiving, issuing tools and materials in the workshop and ensure sufficient materials in the workshop.
- 5) Observe and ensure health and safety procedures are practiced and enforced and accidents reported to the section head.
- 6) Requisition for consumables to ensure they are replenished in a timely manner and organise in a way that they are easily traced.
- 7) Prepare maintenance schedule for all the workshop equipment for approval by section head

and maintain requisite records on servicing schedule on various equipment and machinery to ensure the schedule is adhered to.

- 8) Advise the section head on the budgeting requirement of the workshop to ensure that all the requirements of the workshop are budgeted for.
- 9) Segregate non-functional equipment and machinery to promote safety in the workshop.
- 10) Provide procurement specifications for workshop equipment to be purchased to ensure purchase of the correct equipment/machinery.
- 11) Report breakdown of machinery and equipment to the head of the section to advice on replacement needs.
- 12) Supervise cleaning of the workshop to promote general cleanliness of the workshop and equipment and provide a conducive environment for trainings and practicals.

Advert No. HR/04/2023 CLINICAL OFFICER (1 POST)

This purpose of this job is to examine, diagnose and treat Students and staff in the institution's dispensary and coordinate all operations within the Clinic which include clinical services and management

Requirements

1. K.C.S.E mean grade C plain
2. Diploma in Clinical Medicine and Surgery from a recognized Institution.
3. Be registered with the Clinical Officers Council and in good standing.
4. Guidance and Counseling Skills will be an added advantage
5. Conflict and problem solving skills
6. Good Communication/Interpersonal and Organizational skills
7. Team Player

Duties and responsibilities.

1. Examining, diagnosing and treating Students and staff in the Institute clinics
2. Referring patients appropriately
3. Monitoring patients' progress
4. Liaising with the relevant County Health Department for medical updates
5. Assist in Preparation of Clinic budget
6. Advise on procurement of drugs and Clinic equipment
7. Supervision and Management of Clinic operations
8. Stock taking and inventory control
9. Preparing and submitting individual work plans and monthly reports
10. Any other relevant duty assigned.

For detailed Job Description and Job Specification (requirements) log in to our website: www.kist.ac.ke

Application process: send your current CV, Academic and Professional Certificates and Testimonials to: **Principal, Po.Box 414-00900, Kiambu, on or before C.O.B Tuesday 12th September, 2023** in a brown, A4 envelope clearly sealed and with the advert reference number clearly indicated.

DELIVERY MODE: Hand delivery, Post Office or Courier. NOTE: For hand delivery, ensure you register your name and Date of delivery at our reception and drop the application at a provided

sealed box.

We shall not be responsible for loss of hand delivered documents not registered in the provided book.

Only shortlisted candidates will be contacted.

KIST is an equal opportunity employer; women, youth and people with disabilities are encouraged to apply.