KENYA INSTITUTE OF MASS COMMUNICATION
P.O. Box 42422 - 00100 NAIROBI | Uholo Road, Nairobi South B, off Mombasa Road
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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) and **Maintenance** (**Artisans i.e.** Carpenter, Electrician, Welder and Plumber).

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	5
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.	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
		TOTAL	14

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 – 27th November, 2026 at 5.00 pm.**

Only shortlisted candidates will be contacted.

Peter Wakoli
DIRECTOR/CEO.