



KENYA INSTITUTE OF MASS COMMUNICATION
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KIMC/G/A/273 VOL. II (35)

30TH JULY, 2026.

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), Casual Secretaries and Office Assistant.

REQUIREMENTS FOR ENGAGEMENT

S/No.	Position	Qualifications/Specification	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. Certificate in Housekeeping/Hospitality Management will be an added advantage	2
5.	Carpenter	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/Specification	Number Needed
9.	Secretaries	i. Diploma in Secretarial Studies or Equivalent ii. KCSE Certificate minimum C- (minus)	2
10.	Office Assistant	i. KCSE Certificate minimum D Plain	1
		TOTAL	20

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 **Friday - 14th August, 2026 at 5.00 pm.**

Only shortlisted candidates will be contacted.



Peter Wakoli
DIRECTOR/CEO.