



KENYA INSTITUTE OF MASS COMMUNICATION
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KIMC/G/A/273 VOL. II (14)

6th November, 2025

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 ENGAGEMENT

S/No.	Position	Qualifications	Number Needed
1.	Cooks	i. Certificate or Diploma in Food and Beverage Production ii. KCSE Certificate minimum D+ (Plus) iii. Valid Food Handlers Certificates	7
2.	Gardeners	i. KCSE Certificate minimum D Plain	2
3.	Housekeepers	i. KCSE Certificate minimum D+(Plus) ii. Valid Food Handlers Certificates iii. Certificate in Housekeeping/Hospitality Management	2
4.	Cleaners	i. KCSE D+ (Plus) Minimum ii. Valid Food Handlers Certificates iii. Certificate in Housekeeping/Hospitality Management will be an added advantage	2
5.	Carpentry	i. Government Trade Test Certificate Grade III in Carpentry or Certificate/ Diploma in Carpentry. ii. KCSE minimum D- (minus)	1
6.	Welder	i. Government Trade Test Certificate Grade III in Welding or Certificate/Diploma in welding. ii. KCSE minimum D- (minus)	1
7.	Electrician	i. Certificate or Diploma in Electrical Engineering ii. KCSE minimum D- (minus)	1
8.	Plumber	i. Government Trade Test Certificate Grade III in (Plumbing) Certificate/Diploma in Plumbing ii. KCSE minimum D- (minus)	1

S/No.	Position	Qualifications	Number Needed
9.	Secretaries	i. Diploma in Secretarial Studies or Equivalent ii. KCSE Certificate minimum C- (minus)	3
10.	Finance	i. Diploma in Financial/Accounting Management or CPA Part II ii. KCSE minimum D+ (Plus) Certificate	1
11.	Procurement	i. Diploma in Procurement & Logistics or Supply Chain Management ii. KCSE minimum D+ (Plus) Certificate	1
		TOTAL	22

In addition, the following documents are required: **Signed Application Letter**, **Detailed Curriculum Vitae**, **copies of Academic and Professional Certificates**, **National Identity Card**, **Transcripts and Testimonials**, **Valid Food Handlers Certificate for Cooks & Hospitality**, **daytime contacts**, **Full Names and Contacts of three (3) referees**.

Candidates who meet the requirements are invited to send their **Hand Delivered** or **Posted** applications to: -

The Director /C.E.O.

Kenya Institute of Mass communication

Uholo Road (South B), Off Mombasa Road

P.O. Box 42422-00100

Nairobi

The closing date is on **28th November, 2025 at 5.00 pm.**

Only shortlisted candidates will be contacted.


Peter Wakoli
DIRECTOR/CEO.