



KENYA INSTITUTE OF MASS COMMUNICATION
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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, Housekeepers and Gardeners) and Casual Secretaries.

REQUIREMENTS FOR APPOINTMENT

For appointment to the position you must have the following;

S/No.	Designation	Qualifications	Number
1	Cooks	Certificate or Diploma in Food and Beverage Production & Food Handlers Certificate with a Minimum of D+ in KCSE	6
2	Gardeners	KCSE Certificate minimum D Plain	2
	Housekeepers	Food Handlers Certificate with a Minimum of D+ in KCSE, Certificate in Housekeeping will be an added advantage	2
3	Secretaries	Certificate or Diploma in Secretarial Studies	3
		TOTAL	13

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/Professional Certificates and testimonials;
- iv. Certificate of good conduct.

Hand delivery applications should reach the Director's office on or before 6th December, 2024.


Peter Wakoli
DIRECTOR/CEO.