



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, Cleaners and Gardeners) Maintenance (Artisans i.e. Carpenter, Electrician, Welder and Plumber) and Casual (Secretaries, Accounts/Finance Assistant, Supply Chain Management Assistant).

REQUIREMENTS FOR APPOINTMENT

For appointment to the position, you must have the following;

S/No.	Designation	Qualifications	Number Needed
1.	Cooks	i. Certificate or Diploma in Food and Beverage Production ii. KCSE Certificate D+ (Plus) Minimum iii. Valid Food Handlers Certificates	7
2.	Gardeners	i. KCSE Certificate minimum D Plain ii. Valid Food Handlers Certificates	2
3.	Housekeepers	i. KCSE Certificate D+(Plus) Minimum ii. Valid Food Handlers Certificates iii. Certificate in Housekeeping will be an added advantage	2
4.	Cleaners	i. KCSE D+ (Plus) Minimum ii. Valid Food Handlers Certificates iii. Certificate in Housekeeping will be an added advantage	2
5.	Carpentry	i. Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry) or Certificate or Diploma in Trade Test accreditation ii. KCSE D- (minus)	1
6.	Welder	i. Government Trade Test Certificate Grade III/II/I in the area of specialization (Welding) Certificate or Diploma in Trade Test accreditation ii. KCSE D- (minus)	1
7.	Electrician	i. Certificate or Diploma in Electrical Engineering ii. KCSE D- (minus)	1
8.	Plumber	i. Government Trade Test Certificate Grade III/II/I in the area of specialization (Plumbing) Certificate or Diploma in Electrical Engineering & Trade Test accreditation ii. KCSE D- (minus)	1
9.	Secretaries	i. Craft Certificate or Diploma in Secretarial Studies ii. KCSE Certificate or Equivalent	3
10.	Finance	i. Diploma in Finance/Accounts or CPA Part 1 ii. KCSE Certificate or Equivalent	1
iii.	Procurement	i. Diploma in Procurement, Supply chain Management ii. KCSE Certificate or Equivalent	1
		TOTAL	22

In addition, the following documents are required: *Copy of National Identification Card, a minimum of KCSE or Equivalent qualifications with technical experience, relevant Academic/Professional Certificates and testimonials, Food Handlers Certificate for Hospitality Casuals and Certificate of Good Conduct.*

Hand Delivered applications should reach the Director's office on or before **3rd September, 2025.**



Peter Wakoli

DIRECTOR/CEO.