



MACHAKOS UNIVERSITY
EXTERNAL RE-ADVERTISEMENT 7TH FEBRUARY, 2024

DECLARATION OF A VACANCY

Institution Profile

Machakos University was awarded a Charter on 7th October 2016 and is a successor of Machakos University College. It is located one (1) Km from Machakos Town along the main Machakos – Wote road.

The Vision of the University is: “Excellence in transformative scholarship and community service;” whereas the Mission of the University is: “To Provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation.”

Machakos University invites applications from applicants who are suitably qualified and experienced with excellent credentials to fill the following non-teaching vacant positions.

Terms of Engagement

The terms for the advertised positions are on contractual terms as indicated below.

NON-TEACHING POSITIONS

1. MACHAKOS UNIVERSITY HOTEL AND CONFERENCE CENTRE

- i) **Hotel Manager (Re-Advertisement) Grade12- Ref. MksU/HM/01/24 (1 Post) (3 years Contract, renewable upon satisfactory performance.)**

Applicants should meet the following requirements:

- a) Bachelors’ Degree in Hotel and Institution Management/ Hospitality Management or its equivalent with five (5) years’ experience in a busy establishment of similar status.

OR

- b) Have Higher Diploma in Hotel Management/ Hospitality Management with eight (8) years’ experience in a busy establishment of similar status.
- c) Have KSCE C (Plain) and above.

Duties & Responsibilities

- i) Manage all operations of the Hotel.
 - ii) Put in place expenditure control measures.
 - iii) Prepare annual procurement plans, work plans and Hotel Budgets.
 - iv) Establish Hotel performance targets.
 - v) Ensure maximum efficiency and effectiveness in the operations of the Hotel.
 - vi) Ensure maximum and efficient utilization of all Hotel resources, both physical and human.
- ii) University Hotel Chef (Re-Advertisement) Grade 7/8- Ref. MksU/UHC/02/24 (1 Post) (2 years Contract, renewable upon satisfactory performance.)**

Applicants should meet the following requirements:

- a) Must have an earned Bachelor's degree in Food Production/ Institutional Management Hotel management or its equivalent or Higher National Diploma in Food Production/ Institutional Management.
- OR**
- a) Must have an earned Diploma in Food Production/ Institutional Management from a recognized institution.
 - b) Six (6) years working experience three (3) of which as Assistant Cateress/ Chef Grade 5/6 or equivalent.

Duties & Responsibilities

- i) Ensure food is properly cooked.
- ii) Responsible for proper service of food to the guests
- iii) Ensure proper hygiene is observed in the kitchen.
- iv) Prepare and present food to the serving staff.
- v) Ensure that all kitchen appliances are properly maintained and in good working condition.
- vi) Responsible for constantly checking at the service counter, co-ordinating with the cooks on replenish of cooked food to ensure smooth running of operations in the kitchen area.
- vii) Planning menus for the kitchen for all foods in the hotel.
- viii) Establish controls to minimize food and supply wastage.

Mode of Application

Applicants must:

- i) Submit two (2) hard copies of a letter of application, certificates, national Identity Card/ Passport, testimonials and updated curriculum vitae to include full details of education, professional qualifications, experience, names and addresses of three referees one of whom should be present or previous employer.
- ii) Type the required information in the Job Application Form available on the University website, print, sign and attach to the application.
- iii) Contact three (3) referees and request them to send their recommendations, under sealed envelopes to the provided address, before the advert deadline.
- iv) Send a soft copy (one running pdf file) of the application to recruitmentAPF@mksu.ac.ke and a copy to careers@mksu.ac.ke.
- v) Submit the two (2) applications in a sealed envelope indicating the position applied for to:

**The Deputy Vice-Chancellor
Administration, Planning and Finance
Machakos University
P. O. BOX 136 – 90100
MACHAKOS**

So as to be received not later than **Tuesday, 5th March, 2024**.

Those who had applied for the above positions, earlier advertised need not to re-apply.

N/B: Only short-listed candidates will be contacted. Machakos University is an Equal Employment Opportunity employer and therefore, staff of either gender, ethnicity or persons with disability are encouraged to apply.