



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT CATERING OFFICER GRADE 5/6/7(ABC), STUDENTS CATERING DEPARTMENT, CENTRAL ADMINISTRATION, AD/5/93/24 – 4 POSTS

Applicants shall be holders of a Diploma in either Institutional Management or Hospitality or equivalent qualifications from a recognized learning Institution. They should have five (5) years' experience at grade 4(IV) in any catering related job or at grade 4(IV) in any other comparable position.

Duties and responsibilities:

The successful candidate will among other assignments be expected to: Monitor supplies and re-order stock as needed, assist with inventory management, assist the catering officer in: discharging catering services, ensuring prompt procurement of foodstuffs and other kitchen items and their safe custody, supervise staff, maintain their respective kitchen staff duty roster and rotation schedules.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Deputy Registrar, Recruitment and Training University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-acocdpt@uonbi.ac.ke

CLOSING DATE: FRIDAY, JUNE, 7 2024

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**