



KENYA INSTITUTE OF MASS COMMUNICATION

P.O. Box 42422 - 00100 NAIROBI | Uhoho Road, Nairobi South B, off Mombasa Road
Cell: 0708 262 895 Tel: +254 020 6997000 | Email: info@kimc.ac.ke | Website: www.kimc.ac.ke

KIMC/ G/ A/107 VOL. (15)

21st March, 2023.

NOTICE

VACANCIES FOR CASUAL WORKERS

The Institute wishes to recruit casual workers for a period of not more than three (3) months for the following positions: Hospitality (Cooks, Cleaners, and Housekeepers), Procurement Assistant, Accounts Clerks, Secretaries, ICT Assistants and Gardeners.

REQUIREMENTS FOR APPOINTMENT

For appointment to the position you must have the qualifications shown;

- i. Cooks – Certificate or Diploma in Food and Beverage production & Food Handlers Certificate from KEMRI.
- ii. Cleaners – KCSE certification & Food Handlers Certificate from KEMRI.
- iii. Housekeepers – Diploma or Certificate in Catering and Accommodation
- iv. ICT Assistants – Diploma in ICT
- v. Procurement Assistant – Diploma in Supply Chain Management.
- vi. Accounts Clerks – Bachelor's degree in Accounting or CPA Part II
- vii. Secretaries – Certificate or Diploma in Secretarial Studies

In addition, the following documents are required:

- i. National Identification Card;
- ii. A minimum of KCSE or Equivalent qualifications with technical experience;
- iii. Relevant Academic Certificates and testimonials

Hand delivery applications should reach the Director's office on or before **6th April 2023.**


Peter Wakoli

Ag. DIRECTOR/CEO.