



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

CATERING OFFICER GRADE 8/9/10 (DEF), STUDENTS CATERING DEPARTMENT, CENTRAL ADMINISTRATION, AD/2/36/24 – 9 POSTS

Applicants shall be holders of a Higher Diploma in either Institutional Management or Hospitality or equivalent qualifications from a recognized learning Institution. They should have six (6) years' experience as Assistant Catering Officer grade ABC.

Duties and responsibilities:

The successful candidate will among other assignments be expected to: Implement Smooth, economic and efficient management the catering services in her/his kitchen in an economic, efficient and effective manner, Ensure prompt procurement of foodstuffs and other kitchen items and their safe custody, supervise staff under their jurisdiction, 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 Director, Human Resource, 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-coscsca@uonbi.ac.ke

CLOSING DATE: FRIDAY, FEBRUARY 23, 2024

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